

Intro to Google Sheets

Lesson Plans

With Google Sheets, you can create and edit spreadsheets directly in your web browser—no special software is required. Multiple people can work simultaneously, you can see people's changes as they make them, and every change is saved automatically.

[Section 1: Create or import](#)

[1.1 Create a new spreadsheet](#)

[1.2 Import and convert old spreadsheets to Sheets](#)

[Section 2: Add content](#)

[2.1 Enter and edit your data](#)

[2.2 Customize your spreadsheet](#)

[2.3 Work with rows, columns, and cells](#)

[2.4 Work with multiple sheets](#)

[Section 3: Share and collaborate](#)

[3.1 Share spreadsheets](#)

[3.2 Unshare spreadsheets](#)

[3.3 Add comments and replies](#)

[3.4 Chat with people directly](#)

[Section 4: Print and download](#)

[4.1 Print your spreadsheet](#)

[4.2 Download versions in other formats](#)

[4.3 Make a copy in Sheets](#)

[4.4 Email a copy as an attachment](#)

[Section 5: Access your calendar, notes, and tasks](#)

[5.1 Open your Google Calendar and events](#)

[5.2 Open notes in Google Keep](#)

[5.3 Open your to-do lists in Google Tasks](#)