Create and Share Your Work Online

Google™ Docs 4 Everyone

ACCESS • CREATE • STORE • PRESENT • SPREADSH
• DOCUMENTS • PRESENTATION • FORM • COLLA
UPLOAD • WRITE • EDIT • CUSTOM COLORS • SHA

QUE®

Steven Holzner and Nancy Holzner

Google™ Docs 4 Everyone

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Introduction

Welcome to Google Docs!

Since its introduction in 2006, Google Docs has changed the way people think about office productivity tools—first word-processing documents and spreadsheets and then slideshow-style presentations (which made their Google Docs debut in 2007). Unlike traditional productivity applications, which you buy, install on your computer, and later upgrade yourself (for an additional fee), Google Docs' applications are Web-based. That means your documents, spreadsheets, and presentations are stored on the Web, and you can access them from anywhere you have an Internet connection and a Web browser. Imagine the possibilities: No more having to remember to transfer a file from your desktop computer to your laptop before you hit the road. No more wondering whether the version you're working on is the current version. No more having to back up all your documents—because Google's got you covered.

And if you sometimes need to work when you're offline, Google's got you covered there, too. When you install Google Gears (Chapter 3 tells you how), you can work on your documents and view your spreadsheets even when you're not connected to the Internet. Using Gears to work offline is optional; you don't have to install it to use Google Docs.

But one of the greatest advantages of Google Docs is the ability to share your documents with others—and collaborate on them in real time. If you've ever collaborated by emailing a flurry of files or waiting for someone else to check a document back into a central repository (so you can have your turn), you'll love collaborating in Google Docs. When you share a document with some collaborators, those people can sign in and work on the document whenever they want, from wherever they are. Multiple collaborators can work on a document at the same time. All edits happen to the current version of the document, so you never have to worry about working on an out-of-date file. (If someone makes edits you need to undo, you can roll back to a previous version using Google Docs' revision history feature.)

Best of all, Google Docs is free. Yes, you heard that right—it won't cost you a penny to use. There's nothing to install on your computer, and Google takes care of fixing bugs and updating the applications.

It's no wonder that organizations—including GE, L'Oreal, the District of Columbia, and Google itself—are evaluating or switching to Google for their productivity tools. And it's no wonder that millions of individuals are choosing Google Docs to create, edit, and store their documents. Given that you are reading this introduction, you've probably done the same (or are thinking about it). Whether for business or personal use, this book will help you get the most out of Google Docs.

A Quick Overview of This Book

Google Docs lets you create and work with three kinds of documents:

- Word-processing documents—From letters, memos, or reports to the Great American Novel, documents are anything that you might create with a word processor such as Microsoft Word, OpenOffice.org Writer, WordPerfect, and so on.
- Spreadsheets—Whether you're creating a schedule, tracking your stock portfolio, figuring out your household budget, cataloging your wine collection, or something else, you can use a Google Docs spreadsheet. A spreadsheet is a grid of columns and rows you can use to organize information and perform calculations on that information.
- Presentations—A presentation is a series of slides that you show in sequence. Traditionally, Microsoft PowerPoint has been the most popular presentation program.

After an introductory chapter to get you started with Google Docs, this book is organized by the different kinds of documents and what you can do with them:

- Chapter 1, "Getting Started with Google Docs," tells you how to create a Google account (a must for using Docs), how to use the Google Docs home page to organize and search your documents, and how to maximize your efficiency to make Google Docs work with iGoogle, Google's personal and highly customizable start page.
- Chapter 2, "Starting Word Processing," takes you through the steps of creating and saving your first document in Google Docs. The chapter also covers the basics of formatting text and shows you how to use helpful keyboard shortcuts and print a document.
- Chapter 3, "Formatting Documents," goes beyond the basics. Topics in this chapter include formatting documents, using templates to create preformatted documents, importing existing documents into Google Docs (and exporting your Docs documents to another program, such as Word), using Google's research tools, and editing documents when you're not connected to the Internet.
- Chapter 4 is titled "Taking Your Docs to the Next Level: Lists, Tables, and Insertions," and that's precisely what this chapter is about. Create and format bulleted and numbered lists; insert and edit tables, pictures, and links; and create a table of contents.

- Chapter 5, "Sharing and Collaborating on Documents," explains the how-tos of sharing a document with viewers (who can read a document but not make changes to it), collaborators (who can both read and edit a document), or both. If you've never collaborated on a document in real time before, the chapter explains how that works. Finally, we look at Revision History, which lets you find and compare previous versions of a document—a great feature if a collaborator makes changes you don't like.
- Chapter 6 introduces Google Docs spreadsheets (which is why it's called "Introducing Spreadsheets"). After a quick discussion of spreadsheet design, the chapter moves right into creating your first spreadsheet in Google Docs. From there it covers spreadsheet templates, formatting, working with multiple sheets, and the basics of working with data.
- Chapter 7, "Spreadsheets: Formulas and Charts," shows you how to power up your spreadsheets using formulas and functions, as well as how to display a spreadsheet's data graphically by creating charts and using gadgets (a gadget is a self-contained mini-program that you can put on a Web page).
- Chapter 8, "Sharing and Collaborating on Spreadsheets," covers such topics as publishing a spreadsheet on the Web, inviting others to view or collaborate on your spreadsheet, creating forms others can use to add data to a spreadsheet, and working with a spreadsheet's revision history.
- Chapter 9, "Introducing Presentations," tells you everything you need to know to create a professional-looking slideshow presentation. The chapter begins with some pointers for designing an effective presentation and then takes you through the steps of creating your first presentation. From there, you learn how to add slides and fill them with elements—text, lists, images, shapes, and videos. The chapter discusses how to import individual slides or entire presentations, as well as export a presentation so you can work on it in PowerPoint, print it out, or save it to your computer.
- Chapter 10, "The Main Event: Sharing and Viewing Presentations," covers what presentations are all about—sharing them with others. Whether you want to bring others in to help you design the presentation, show the presentation to a live audience, or publish the presentation on the Web, this chapter tells you what you need to know.

Info 4U Google frequently asks users for feedback and feature requests—and they're almost constantly updating their applications in response. Because of these frequent updates, you may find that some of the pages and steps on the live applications differ from what you see in this book.

A Word About Security

If you're used to storing your files locally on your own computer, the idea of "cloud computing"—accessing programs and storing files using the Internet—might feel a bit uncomfortable. The question is an important one: Is Google Docs secure?

When you create a document in Google Docs, that document and any information in it is private. No one can look at that information unless you explicitly grant them permission to do so by sharing the document or publishing it on the Web. Google stores your documents on its own secure servers. Any information that you store in your Docs documents, spreadsheets, and presentations is *not* accessed by search engines. That means your private info won't appear in search results. The only exception to this is if you (or one of your collaborators) have published the document and posted its Web address on a public site—in that case, your info is already out there in public on the Web, where search engines can find it.

Keep in mind that Google uses Docs for its own staff—that shows the company believes in the security of its data.

Of course, security is also up to you. Make sure that your password is a tough one to crack (using a combination of upper and lowercase letters, numbers, and punctuation marks), and don't share that password with anyone else. Take care in choosing those with whom you share your documents. And if you're using Gears to work offline, be aware that anyone who uses the computer on which you've installed Gears can see your offline documents.

Technical Requirements for Using Google Docs

To use Google Docs, you need to have a computer that can connect to the Internet and a Web browser. Table I.1 lists the combinations of operating system and Web browser that work with Google Docs.

Table I.1—Operating System–Web Browser Combos That Support Google Docs

Operating System	Web Browser
Windows XP or Vista	Chrome
Windows NT, XP, or Vista	Internet Explorer 6 or higher
Windows NT, XP, or Vista	Firefox 2.0 or higher
Linux	Firefox 2.0 or higher
Mac OSX 10	Safari 3
Mac OSX 10	Firefox 2.0 or higher

Info 4U If you're a Mac user and you want to download Gears to work with documents offline, you must use Mac OSX 10.4—earlier versions won't work with Gears.

Besides having one of the operating system–browser combinations shown in Table I.1, you need to make sure two more things are in place before you can use Docs:

- Enable cookies—A cookie is a piece of text that's stored on a user's computer by a Web application for later use. Cookies are used for authentication, session tracking, and maintaining specific information about users. You need to have cookies turned on in your Web browser for Google Docs to work. Google offers a handy guide for turning on cookies in a variety of Web browsers at www.google.com/cookies.html.

- Enable JavaScript—JavaScript is scripting language that the Web browser can run. In Google Docs, it lets you open a document in a new window, create a table of contents, and use Docs reference tools, among other things. If you're not sure how to enable JavaScript, check your Web browser's Help files.

6

Introducing Spreadsheets

How did people ever keep track of things before there were spreadsheets? A spreadsheet is an unbelievably useful tool for organizing data. Your money, the kids' chores, your rare book collection, your holiday card list, your company's products or customers, your project team's tasks and due dates—anything that you can put in a list would probably work in a spreadsheet.

Of course, spreadsheets aren't just for storing information—they're for working with it. Sort data (to group customers by town, for example, or your rare books by value). Format data to emphasize deadlines or totals and set up rules that apply formatting automatically when certain conditions apply.

This chapter presents an introduction to spreadsheets: what they are and how to design a good spreadsheet and start working on it. Along the way, you'll also learn how to format your spreadsheet, create multiple sheets, work with rows and columns, and enter data more efficiently.

Spreadsheet Basics

Before you start creating spreadsheets in Google Docs, it's a good idea to get the basics down for what a spreadsheet is and how best to design one. Of course, if you're already a spreadsheet power-user, feel free to skip this section and dive into the specifics about getting started with Docs spreadsheets.

What Is a Spreadsheet?

A spreadsheet stores, organizes, and performs calculations on data. Its layout is a grid made up of horizontal rows and vertical columns, like a big table. Where a row and column intersect is a rectangular box, called a *cell*. Cells hold individual pieces of information, such as a number, date, currency amount, name, or other text. A cell can also be empty or hold a *formula*, a mathematical equation that calculates a value (more on formulas in Chapter 7, “Spreadsheets: Formulas and Charts”).

A spreadsheet can hold an enormous amount of data. In Google Docs, each spreadsheet you create can have up to 256 columns, 200,000 cells, or 100 sheets—whichever comes first. Your spreadsheet can have as many rows as it needs (within those limits).

Spreadsheets are often used for working with financial data, such as a family budget, business expenses, or investment portfolio information. You can use a spreadsheet, though, to hold and organize other kinds of information as well—your CD collection, a newsletter mailing list, employee information, a weekly work schedule, and so on. Spreadsheets’ flexibility is what makes them so popular.

What Can a Cell Contain?

Earlier, we said that cells contain data, that is, pieces of information. You can put just about any kind of data you desire into a spreadsheet, using one of these datatypes:

- Text—In a spreadsheet, text can be letters and words, numbers, or a combination of both. The text you put in a spreadsheet might be labels, descriptions, names, addresses, notes, phone numbers, employee IDs—whatever you want.
- Numbers—You could easily argue that numbers are the raison d’être for spreadsheets because a spreadsheet is such a powerful tool for performing calculations. You can format numbers to represent a particular kind of data, such as currency amounts, percentages, dates, and times.
- Formulas—As Chapter 7 explains, a formula performs calculations on the data in your spreadsheet. Formulas range from simple operations, such as adding or averaging a column of numbers, to complex statistical or engineering calculations. When you insert a formula into a cell, what the cell displays is the result of that formula.

What Makes a Good Spreadsheet Design?

Anyone who works with spreadsheets will tell you that a spreadsheet needs two things to be effective: good design and good data. And these two qualities go hand in hand. A well designed spreadsheet calls for the best data. In addition, good spreadsheet design facilitates the main goals of working with spreadsheets:

- To understand the purpose of the spreadsheet
- To read the spreadsheet’s data
- To use that data for analysis
- To notice important aspects of the data
- To update the spreadsheet easily

Let’s look at a quick, simple example to illustrate spreadsheet design. Say you want to set up a spreadsheet to track your progress on a project: a book or report you’re writing. This spreadsheet will hold several kinds of information: segments of the project (these could be sections or chapters; we'll call them chapters in the example), milestones, and the dates those milestones are reached. Knowing the kinds of information your spreadsheet will track, you can start to design it.

Give the Spreadsheet a Title

A title makes the spreadsheet's purpose clear. For the example, you'd probably choose a title such as *Track Project* or *Book Progress*.

Define Columns

Column headings are important in a spreadsheet because they tell you the kind of information the column holds. Without clear headings, a spreadsheet can look like little more than a vast sea of numbers. With good headings, you know exactly what those numbers represent.

In the Book Progress spreadsheet, you might identify these points as the major milestones:

- First Draft Finished
- Second Draft Finished
- Edits Reviewed
- Revision Completed

Each of these columns will contain a particular type of data. In this case, all of the columns we've defined so far will contain dates so that we can track exactly when we achieved each milestone.

Tip 4U To make column headings stand out, you might want to make them bold. Similarly, an especially important column, such as Revision complete, can be made to stand out by using a background color to highlight its contents. "Formatting a Spreadsheet" later in this chapter tells you how to emphasize parts of your spreadsheet using formatting tools.

Besides the date columns that show when you've reached each milestone, you can give your spreadsheet a little extra oomph with a different kind of column. Say you wanted a column to keep track of the number of pages in your book. This column—we'll call it Page Count—holds numbers. After you've used this column to hold the number of pages for a couple of chapters, you can create a formula to add up the numbers in the column and display a running total. (Chapter 7 tells you how to write a spreadsheet formula.)

Tip 4U If you want a quick total of just some of the numbers in the column, simply select the numbers you want to add in that column. Google sums the selected numbers and displays the total in the bottom-right corner of your spreadsheet.

Define Rows

As we look at the milestones we've used to define our column headings, another question arises. What, exactly, are we tracking? We can't determine when we've reached a milestone until we know the answer to that question.

For a book, it makes sense to track the progress of each chapter. That breaks the information down into discrete, manageable units. So for Chapter 1, you can read across the row and track the dates that each milestone was met.

Defining the spreadsheet's rows as chapters means we need to add one more column heading: Chapters. Although it might seem obvious, as you read down the leftmost column, that it contains chapters, it's always a good idea to label columns so there's no doubt what the column holds. Also unlike the milestone columns, which hold dates, the Chapters column will hold plain old numbers. We won't use these numbers to perform any kind of calculation (the column could also be a text column), but formatting the data as numbers here automatically makes those numbers right-aligned, so the digits line up correctly as you read down the column.

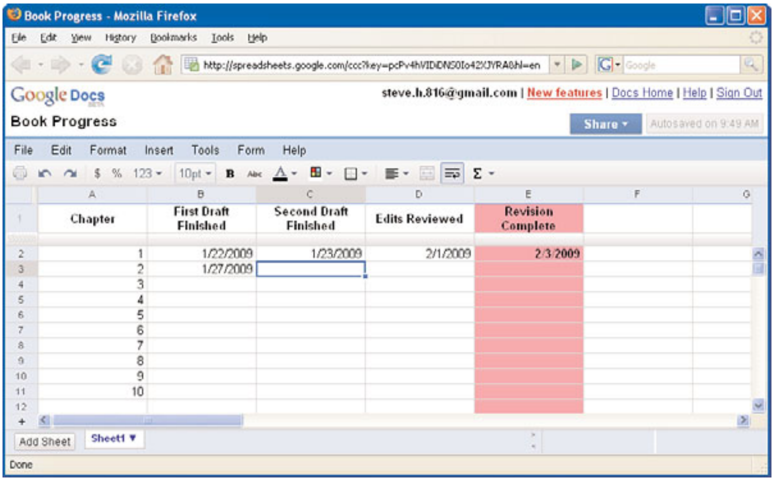
Another benefit to defining the rows as chapters is that it's easy to update the spreadsheet if the book changes. For example, if we decide to add an appendix, all we need to do is start a new row called Appendix.

Ask Yourself Whether Your Spreadsheet's Design Serves Its Purpose

Use the list of goals for a spreadsheet defined at the beginning of this section as a checklist to see whether your spreadsheet is well designed:

- Is the spreadsheet's purpose clear?
- Is it clear what each piece of data represents?
- Are columns and rows clearly labeled?
- Is it easy to spot important information?
- Can the spreadsheet be updated easily? (If new information would force a drastic redesign of the spreadsheet, it's better to redesign it now rather than later when it's filled with data.)

Figure 6.1 shows the sample spreadsheet we've designed.


Book Progress - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://spreadsheets.google.com/ccc?key=pcPv4hVIDiDN50Io42XJYRA&hl=en
Google Docs
steve.h.816@gmail.com | New features | Docs Home | Help | Sign Out
Book Progress
Share
Autosaved on 9:49 AM
File Edit Format Insert Tools Form Help
$ % 123 10pt B Abc Σ
Add Sheet
Sheet1
Done

Chapter	First Draft Finished	Second Draft Finished	Edits Reviewed	Revision Complete
1	1/22/2009	1/23/2009	2/1/2009	2/3/2009
2	1/27/2009			
3				
4				
5				
6				
7				
8				
9				
10				

Figure 6.1
In this example columns and rows are clearly labeled, and highlighting makes important information easy to find.

Tip 4U One way to ensure ease of updating is to use formulas that automatically recalculate certain kinds of information when new information is added. The Page Count column mentioned earlier is an example: Whenever you add a new number to the Page Count column or change an existing number, the total updates automatically. As another example, a spreadsheet tracking customer purchases can automatically figure sales tax and recalculate the total when an order is changed. Chapter 7 covers spreadsheet formulas in detail.

Creating Your First Google Docs Spreadsheet

Ready to get started with your first Google Docs spreadsheet? Go to the Docs home page and click New, Spreadsheet to open a new, blank spreadsheet in the Docs spreadsheet editor, as shown in Figure 6.2.

Tip 4U If you're already in the spreadsheet editor, you can create a new spreadsheet by selecting File, New, Spreadsheet.

The main area of the spreadsheet editor is the spreadsheet itself, the grid of rows and columns that will contain your data. Letters across the top of the spreadsheet and numbers along the left side identify the columns and rows that make up the spreadsheet. At the bottom left of the spreadsheet is a tab that names the sheet you're currently looking at. A brand-new spreadsheet has just one tab, with the generic name Sheet 1, but you can add more sheets, as "Working with Multiple Sheets" explains later in this chapter.

Above the spreadsheet are two bars for working with the spreadsheet: a menu bar and a formatting toolbar. You'll learn how to use these as we go through the specific actions you can take when working with a spreadsheet.

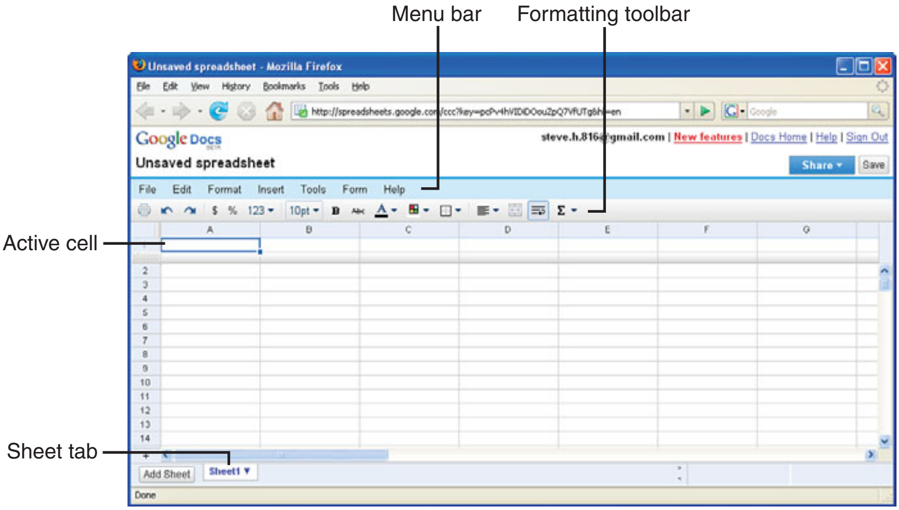

Menu bar
Formatting toolbar
Active cell
Sheet tab
Unsaved spreadsheet - Mozilla Firefox
Google Docs
Unsaved spreadsheet
Share
Save
File Edit Format Insert Tools Form Help
Add Sheet
Sheet1
Done

Figure 6.2
When you create a new spreadsheet, it opens in the spreadsheet editor.

Selecting Cells and Entering Data

To select a cell, click the cell you want, and a thick blue line appears around the cell to mark it as active. (As Figure 6.2 shows, when you create a new spreadsheet, the top left cell is the active cell.) When you've selected a cell, start typing to enter some data in it. To move to the next cell, press Tab or use your keyboard's arrow keys.

Besides selecting an individual cell, you can also select a group of adjacent cells, called a *cell range*. To select a range, click the top-left cell of the range. When you select the cell, a small square appears in its lower-right corner; this square is called a handle. Place your mouse pointer over the handle so that the cursor becomes a crosshairs. When it does, click and drag horizontally or vertically to select the group of cells you want. As you move the mouse, the cells you're selecting are shaded so you can see the extent of the range. When you've selected the range you want, let go of the mouse button.

Tip 4U Another way to select a range of cells is to hold down the Shift key as you use the arrow keys to expand or contract the range.

You can also select entire rows or columns. To select an entire row, click the number at the row's far left. To select a column, click the letter above the column. Clicking a number or letter in this manner, then dragging the mouse selects multiple rows or columns, respectively.

Tip 4U To select the entire spreadsheet, click the blue square in the upper-left corner, which is above row 1 and to the left of column A.

Saving a Spreadsheet

As with its word processor, Google automatically saves your spreadsheet every few minutes. Unlike the word processor, though, Google's spreadsheet editor needs you to save a spreadsheet first before it can start autosaving. If you start working with the spreadsheet—entering data, selecting cell ranges, formatting columns, and so on—before saving the spreadsheet, a warning box pops up in the lower-right part of the screen, with this message:

> *Careful. You're editing an unsaved spreadsheet. Start autosaving.*

Start Autosaving is a link; click it, and a dialog box opens asking you to give your new spreadsheet a name. Type in the name and click OK. Google names the spreadsheet and from now on autosaves it every few minutes.

You can also save your new spreadsheet by clicking the upper-right Save button. This button appears only on a brand-new, never-yet-save spreadsheet. After you've saved the spreadsheet for the first time, Google replaces the Save button with a notice that tells you when it last saved the document for you.

When you're done working with the spreadsheet for now, click File, Save & Close. Google saves the spreadsheet and closes the spreadsheet editor's window.

Creating a New Spreadsheet from a Template

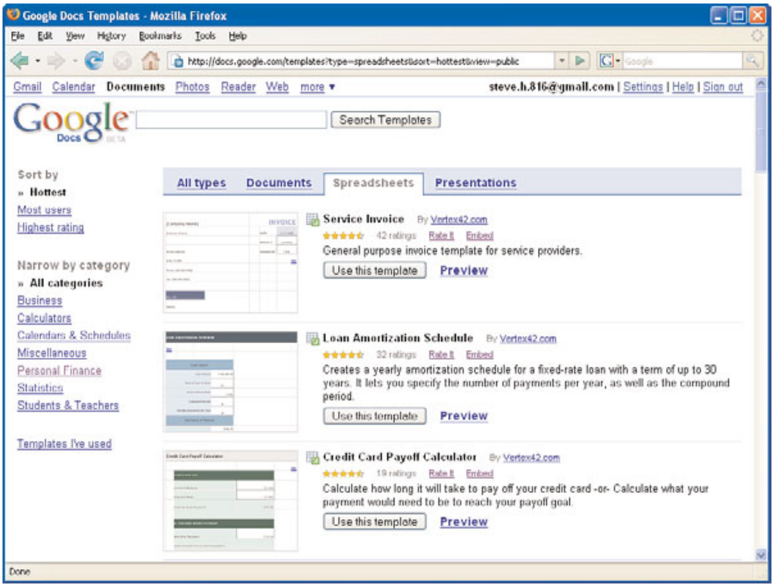
Although you can custom-design your own spreadsheet from scratch, Google also gives you the option of using a *template* as a basis for a new spreadsheet. A template is a sample spreadsheet already set up for a particular purpose. For example, if you want to create a spreadsheet to plan and track your family's monthly budget, you don't have to start from square one: Choose a budget planner from Google's available template to create your own budget-planning spreadsheet. You can use the template as it is or tweak it to suit your own needs.

Using a template as the basis for a new spreadsheet can save you a lot of work, so let's see just how easy it can be. When you create a new spreadsheet from a template, you take one of these routes, depending on your starting point:

- From the Google Docs home page—Click New, From Template to open Google's Template Gallery. There, click the Spreadsheets tab.
- From the spreadsheet editor—Click File, New, From Template. The Template Gallery opens with the Spreadsheets tab already selected.

Figure 6.3 shows the Spreadsheets tab of Google's Template Gallery, which has tons of templates, ranging from amortization schedules and teacher grade books to invoices and a checklist for planning your wedding. You find and select a spreadsheet from this library in the same way you'd use a template to create a new word-processing document (described in Chapter 3, "Formatting Documents"). To find a template, use the search box at the top of the page or browse a category from the list on the left. To find a family budget template, for example, you might search for *budget* or browse the Personal Finance category.

To get a close-up look of a template before you use it, click the Preview link; the template opens in a new window. To create your own spreadsheet from the template, click its Use This Template button, either from the list of templates or from the preview page of the template you want. Google opens the template in your spreadsheet editor—ready for you to start entering data—and adds it to your Docs list.


Google Docs Templates - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://docs.google.com/templates?type=spreadsheets&sort=hottest&view=public
Gmail Calendar Documents Photos Reader Web more ▾
steve.h.816@gmail.com | Settings | Help | Sign out
Google Docs BETA
Search Templates
Sort by
» Hottest
Most users
Highest rating
Narrow by category
» All categories
Business
Calculators
Calendars & Schedules
Miscellaneous
Personal Finance
Statistics
Students & Teachers
Templates I've used
All types
Documents
Spreadsheets
Presentations
Rate It
Embed
Use this template
Preview
Done

Service Invoice By Vertex42.com
42 ratings

General purpose invoice template for service providers.

Loan Amortization Schedule By Vertex42.com
32 ratings

Creates a yearly amortization schedule for a fixed-rate loan with a term of up to 30 years. It lets you specify the number of payments per year, as well as the compound period.

Credit Card Payoff Calculator By Vertex42.com
19 ratings

Calculate how long it will take to pay off your credit card -or- Calculate what your payment would need to be to reach your payoff goal.

Figure 6.3
Google's Templates Gallery may have just the spreadsheet design you're looking for.

Formatting a Spreadsheet

As you've seen, a blank spreadsheet is a huge grid of rows, columns, and cells. In addition, that blank spreadsheet treats all cell content in the same way, using the Normal format. Normal format can be fine for numbers (it treats them as everyday, run-of-the-mill numbers), but sometimes you're using numbers in a more specialized sense, and you want your spreadsheet to reflect that. If you're planning the family budget, for example, you're going to want to treat expenditures as dollar amounts. And that means you have to apply formatting to certain parts of the budget spreadsheet so that Google will know those parts refer to money, not to (for example) quantity.

So as you work with a spreadsheet, you'll want to apply different kinds of formatting. Besides formatting different kinds of numbers in different ways (currency, percentage, and so on), you can choose a standard format for dates and times. You might want to call attention to a particular row, column, or cell through formatting or highlighting. This section tells you how to do all that and then goes on to explain how you can set up formatting rules to look for certain criteria and, when these are met, to apply formatting automatically, such as displaying a date in red to get viewers' attention.

Formatting Numbers

Spreadsheets hold many different kinds of numbers—dates, dollar amounts, percentages, and so on—and you want to distinguish among these different kinds. Doing so makes your spreadsheet much easier to read and understand at a glance. In addition, using the right numeric format makes sure that your formulas (Chapter 7) are accurate.

When you format a column's numbers, you're telling Google how to treat those numbers—whether to add a dollar or a percent sign, for example, and whether to use a decimal point or round numbers up or down. Table 6.1 shows the different number formats you can use in Google Docs spreadsheets, along with an example of how each format looks in practice.

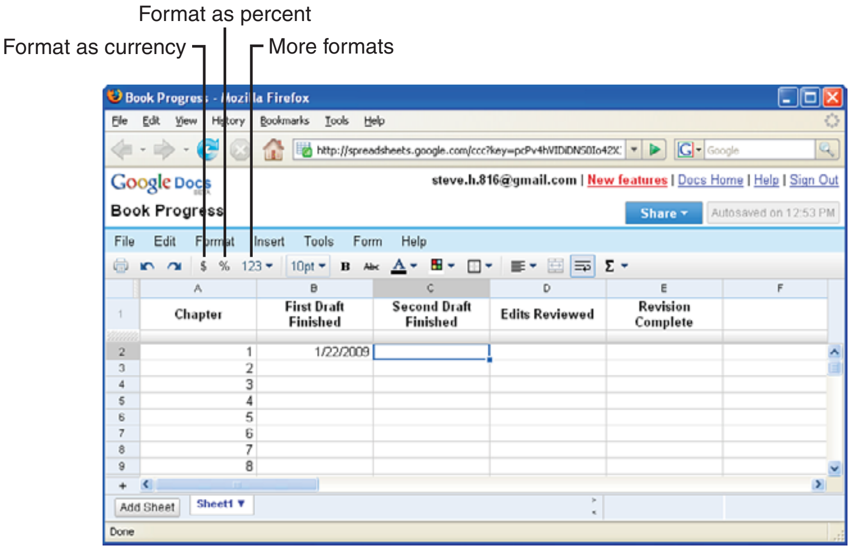
Table 6.1 Number Formats for Google Docs Spreadsheets

Format	Example
Rounded	2,500
2 Decimals	2,500.00
Financial rounded	(2,500)
Financial	(2,500.00)
Scientific (for large numbers)	1.25E+12 (This number is equivalent to 1,250,000,000,000.)
Currency rounded	$2,500
Currency	$2,500.00
Percent rounded	25%
Percent	25.00%

Choose the cell or range of cells you want to format. For example, to apply a format to all the cells in a column, click the letter above the column you want (this selects the entire column). If you want to quick-format the column as a rounded currency amount or a percentage, click the Format as Currency or Format as Percentage button, respectively, on the toolbar above the spreadsheet (see Figure 6.4).

Otherwise, click the More Formats button on the toolbar: 123 with a down arrow next to it. From the menu that appears, select the format you want. Google immediately applies it to the column you chose.

Tip 4U If you work in a currency besides dollars or in multiple currencies you'll be glad to know that Google offers a range of currencies to format money-related numbers. To choose a currency, select the cells you want to format and then click More Formats, More Currencies and then choose the currency you want. Don't see that currency on the list? Click Custom Currencies, designate a symbol and position (to the left or right of the number) for the currency you're adding, and click OK.


Format as percent
Format as currency
More formats
Book Progress - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://spreadsheets.google.com/ccc?key=pcPv4hVIDiDN50Io42X
Google
Google Docs
steve.h.816@gmail.com | New features | Docs Home | Help | Sign Out
Book Progress
Share
Autosaved on 12:53 PM
File Edit Format Insert Tools Form Help
$ % 123 10pt
Add Sheet
Sheet1
Done

	A	B	C	D	E	F
1	Chapter	First Draft Finished	Second Draft Finished	Edits Reviewed	Revision Complete	
2	1	1/22/2009				
3	2					
4	3					
5	4					
6	5					
7	6					
8	7					
9	8					

Figure 6.4
Use these buttons to format numbers in your spreadsheet.

Formatting Dates and Times

If your spreadsheet will contain dates, times, or both, you'll want to standardize their formats to avoid confusion. For example, maybe you format a date as 3/31/09, but folks in the London office use 31-Mar-2009. And while you're used to thinking in terms of AM and PM, your London counterparts use a 24-hour clock—for you, quitting time is 5:00 PM, but for them it's 17:00. It's much easier for everyone if you choose a standard format for dates and for times and use them consistently.

To choose and apply a format for dates or times, select the cell or cell range to which you're applying the format and then click the More Formats button. You can choose a format from the menu's date and time section or click More Formats to see the options shown in Figure 6.5. For each date or time format style, Google shows an example, so you know what the format will look like in the spreadsheet. Click the format you want, and Google applies it.

Formatting Appearance

In a sea of numbers and other data, it can be easy for important information to get lost. You can make sure that doesn't happen by formatting that important info in a way that makes it stand out.

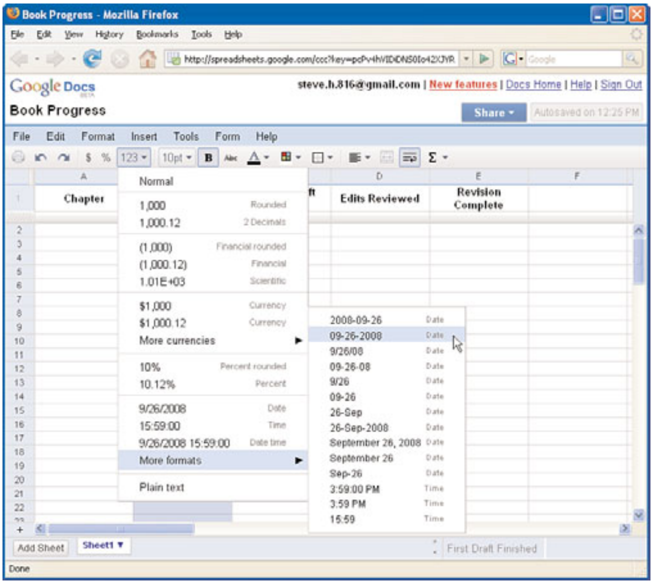

Book Progress - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://spreadsheets.google.com/ccc?key=pcPv4hVIDiDNS0Io42lJYR
Google Docs
steve.h.816@gmail.com | New features | Docs Home | Help | Sign Out
Book Progress
Share
Autosaved on 12:25 PM
File Edit Format Insert Tools Form Help
123
10pt
B
Σ
A
Chapter
D
Edits Reviewed
E
Revision Complete
F
Normal
1,000 Rounded
1,000.12 2 Decimals
(1,000) Financial rounded
(1,000.12) Financial
1.01E+03 Scientific
$1,000 Currency
$1,000.12 Currency
More currencies
10% Percent rounded
10.12% Percent
9/26/2008 Date
15:59:00 Time
9/26/2008 15:59:00 Date time
More formats
Plain text
2008-09-26 Date
09-26-2008 Date
9/26/08 Date
09-26-08 Date
9/26 Date
09-26 Date
26-Sep Date
26-Sep-2008 Date
September 26, 2008 Date
September 26 Date
Sep-26 Date
3:59:00 PM Time
3:59 PM Time
15:59 Time
Add Sheet
Sheet1
First Draft Finished
Done

Figure 6.5

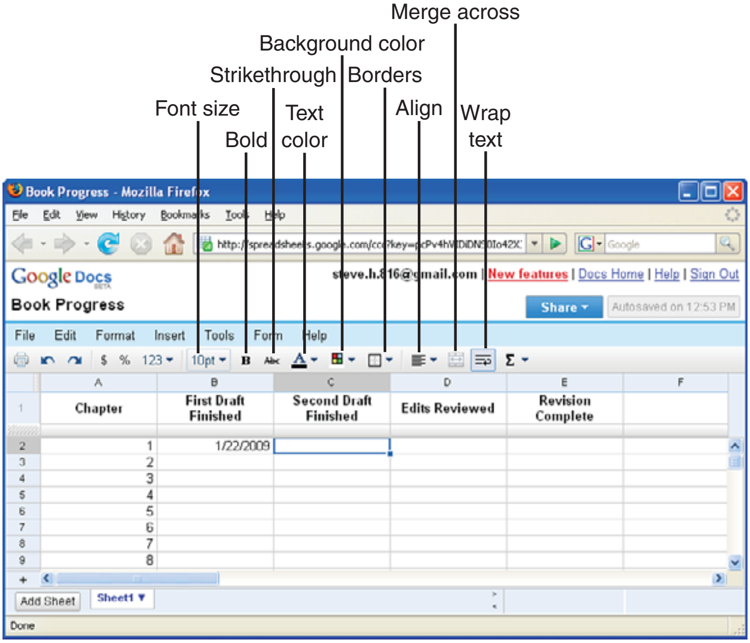
Google offers many styles for formatting dates and times.

As Figure 6.6 shows, the spreadsheet editor has a toolbar above the spreadsheet itself. This toolbar has these formatting buttons:

- Font Size—When you click this button, your options range from 6 to 36 points. Google's standard of 10 points is good for most cell data. Smaller can work well for notes and larger for emphasis.
- Bold—Make a cell or cell range stand out by formatting it in bold.
- Strikethrough—This formatting puts a horizontal line through the text or numbers in the cells you've selected. You might want to use this, for example, to emphasize that a deadline has changed, striking through the old deadline and highlighting the new one in bold or with color.
- Text Color—Click this button and then choose from a palette of colors to change the text in the cell(s) from black to the color you select.
- Background Color—Define cell ranges or highlight important information by clicking this button and selecting the background color you want.
- Borders—This is another good way to set off a cell or range of cells by outlining them with a border. Click this button and then choose from eight border styles.
- Align—This button gives you options for aligning a cell's contents horizontally (left, center, or right alignment) or vertically (top, middle, or bottom alignment) .

- Merge Across/Break Apart—It can be helpful to identify sections of a spreadsheet by merging several cells and then typing in a title for that section. When you merge cells across, a single cell stretches across several columns, instead of a being the intersection of one row and one column. If you select a merged cell, this button changes to Break Across; clicking it will break the merged cell into individual cells again.
- Wrap Text—If a cell holds a lot of text, some of that text may not display. When you tell Google to wrap the text, it means that the cell lengthens to display all the text it holds. So instead of being tall enough to display a single line of text, the cell (and its row) expands so that it's tall enough to display two or more rows of text. This button toggles text wrapping on and off.

To apply any of these kinds of formatting, choose the cell or cell range you want to format and then click the appropriate toolbar button. If you make a mistake, click the toolbar's Undo button.


Merge across
Background color
Strikethrough
Borders
Font size
Text color
Align
Wrap text
Bold
Book Progress - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://spreadsheets.google.com/ccc?key=pcPv4hVDiDN9DIo42X
Google
Google Docs BETA
steve.h.816@gmail.com | New features | Docs Home | Help | Sign Out
Book Progress
Share ▾
Autosaved on 12:53 PM
File Edit Format Insert Tools Form Help
$ % 123 ▾ 10pt ▾ B Abc A ▾ Σ ▾
Add Sheet
Sheet1 ▾
Done

	A	B	C	D	E	F
1	Chapter	First Draft Finished	Second Draft Finished	Edits Reviewed	Revision Complete	
2	1	1/22/2009				
3	2					
4	3					
5	4					
6	5					
7	6					
8	7					
9	8					

Figure 6.6
Use the toolbar to format cells in your spreadsheet.

The menu bar's Format button repeats some of the formats in the toolbar and offers a few others. Select a cell or range, click Format, and then choose from one of these options: Font (six font styles), Bold, Italic, Underline, Strikethrough.

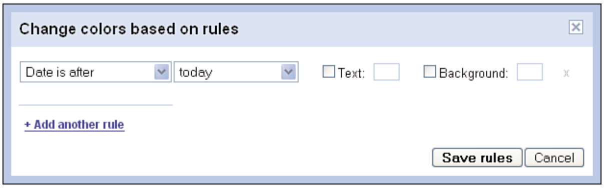
Tip 4U To remove all the formatting from a section of your spreadsheet, choose the cell or range you want and then click Format, Clear Styles.

Creating Formatting Rules

Formatting rules let you set up criteria that determine when to apply color to certain cells—automatically. For example, you might want to highlight in red due dates that have passed or expenses that go over budget. Sure, you can hunt down data and highlight it yourself, but why spend the time when you can tell Google to do that for you?

Setting up a formatting rule tells Google to apply specific formatting—text or background color—to a cell or a range of cells under certain conditions. To write a formatting rule, follow these steps:

1. In the spreadsheet for which you're creating the rule, select the cell or cell range to which the rule will apply.
2. Select Format, Change Colors with Rules. This opens the dialog box shown in Figure 6.7.
3. Set the condition for applying the color change. In the first drop-down, choose a condition for text, dates, or numbers, such as Text Contains, Text Does Not Contain, Date Is After, Is Equal To, Is Between, and so on. You can also apply a color change when a cell is empty.
4. Set the specifics for applying the color change. These depend on what you choose for the first drop-down list. For example, if you choose Is Between from the first drop-down, the dialog box presents two text boxes, where you can enter two numbers or dates that define the range. Or if you select Date Is After, the dialog box presents a drop-down list from which you can choose a date such as Today, Tomorrow, In the Past Week, or an exact date that you specify.
5. Select the color change you want to apply. When you check the Text or the Background box, Google displays its color palette. Click a color to select it. You can change the text color, the background color, or both.
6. If you want to create another rule for the same cell or cell range, click Add Another Rule, and the dialog box expands. Repeat steps 3 through 5. When you're done, click the Save Rules button to apply the rule or rules you've created.



Date is after today

Figure 6.7
When a cell or cell range meets conditions you set, Google applies the color formatting you specify here.

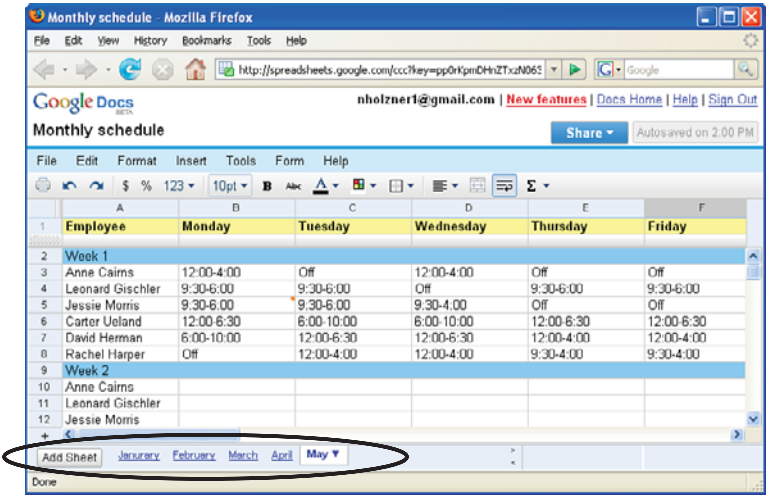
Tip 4U As you create formatting rules, Google adds them to the Change Colors Based on Rules dialog box. To edit a rule, select Format, Change Colors with Rules. When the dialog box opens, find the rule you want and change its criteria or colors.

If you don't need a particular rule anymore—for example, a deadline has been met and no longer needs highlighting—you can remove that rule. Open the spreadsheet and select Format, Change Colors with Rules. In the Change Colors Based on Rules dialog box, find the rule you want to delete and click the x to its right. Google deletes the rule immediately. Click Save Rules to close the dialog box.

Working with Multiple Sheets

When you create a new Google Docs spreadsheet, you start off with a single sheet. As you work on a spreadsheet, however, you may find that you need more than one sheet to collect separate but related data. If you use a spreadsheet to schedule employees, for example, you may want to use one sheet per month to make the schedule easy to read.

You can tell how many individual sheets a spreadsheet has by looking in the lower-left part of the screen. As Figure 6.8 shows, the current sheet appears as a tab; other sheets appear as links. Click a link to select that sheet. To add a new sheet, click the Add Sheet button. Google adds the new sheet to the right of the currently selected one.


Monthly schedule - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://spreadsheets.google.com/ccc?key=pp0rKpmDHnZTxzN06
Google Docs BETA
nholzner1@gmail.com | New features | Docs Home | Help | Sign Out
Monthly schedule
Share
Autosaved on 2:00 PM
File Edit Format Insert Tools Form Help
$ % 123 10pt B Abc Σ
Add Sheet
Janurary
February
March
April
May
Done

	A	B	C	D	E	F
1	Employee	Monday	Tuesday	Wednesday	Thursday	Friday
2	Week 1					
3	Anne Cairns	12:00-4:00	Off	12:00-4:00	Off	Off
4	Leonard Gischler	9:30-6:00	9:30-6:00	Off	9:30-6:00	9:30-6:00
5	Jessie Morris	9:30-6:00	9:30-6:00	9:30-4:00	Off	Off
6	Carter Ueland	12:00-6:30	6:00-10:00	6:00-10:00	12:00-6:30	12:00-6:30
7	David Herman	6:00-10:00	12:00-6:30	12:00-6:30	12:00-4:00	12:00-4:00
8	Rachel Harper	Off	12:00-4:00	12:00-4:00	9:30-4:00	9:30-4:00
9	Week 2					
10	Anne Cairns					
11	Leonard Gischler					
12	Jessie Morris					

Figure 6.8
Work with multiple sheets in the lower-left part of the screen.

When you double-click an individual sheet's name (or click the selected sheet's tab), you can choose one of these actions from the context menu that appears:

- Delete—When you choose Delete, a dialog box appears, asking whether you're sure you want to delete the sheet and all its data. If you are, click OK. (If you delete the sheet by mistake, immediately click the toolbar's Undo button to bring it back.)
- Duplicate—This makes an exact copy of the current sheet, including its data, and inserts it to the right of the current sheet. Google names the new sheet *Copy of <sheet name>*, so if you're copying a sheet called *Quarter 1 Grades,* for example, the new sheet's name is *Copy of Quarter 1 Grades.* Copying a sheet is useful when you want to use the existing sheet's setup; make a duplicate and then clear its data (see upcoming section), leaving just the existing structure, ready for new information.
- Rename—When you choose this option, a dialog box appears. Type in the sheet's new name and click OK. This option is handy when you discover a typo or you want to give a duplicate sheet its own name, rather than *Copy of <sheet name>*.
- Move Left/Move Right—Choose one of these options to move the sheet in the direction you specify. If the sheet you're moving is first or last among the sheets, you'll see only one direction (because the sheet can't move any farther in the other direction).

Working with Data

Earlier in this chapter, you saw how easy it is to get some data into your spreadsheet: simply click inside a cell and type. And while that gets you started with Google Docs spreadsheets, this section takes you to the next level. Learn how to import existing spreadsheet data into Google Docs, get up to speed with data-entry tips and tricks, work with rows and columns, sort data, and move data from Google Docs to another spreadsheet program. It's all covered here.

Importing Data into Google Docs

If you've been working with spreadsheets for a while, you've probably got data that you'd like to move into Google Docs—and you definitely want to do that as quickly and painlessly as possible. When you have spreadsheet data that lives outside of Google Docs, you can create a new spreadsheet from that data by importing the info into Docs.

Before you import a spreadsheet, keep in mind that imported spreadsheets must be 1MB or smaller and in one of these formats:

- Microsoft Excel (.xls)—If you have spreadsheets in Excel, you can import them directly into Docs.

Info 4U If you use Excel 2007, be sure to save your spreadsheet in .xls format before you import it. (To do that, click the Office Button, then select Save As, Excel 97-2003 Workbook.) At this writing, you can't import .xlsx files into Google Docs.

- OpenDocument Spreadsheet (.ods)—This is the format used by the spreadsheet programs of OpenOffice.org and StarOffice, among others.

- Comma-separated values (.csv)—This format contains pieces of data separated by commas. Most spreadsheet programs let you export or import data using this format.
- Tab-separated values (.tsv)—This is like a CSV file except that the pieces of data are separated by tabs rather than commas.
- Text file (.txt)—As its name suggests, this kind of file holds text: unformatted letters and numbers. If you've got a text file set up like a table (one record per row with tabs between each record's individual pieces of information), you use the text file to create a new spreadsheet. If you want to import a text file, start the import from the spreadsheet editor; otherwise, Google will interpret the file as a word-processed document, not a spreadsheet.

Info 4U If your spreadsheet file is password-protected, Google can't import it.

The steps for importing a file depend on your starting point:

- From the Google Docs home page—Click the Upload button. On the page that opens, click the Browse button. This opens a new window; find and select the file you're importing and then click Open. Back in Google Docs, click Upload File.
- From the spreadsheet editor—Click File, Import. This opens the Import File dialog box. Click Browse and in the window that opens, select the file you want and click Open.

Whichever method you use, Google imports the data, using it to create a new spreadsheet. The Docs spreadsheet has the same title as the file you imported.

Exporting Data from Google Docs

Just as you can import data from other programs into a Google Docs spreadsheet, you can also transfer data from a Docs spreadsheet into another program. This is called *exporting,* and it's useful when you want to download the spreadsheet to your computer and then work on it offline, using a program such as Microsoft Excel or OpenOffice.org Calc.

Info 4U As Chapter 3 explains, you can work on Google Docs word-processing documents offline if you have Google installed. Not so with spreadsheets. Currently, Gears lets you view but not edit or create your Docs spreadsheets when you're not connected to the Internet.

When you export spreadsheet data from Google Docs, you can save it in one of these formats:

- Microsoft Excel (.xls)
- OpenDocument Spreadsheet (.ods)
- Comma-separated values (.csv)
- Text file (.txt)
- Hypertext markup language (.html)
- Portable document format (.pdf)

The exporting process varies, depending on the format you choose to export the file. The next three sections explain.

Exporting as an XLS or ODS File

If you want to export the spreadsheet's data into Excel, OpenOffice.org Calc, or StarOffice Calc, open the spreadsheet you want and click File, Export. From the menu that appears, select .xls (for Excel) or .ods (for Calc).

Your Web browser opens a dialog box asking how you want to handle the file. There, choose to save the file to your computer (in the format you chose) or to open it in the appropriate program. Your computer downloads the file and then, depending on what you chose, either saves it or opens it.

Tip 4U If you exported data from a Docs spreadsheet, worked on it in another program, and now want to update your Docs spreadsheet with the new info, you can. Open the spreadsheet that will receive the new data and then click File, Upload New Version. In the dialog box that opens, click Browse to find and select the updated file on your computer and then click OK. Google automatically imports the new data and uses it to update your Docs spreadsheet.

Exporting as a CSV, HTML, or TXT File

When you export spreadsheet data in one of these formats, Google converts the file to the format you choose and opens it in a new browser window. (For this reason, you can export just one sheet at a time when you choose one of these formats).

Open the spreadsheet you want (if the spreadsheet has multiple sheets, select the sheet whose data you're exporting). Click File, Export and then choose one of these options:

- .csv Sheet Only
- .html Sheet Only
- .txt Sheet Only

Your Web browser opens the spreadsheet data in a new window. How it looks depends on the format you chose:

- CSV shows one record per line with commas separating pieces of information. This kind of file does not preserve your spreadsheet's formatting, just its data.
- HTML looks like a table and shows your spreadsheet's formatting.
- TXT shows one record per line with tabs separating pieces of information.

After the exported file has opened in a new window, use your Web browser's File menu to save the file. Then you can reopen it in the program you want.

Tip 4U Just about all spreadsheet programs understand CSV format, so if you use a spreadsheet program other than Excel or Calc, exporting data as a CSV file will most likely get the data into your spreadsheet program.

Exporting as a PDF

PDF stands for *portable document format,* and what it means in practice is that your document's formatting gets preserved no matter what platform you use to create it or to view it (such as Windows XP or Vista, Mac, or Linux). Simply open the document in a PDF reader such as Adobe Reader, Adobe Acrobat, or Foxit, and you can read it as it was formatted. And as you'll see in "Printing a Spreadsheet" later in this chapter, the first step in printing a spreadsheet is exporting it in this format.

When you want to export spreadsheet data as a PDF, open the spreadsheet and choose File, Export, .pdf. This opens the Export to PDF dialog box shown in Figure 6.9.

The dialog box has four sections for you to fill out:

- What Parts? Choose whether you're exporting just the current sheet or all sheets.
- How Big? Choose Fit to Width (which shrinks or expands the text to suit the size of the page) or Actual Size (which, for large spreadsheets, may overrun the page). Also in this section is a checkbox labeled Repeat Row Headers on Each Page, which is checked by default. If your spreadsheet will run to multiple pages, it's a good idea to leave it checked.
- Which Way? Select Landscape (horizontally oriented) or Portrait (vertically oriented).
- What Paper Size? You've got three choices:
  - Letter (8.5 inches ? 11 inches)
  - Legal (8.5 inches ? 14 inches)
  - A4 (210 mm ? 297 mm)—If you're not up on the metric system, that's about 8.25" ? 11.7."

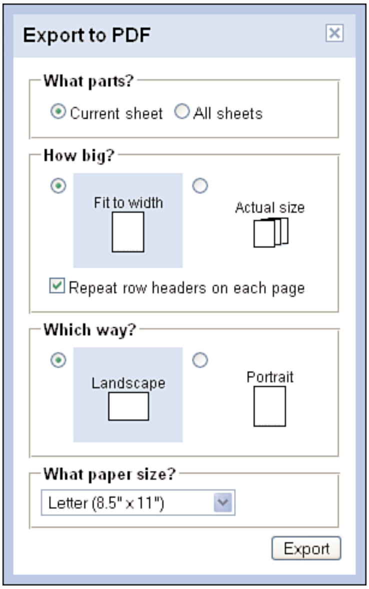
After you've made your selections, click Export. Your Web browser opens a dialog box asking whether you want to save the file or open it in an appropriate program. Make your selection, and your computer downloads the PDF file.

Entering Data

Anyone who's ever worked with spreadsheets knows that entering data can get awfully repetitive. You can speed up your work and lower the boredom factor by using the techniques in this section to enter data more efficiently.

Using Auto-Fill

Auto-Fill is a helpful feature when you're repeating a set of data and you don't want to have to type the same thing over and over (and over) again. For example, imagine you have a spreadsheet that tracks, on a weekly basis, when your organization's meetings rooms are in use. At the start of a new week, you don't want to have to type in all the meeting rooms' names all over again. When you use Auto-Fill, you don't have to. Just choose a range of cells and use Auto-Fill to copy their contents into an adjacent group of cells.



Export to PDF

What parts?
● Current sheet ○ All sheets

How big?
● Fit to width ○ Actual size
☑ Repeat row headers on each page

Which way?
● Landscape ○ Portrait

What paper size?
Letter (8.5" x 11")

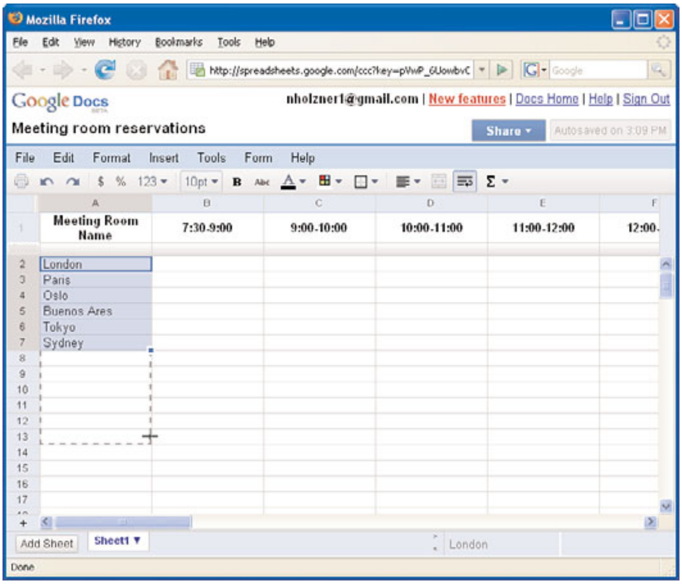
Figure 6.9
When you export spreadsheet data as a PDF, choose the data you want to export and how you want it displayed.

Here's how to use Auto-Fill:

1. Select the range of cells you're copying. Notice the small blue box (called a handle) that appears in the lower-right corner of the range.
2. Put your mouse pointer right on top of the handle. When the cursor becomes a cross hairs, click and drag in the direction you want to Auto-Fill.
3. As you drag, a dashed gray line shows the Auto-Fill area—the cells to which Google will copy your original selection. Figure 6.10 shows what this looks like.
4. When the dashed gray line surrounds the cells you want to fill, let go of the mouse button.

Like magic, Google pastes the contents of the cells you originally selected into the Auto-Fill area in order and repeated as many times as necessary to fill in the Auto-Fill area.

Auto-Fill can do better than just copying what you've already typed. It can also recognize common patterns—as long as you give it enough information to recognize the pattern. Say you're typing the names of the months of the year across your spreadsheet, one month per column. If you type January in column A, February in column B, and March in column C, you can stop typing right there. Select the three months you've typed so far, and use the lower-right handle to drag the Auto-Fill area nine columns to the right. When you let go of the mouse button, Google fills in the other months of the year across the spreadsheet.


Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://spreadsheets.google.com/ccc?key=pWwP_6UowbvC
Google
Google Docs
nholzner1@gmail.com | New features | Docs Home | Help | Sign Out
Meeting room reservations
Share
Autosaved on 3:09 PM
File Edit Format Insert Tools Form Help
10pt
Add Sheet
Sheet1
London
Done

Meeting Room Name	7:30-9:00	9:00-10:00	10:00-11:00	11:00-12:00	12:00-
London					
Paris					
Oslo					
Buenos Ares					
Tokyo					
Sydney					

Figure 6.10
Auto-Fill in action: the contents of the first six cells will be pasted into the six cells below them.

Copying Data

Auto-Fill is fast and easy when you're copying data to next-door-neighbor cells, but you might want to copy cells' content to other places, as well, such as another part of the spreadsheet or a different sheet.

To copy the contents of a cell or range of cells, select what you want to copy and then use one of these methods:

- Right-click (Control-click on a Mac) to open a context menu. Select Copy.
- Select Edit, Copy.
- On the keyboard, press Ctrl+C (Cmd-C on a Mac).

Tip 4U If you want to cut the data, rather than copying it, you can. Instead of the options just listed, right-click (Control-click) and choose Cut, select Edit, Cut, or press Ctrl+X (Cmd-X).

Next, go to where you want to paste in the cell contents you copied. You can select a range of cells or just click inside the first cell in the range. Use one of these methods to paste what you copied into the new location:

- Right-click (Control-click on a Mac) and select Paste from the context menu.
- Select Edit, Paste.
- On the keyboard, press Ctrl+V (Cmd-V on a Mac).

Google pastes the data into its new home. Note that what you paste into a cell overwrites the cell's current contents (if any).

Tip 4U You can also paste just the values or just the format of what you copied. Click Edit and then select Paste Values Only or Paste Format Only.

Copying Down or Right

When you copy down or copy right, it means that you copy the contents of a single cell to a range of cells. To do this, select the cell whose contents you want to copy. With that cell selected, expand the range to include the cells you want to copy to. You can expand the range in any of these ways:

- By dragging the mouse.
- By holding down the Shift key as you use the down or right arrow key.
- By holding down the Shift key as you click the last cell in the range.

When you've selected the cell you're copying and the range of cells you're copying to, press Ctrl+D (Cmd-D on a Mac) to copy down or press Ctrl+R (Cmd-R) to copy right. Google pastes the contents of the cell into the range you selected.

Clearing Data

You can easily clear the data from a single cell or an entire spreadsheet. The ability to clear data is useful when, for example, you've made a duplicate of a spreadsheet and want to keep its formatting but not its contents.

To clear data from a cell or a range of cells, select the cell or range you want to clear. Use any of these methods to clear the contents from your selection:

- Right-click (Control-click on a Mac) and choose Clear Selection from the context menu.
- Select Edit, Clear selection.
- On the keyboard, press Delete.

Tip 4U Those methods clear the contents of the cell or range you chose but leave the formatting intact. If you want to remove formatting, select a cell or range and then choose Format, Clear styles.

Working with Rows and Columns

As you work on a spreadsheet, you'll probably find that you need to adjust its columns and rows. Maybe you need to insert a new column between two existing ones, or perhaps you want to hide some rows or columns to give a more focused view of the data. This section explains your options for working with rows, columns, and their data.

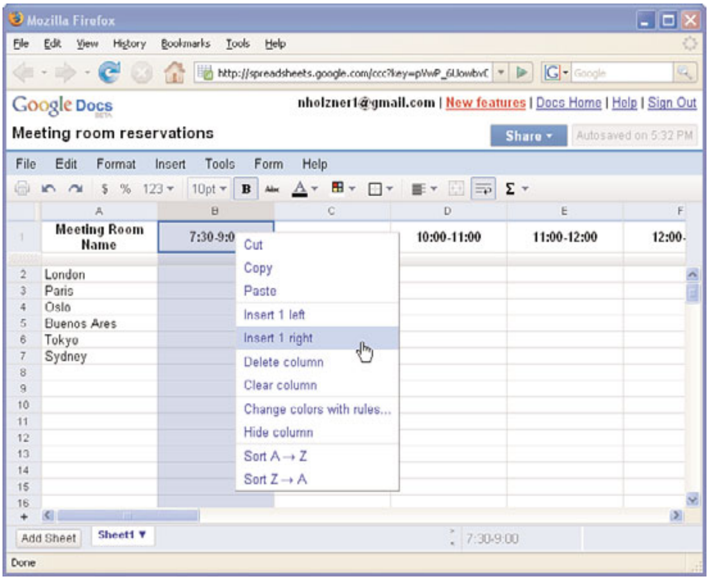
Adding a Row or Column

When you want to insert a row or column into a spreadsheet, select a row or column next to the spot where you want to insert the new one. (To select a row, click the number on its left; to select a column, select the letter at its top.) Then take one of these actions:

- Right-click (Control-click on a Mac). From the context menu shown in Figure 6.11, choose Insert 1 above or Insert 1 below (when you've selected a row) or choose Insert 1 left or Insert 1 right (when you've selected a column).
- Click Insert. From the Insert menu, choose Row Above or Row Below (when you've selected a row) or choose Column Left or Column Right (when you've selected a column).

Google inserts a row or column according to what you chose.

Tip 4U If you need to insert multiple rows or columns, select the same number of rows or columns as you want to insert. When you right-click (on a PC), Control-click (on a Mac), or choose Insert, you can insert the same number of rows or columns that you selected.


Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://spreadsheets.google.com/ccc?key=pVwP_6UowbvC
Google Docs
nholzner1@gmail.com | New features | Docs Home | Help | Sign Out
Meeting room reservations
Share
Autosaved on 5:32 PM
File Edit Format Insert Tools Form Help
Cut
Copy
Paste
Insert 1 left
Insert 1 right
Delete column
Clear column
Change colors with rules...
Hide column
Sort A → Z
Sort Z → A
Add Sheet
Sheet1
7:30-9:00
Done

	A	B	C	D	E	F
1	Meeting Room Name	7:30-9:0		10:00-11:00	11:00-12:00	12:00-
2	London					
3	Paris					
4	Oslo					
5	Buenos Ares					
6	Tokyo					
7	Sydney					

Figure 6.11
Select a column and then right-click it to get this menu of options.

Deleting a Row or Column

To delete a row or column, select the row or column you want to remove from the spreadsheet. Then choose a deletion method:

- Right-click (Control-click on a Mac). The control menu shown in Figure 6.11 appears; choose Delete Row or Delete Column.
- On the menu bar, click Edit. From the Edit menu, select the row, column, or range you want to delete.

Whichever method you choose, Google doesn't ask for confirmation before it deletes the row or column (and all its data), so watch what you're doing. If you make a mistake, click the Undo button immediately.

Moving a Row or Column

You can move a row or column by cutting it from its present location and pasting it elsewhere, but that's not the quickest way.

First, make sure that you've got room to move the row or column to: Insert a row or column (see earlier section) at the location where you're moving the data.

Warning 4U If you try to move a column, for example on top, of an existing column, you'll overwrite that column's data.

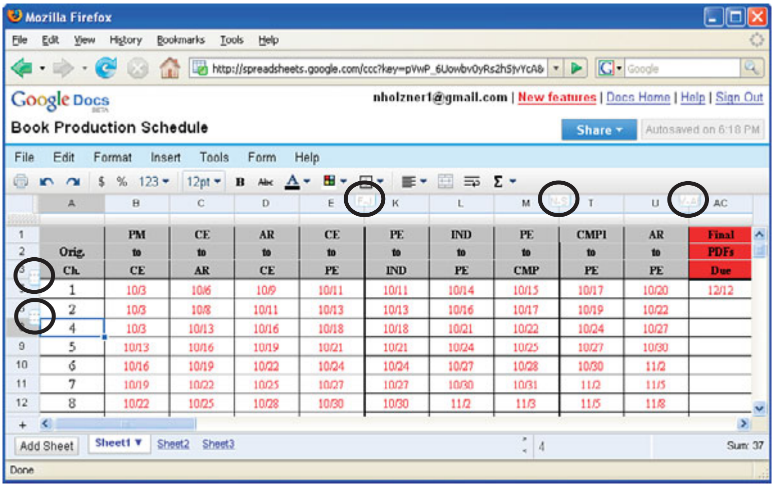
Next, select the row or column you want to move. Hover the mouse pointer over the selection's border. When the cursor changes to a pointing hand, click and drag the selection to its new location. Let go of the mouse button to drop the row or column into place.

Tip 4U You can move multiple rows or columns—or any range of cells—using the method described here.

Hiding a Row or Column

Sometimes you want a narrower view of the data. You might have a spreadsheet listing customer contacts, for example, that lists name, job title, address, phone number, email address, product interest, and notes. But right now, you're making phone calls, so all you need to see are names and phone numbers. You can hide everything except the information you need to see.

To hide a row or column, select what you want to hide. Right-click (Control-click on a Mac) to see the context menu shown back in Figure 6.11. From the menu, select Hide Row or Hide Column. Google hides the row or column you chose, putting in a marker to indicate that a hidden row or column occupies that spot of the spreadsheet. The column and its data are still part of your spreadsheet; they're just not displayed in the current view. (To display the row or column again, click the marker.) Figure 6.12 gives you an idea of what a spreadsheet looks like with some rows and columns hidden.


Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://spreadsheets.google.com/ccc?key=pVwP_6UowbvOyRs2hSjvYcA&
Google
Google Docs BETA
nholzner1@gmail.com | New features | Docs Home | Help | Sign Out
Book Production Schedule
Share
Autosaved on 6:18 PM
File Edit Format Insert Tools Form Help
$ % 123 12pt B Abc A Σ
F-J
N-S
V-A
Add Sheet
Sheet1
Sheet2
Sheet3
4
Sum: 37
Done

	A	B	C	D	E	K	L	M	T	U	AC
1		PM	CE	AR	CE	PE	IND	PE	CMPI	AR	Final
2	Orig.	to	to	to	to	to	to	to	to	to	PDFs
3	Ch.	CE	AR	CE	PE	IND	PE	CMP	PE	PE	Due
	1	10/3	10/6	10/9	10/11	10/11	10/14	10/15	10/17	10/20	12/12
	2	10/3	10/8	10/11	10/13	10/13	10/16	10/17	10/19	10/22	
	4	10/3	10/13	10/16	10/18	10/18	10/21	10/22	10/24	10/27	
9	5	10/13	10/16	10/19	10/21	10/21	10/24	10/25	10/27	10/30	
10	6	10/16	10/19	10/22	10/24	10/24	10/27	10/28	10/30	11/2	
11	7	10/19	10/22	10/25	10/27	10/27	10/30	10/31	11/2	11/5	
12	8	10/22	10/25	10/28	10/30	10/30	11/2	11/3	11/5	11/8	

Figure 6.12
When a row or column is hidden, Google puts in a marker (circled).

Sorting Data

You enter data as it comes to you: Three new employees join your company, so you add them to the employee register. Or you got five new DVDs for your birthday, so enter them in the spreadsheet that tracks your movie collection. As the data in your spreadsheet grows, however, it can be hard to find a particular employee or DVD title in all that information. And that's where sorting comes in handy. Sorting lets you organize the information in your spreadsheet so you can answer questions about the data (do you have all the Hitchcock movies yet?) or find a particular piece of information.

When you *sort* data, you simply arrange the data in your spreadsheet in a particular order, either ascending (from A to Z or from the lowest number to the highest) or descending (from Z to A or from the highest number to the lowest). For example, say you're looking for information about an employee named Mary Zimmerman. Because Zimmerman begins with the letter *Z*, it'd be easiest to find Mary if you start at the end of the alphabet—that is, if you sort employees by last names in descending order so that names starting with Z appear at the top of the spreadsheet.

The example uses last name as the basis for sorting, but you can sort the data in your spreadsheet by any column. For example, you might sort employees by department, job title, or employee ID.

To sort a spreadsheet's data, select the column you're sorting by and then use one of these methods:

- Right-click (Control-click) the column. From the context menu that appears, select Sort A, Z (for ascending order) or Sort Z, A (for descending order).

- On the menu bar, click Tools. From the Tools menu, select Sort by column *x* A, Z (for ascending order) or Sort by column *x* Z, A (for descending order). In the Tools menu, x will be replaced by the letter of the column you chose.

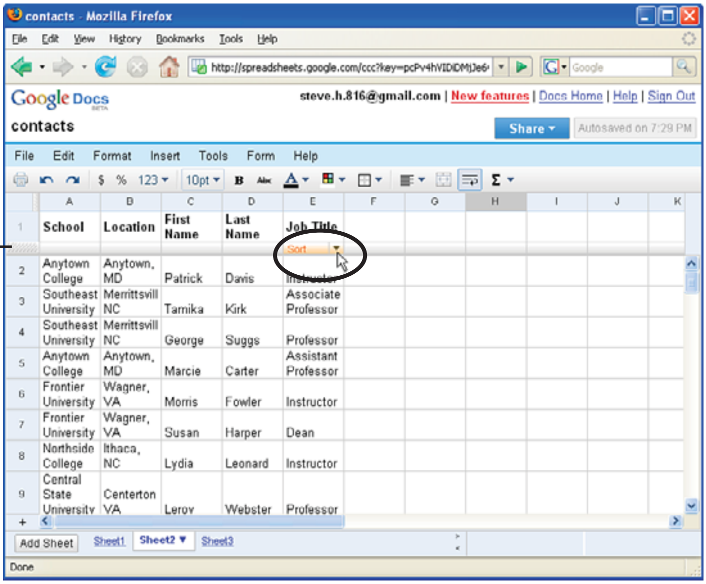
Google rearranges your spreadsheet's records according to the kind of sort you selected.

Sorting Data by Using the Sort Bar

Google offers a super-quick shortcut for sorting the data in your spreadsheet. It's called the *Sort Bar*, and you can see it at the top of a spreadsheet between rows 1 and 2, as shown in Figure 6.13. (You can also move the Sort Bar, as the next section explains, but for now, we'll just work with the Sort Bar where it is.)

When you want to sort by a particular column, hover the mouse pointer over the Sort Bar in that column—and you'll see why it's called the Sort Bar. The color of that segment of the bar changes to orange, and the word *Sort* appears, along with a downward-pointing arrow. Click the arrow and choose either A, Z or Z, A to select ascending or descending order for your sort.

But sorting isn't all the Sort Bar can do. As the next section explains, you can also use the Sort Bar to freeze rows, keeping them out of any sorts of the data.


contacts - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://spreadsheets.google.com/ccc?key=pcPv4hVIDiDMjJe6
Google
Google Docs BETA
steve.h.816@gmail.com | New features | Docs Home | Help | Sign Out
contacts
Share
Autosaved on 7:29 PM
File Edit Format Insert Tools Form Help
$ % 123 10pt B Σ
Sort
Add Sheet
Sheet1
Sheet2
Sheet3
Done

Sort Bar

	A	B	C	D	E
1	School	Location	First Name	Last Name	Job Title
2	Anytown College	Anytown, MD	Patrick	Davis	Instructor
3	Southeast University	Merrittsvill NC	Tamika	Kirk	Associate Professor
4	Southeast University	Merrittsvill NC	George	Suggs	Professor
5	Anytown College	Anytown, MD	Marcie	Carter	Assistant Professor
6	Frontier University	Wagner, VA	Morris	Fowler	Instructor
7	Frontier University	Wagner, VA	Susan	Harper	Dean
8	Northside College	Ithaca, NC	Lydia	Leonard	Instructor
9	Central State University	Centerton VA	Leroy	Webster	Professor

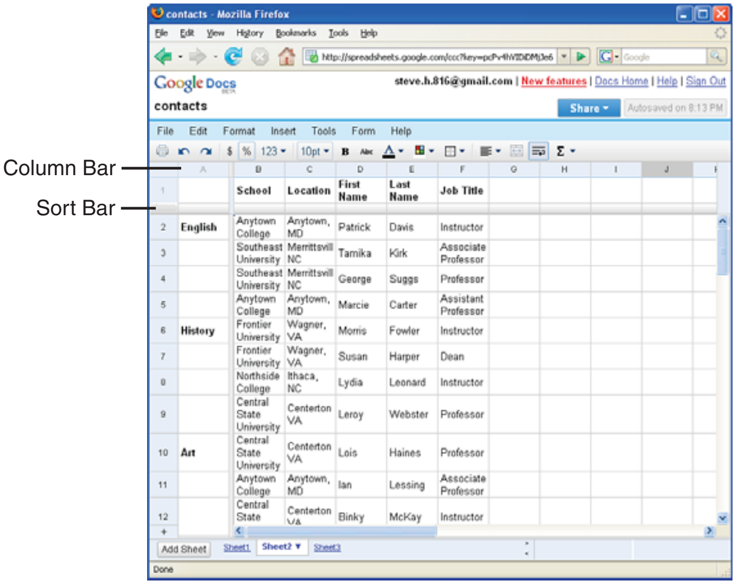
Figure 6.13
Use the Sort Bar to quick-sort your data. Here, the data will be sorted on Job Title.

Freezing Rows and Columns

You're probably wondering already: What if I don't want to include everything in the sort? A good example of something you don't want to sort is column headings: you need those at the top of your spreadsheet to make it clear what kind of data each column holds. And when you do a sort, you find that Google doesn't sort the headings. That's because in any new Docs spreadsheet, row 1 (the row that holds column headings) is *frozen* by default. Frozen simply means that the row (or column) doesn't participate in a sort; it stays right where it is while the sort rearranges the spreadsheet's data.

You can freeze up to ten rows and up to five columns in a spreadsheet. This can be helpful when, for example, you have column subheadings that you want to stay in place. Figure 6.14 shows an example of a frozen row and a frozen column.

To freeze a row or column, click Tools in the menu bar. From the Tools menu, select the number of rows or columns you want to freeze. Google freezes that number: for rows, it freezes the top *x* number of rows; for columns, it freezes the leftmost *x* number of columns.


Column Bar
Sort Bar
contacts - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://spreadsheets.google.com/ccc?key=pcPv4hVIDiDMj3e6
Google Docs
steve.h.816@gmail.com | New features | Docs Home | Help | Sign Out
contacts
Share
Autosaved on 8:13 PM
File Edit Format Insert Tools Form Help
123 10pt
Add Sheet
Sheet1
Sheet2
Sheet3
Done

	A	B	C	D	E	F
1		**School**	**Location**	**First Name**	**Last Name**	**Job Title**
2	**English**	Anytown College	Anytown, MD	Patrick	Davis	Instructor
3		Southeast University	Merrittsvill NC	Tamika	Kirk	Associate Professor
4		Southeast University	Merrittsvill NC	George	Suggs	Professor
5		Anytown College	Anytown, MD	Marcie	Carter	Assistant Professor
6	**History**	Frontier University	Wagner, VA	Morris	Fowler	Instructor
7		Frontier University	Wagner, VA	Susan	Harper	Dean
8		Northside College	Ithaca, NC	Lydia	Leonard	Instructor
9		Central State University	Centerton VA	Leroy	Webster	Professor
10	**Art**	Central State University	Centerton VA	Lois	Haines	Professor
11		Anytown College	Anytown, MD	Ian	Lessing	Associate Professor
12		Central State	Centerton VA	Binky	McKay	Instructor

Figure 6.14
Drag the Sort Bar and the Column Bar to freeze rows and columns, respectively. In this example, Column A and Row 1 are both frozen.

Freezing Rows by Using the Sort Bar

To freeze a row using this method, place your mouse pointer on the far-left end of the Sort Bar so that the cursor changes to a four-way arrow. Click and drag the Sort Bar downward, positioning it just below the row you want to freeze. When you let go of the mouse button, the Sort Bar jumps to its new location, freezing any and all rows above it.

To unfreeze a row, simply move the Sort Bar above that row.

Freezing Columns by Using the Column Bar

As Figure 6.14 shows, a narrow gray bar separates frozen columns from the rest of the spreadsheet. Google calls this the Column Bar, and it freezes columns in the same way that the Sort Bar freezes rows.

To freeze a column, place your mouse pointer over the highest part of the Sort Bar. When the pointer becomes a four-way arrow, click and drag the Column Bar to the right. Let go of the mouse button to drop the column bar into place and freeze all columns to its left. If you want to unfreeze a column, drag the Column Bar to the left side of that column.

Info 4U You can't delete frozen rows or columns. If you want to delete one of these rows or columns, unfreeze it first and then delete it.

Printing and Deleting Spreadsheets

To finish up this chapter on the basics of using spreadsheets, we cover printing and deleting spreadsheets. Both of these common activities are straightforward in Docs, as you'll soon see.

Printing a Spreadsheet

Sometimes, only a hard copy of a spreadsheet will do. In Google Docs, printing out a spreadsheet is really a matter of exporting the spreadsheet as a PDF file, opening the file in a PDF reader, and then printing the file from there.

So when you want to print a copy of your spreadsheet, the first step is to convert the spreadsheet into a PDF. "Exporting as a PDF," earlier in this chapter, gave you detailed instructions on how to do that. The only difference here is that you tell Google to convert the current spreadsheet to a PDF file by selecting File, Print. (Alternatively, you can click the toolbar's Print button or press Ctrl+P [Cmd-P] on your keyboard.) This opens the Print Settings dialog box, whose options are exactly the same as in the Export to PDF dialog box shown in Figure 6.9. If you want, flip back to that figure to take a look.

When you've chosen the options you want for your printed spreadsheet in the Print Settings box, click Print. Your Web browser opens a window asking how you want to download the file: Save it to your computer or open it with an appropriate program, such as Adobe Reader (the suggested program depends on what's installed on your computer). Because you're going to print the file, you want to open it, so select that option.

The PDF opens in the program you chose. From there, print the file as you normally would from that program.

Deleting a Spreadsheet

If you no longer need a spreadsheet, you can delete it from the Docs home page. In the Docs list, find the spreadsheet you want to delete and check the box to the left of its name. Click Delete, and Google moves the spreadsheet to the Trash.

Tip 4U Having trouble finding the spreadsheet you want to delete among all the documents and presentations in your Docs list? In the home page's left pane, look for Items by Type. If this section isn't expanded, click its plus sign. Then click Spreadsheets to show just spreadsheets in the Docs list.

Putting a spreadsheet in the Trash doesn't mean it's gone. If you really want to get rid of the spreadsheet for good, click Trash in the pane on the left (it's under All Items). When the list of trashed files displays, check the box to the left of the spreadsheet's name. Click Empty Trash to remove that spreadsheet from your Google Docs account.

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