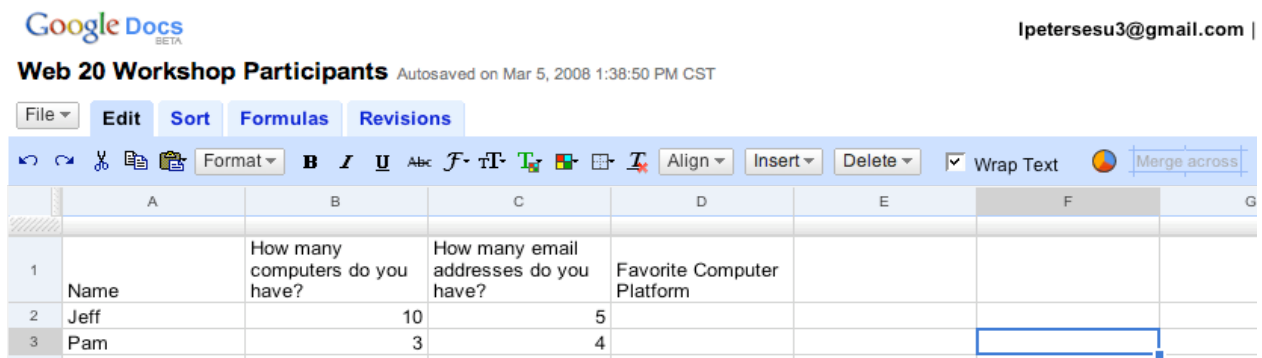


Google Docs ~ Spreadsheets Features

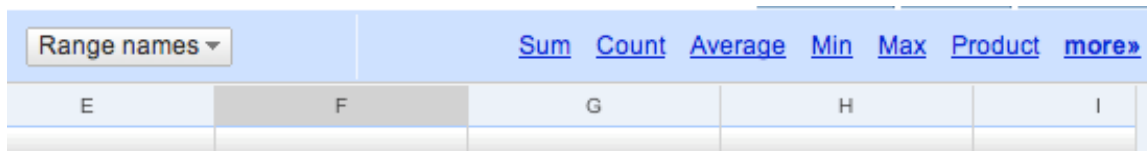
Toolbar



In your spreadsheet, just point your cursor to an icon on the toolbar to see a message describing what that option can do. Here are the main formatting options:

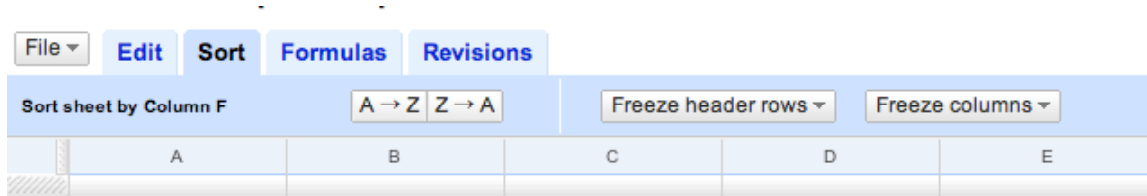
- * add bold and italics
- * add borders
- * align text
- * wrap text
- * add charts
- * change cell alignment
- * merge cells horizontally in selected rows
- * insert or delete rows and columns
- * change font size and family

Working with Formulas



1. Double click on an empty cell
2. Click on the Formula tab
3. Choose formula from those shown
4. See additional formulas by clicking "More"

Sorting



With the Sort tab, you can do the following:

- Freeze rows: Click the Sort tab. Use the Freeze header rows drop-down to select up to 5 rows at the top of the current sheet that you want to remain unsorted.
- Sort your data: Use your cursor and select the cell that you want sorting to start in. Next, click the Sort tab, and select either A->Z (ascending order) or Z->A (descending order). The Sort feature will order all rows of a spreadsheet, except any "frozen rows," using the column or the currently selected cell (or the first cell in a range, if a range is selected).

To use the sortbar feature: Simply place your cursor in the gray box at the top of any column. The orange Sortbar appears. Click the arrow at the far right of the Sortbar and select a specific sort order for the data in that column.

Sharing

To share your Google Docs from a document, spreadsheet or presentation, follow these instructions:

1. From the doc, click the Share tab in the upper-right corner of the document.
2. Enter the email addresses of the people or mailing lists that you'd like to add.
3. Select the appropriate radio button, either as collaborators or as viewers, and click Invite collaborators or Invite viewers.
4. If desired, add a message and click Send Invitation.

The screenshot shows the 'Share this document' dialog box. At the top, it says 'Share this document'. Below that, under 'Invite people:', there are three radio buttons: 'as collaborators' (selected), 'as viewers', and 'to fill out a form' (with a 'NEW' tag). There is a text input field for email addresses. Below the field, it says 'Separate email addresses with commas' and has a link 'Choose from contacts'. There is an 'Invite collaborators' button. Under 'Advanced Options', there are two checked checkboxes: 'Collaborators can invite others' and 'Invitations may be used by anyone' (with a link 'Allows mailing lists Learn more'). There is also an unchecked checkbox for 'Anyone can view this document at:'.

Saving

You need to be online and signed in to use Google Docs. However, you can export your documents, spreadsheets and presentations, work on them offline, then re-import them to Google Docs.

You can export a spreadsheet in several different file formats, including Excel, .txt, .csv, .pdf, .html, and .ods.

To export a spreadsheet, just choose File > Export and select a file type.

