


## Working in the Cloud Google Drive / Spreadsheets

### Sharing Files & Folders With Google Drive

1

## Cloud Storage Comparison


	Microsoft OneDrive	Google Drive	Dropbox	iCloud
<b>Free storage?</b>	5 GB Windows 10 1 TB Office 365 Personal* 6 TB Office 365 Home**	15 GB	2 GB	5 GB
<b>Cost for More Storage</b>	Without MS Office 365 \$2/month 50 GB \$10/month 2 TB	\$2/month 100 GB \$10/month 2 TB	Must upgrade to Pro for additional storage \$10/month 1 TB	\$1/month 50 GB \$3/month 200 GB \$10/month 2 TB
<p>* Office 365 Personal, annual subscription \$69.99 / year                      ** Office 365 Home, annual subscription \$99.99 / year</p> <p style="text-align: right;">GB= Gigabytes TB = Terabytes (Equal to 1,000 GB)</p>				



2

## Download Google Drive

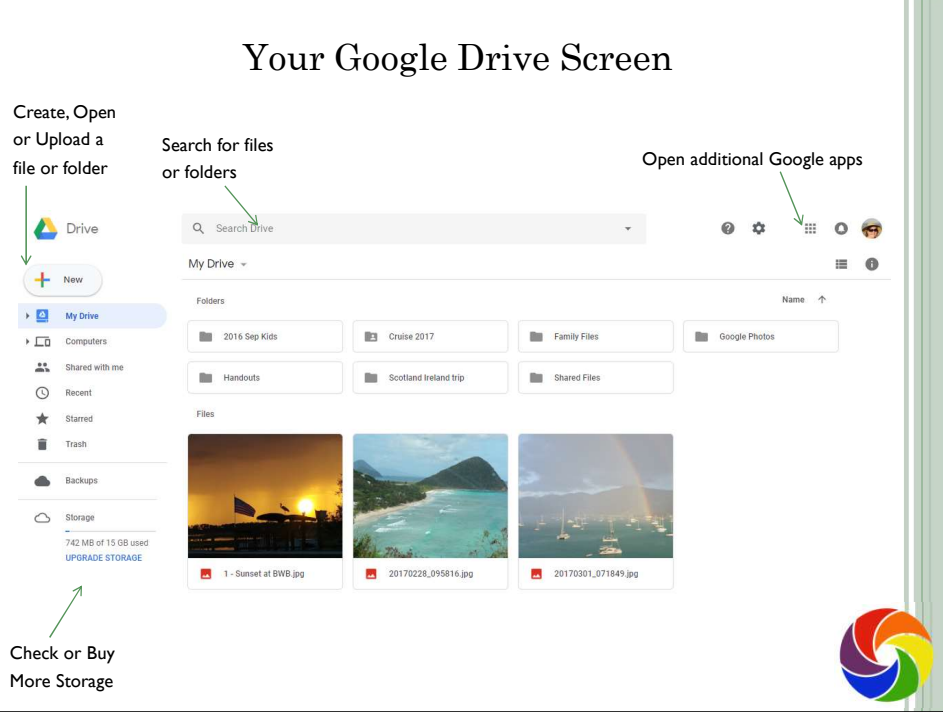
- Download Google drive on your PC - [drive.google.com](https://drive.google.com)
- Android device
  - Display the Apps icon on your phone
  - Tap the Play Store icon
  - Search for Google Drive
- iPhone or iPad (iOS)
  - Tap the App Store icon
  - Tap Search
  - Search for Google Drive




3

## Your Google Drive Screen



Annotations:

- Create, Open or Upload a file or folder
- Search for files or folders
- Open additional Google apps
- Check or Buy More Storage

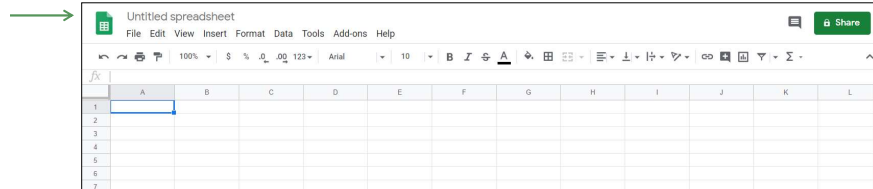


4

## Creating a Spreadsheet

### ➤ To create a Google Spreadsheet

- From Google Drive, click **New**.
- Choose Google Sheets.
- Click in a cell and type your information. All changes are saved automatically.



- To name a file, click in the **Untitled Document** box, type a new name and press Enter.



5

## Upload Files & Folders Into Drive

### ➤ Two ways to upload files to Google Drive

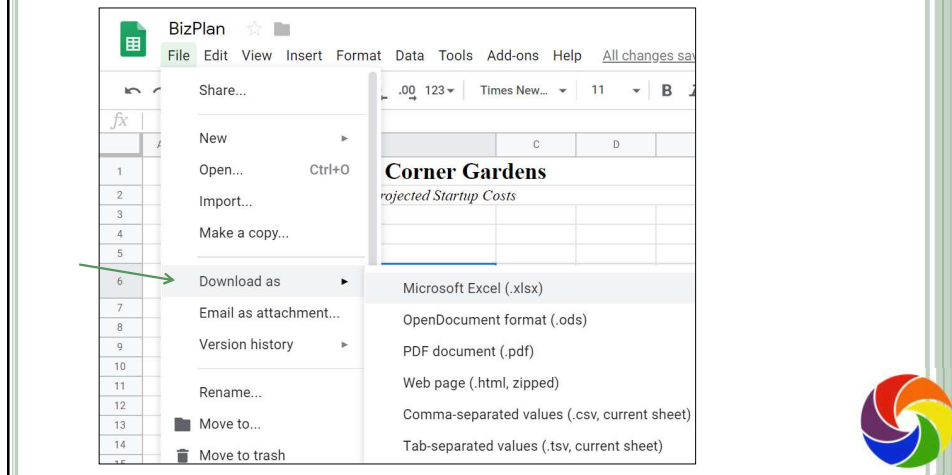
- Drag & Drop files directly into folders or sub-folders
- Upload files using Google Drive
  - Click **New** and select **“File upload”**
  - Select the file you want. To select multiple files
    - Click the first file, hold Shift and click the last file to select everything in between.
    - Or click the first file, hold CTRL, click each additional file to select random files in the list.
  - A box showing the progress displays while uploading file(s).



6

## To Save a Google Sheet to Excel

- Open the Google Sheet.
- Click **File** on the menu bar.
- Hover over **Download As** and choose **Excel**.



7

## Entering & Editing Data

- There are three basic types
  - A *Text Constant* can include letters, number and symbols.
  - Numbers are entered as *Values* that can be used in a formula to perform calculations
  - *Formulas* are used to perform calculations
- To type data into a cell
  - Click in the middle of a cell
  - Type the information and press
    - [ENTER] to move down a cell
    - [TAB] to move to the right a cell
    - [SHIFT] [TAB] to move to the left a cell
- To edit data in a cell
  - Click on the cell
    - Type new information and press [ENTER]
    - Or click on the formula bar to type or edit text
    - Or Double-click the cell
  - Press [ENTER] when revisions are complete

8

## Date & Time Shortcuts

- To enter today's date or time (does not update)
  - Today's date - Press **CTRL**; (Semicolon)
  - Current time - Press **CTRL****SHIFT**; (Colon)
- To create a date code that updates automatically
  - Use a formula (Do not include any spaces)

	A	B
1		
2	=TODAY()	5/6/2019
3	=NOW()	5/6/2019 16:09:56
4		



9

## Copy or Fill Series

- The blue dot in the lower right corner of the active cell can be used to create a series or copy information down a column or across a row

Original Cell	Copies As
Standard text	Copies
Values	Copies
Sunday	Sunday, Monday, Tuesday, etc.
January	January, February, March, etc.
PO #101	PO #101, PO #102, PO #103, etc

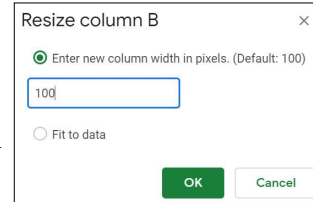
- To create a series by copying
  - Select the cell to copy
  - Position the mouse pointer on the *blue square* in the lower right corner of the cell. Be sure the shape of the mouse pointer is a thin cross.
  - Drag down or across to select the cells to copy to



10

## Formatting Columns

- To set column width
  - Click the drop down arrow beside the column letter. Choose **Resize column**
  - OR Position the mouse pointer on the column divider to the right of the column letter and drag the column divider to the new width
- To automatically set column width based on the longest entry
  - Double-click on the column divider to the right of the column letter
- To set the width of multiple columns
  - Select multiple columns
  - Double-click the column divider to set each of the selected columns to the best fit. Columns will *not* be the same width
  - Or click and drag any column divider in the highlighted area to set the columns to the *same* width



11

## Moving Around the Spreadsheet

Next or previous cell	[TAB] or [SHIFT][TAB] or ← →
Up or down one cell	↑ ↓
Go To a specific cell	Click the cell or
First or last active cell in the current sheet	[CTRL][HOME] or [CTRL][END]
Beginning or end of current row	[HOME] or [END]
Boundary between an empty and a nonempty cell	[CTRL] → or [CTRL] ←
Screen Up or Screen Down	[PGUP] or [PGDN]
Screen Left or Screen Right	[ALT][PGUP] or [ALT][PGDN]



12

## Selecting Cells

One Cell	Click cell
One Row	Click row # on frame
Multiple Rows	Click and drag over row #s on frame
One Column	Click column letter on frame
Multiple Columns	Click and drag over column letters on frame
Rectangular Area	Click & drag
Nonadjacent Cells	Hold <b>[CTRL]</b> & click each cell
Specific Portion	Click first cell, Hold <b>[SHIFT]</b> and click last cell



13

## Inserting & Deleting Rows / Columns

- To insert a new row
  - Select the row where you want the new one to appear
  - Click **Insert** on the menu bar
  - Choose **Insert Above** or **Insert Below**
  - OR right click on the row number
- To insert more than one row
  - Select multiple rows
  - Click **Insert** on the menu bar
  - Choose **Insert Above** or **Insert Below**
  - OR right click on selected row number
- To delete a row
  - Select the row. Click **Edit** on the menu bar
  - Choose **Delete Row**
  - OR right click on the row number and choose **Delete**.
- Use the same basic steps shown above to insert or delete columns.



14

## Building Formulas

- All formulas start with an =
- They may contain cell addresses, numbers, arithmetic operators and worksheet functions. Calculations are performed in the following order:

( )   ^   \*   /   +   -

- For example:

	A	B	C
1	5		2
2	3		
3			

=A1+A2\*C1      equals 11  
 =(A1+A2)\*C1    equals 16

- To demonstrate how parentheses work

=2+2\*3+3      equals 11  
 =(2+2)\*3+3    equals 15  
 =2+2\*(3+3)    equals 14  
 =(2+2)\*(3+3)   equals 24



15

## Special Function

- Syntax

- =FUNCTION(ARGUMENTS)
- Arguments are separated by a comma
- A range is separated by a : (colon)

=SUM(C5:C100)	Adds the range of numbers from C5 <u>through</u> C100
=SUM(C5,C100)	Adds only C5 and C100
=SUM(C5:C50,C100:C150)	Adds the range of C5 through C50 to the range of C100 through C150. In other words, it skips C51 through C99



16



## Sample Functions

=SUM(C1:C10)	Add the range of values from C1 to C10.
=AVERAGE(C1:C10)	Displays the average of all numbers from C1 to C10.
=MIN(C1:C10)	Display the smallest value in the range C1 through C10.
=MAX(C1:C10)	Display the largest value in the range C1 through C10.
=COUNT(C1:C10)	Counts all values within the specified range
=COUNTA(C1:C10)	Counts all non-blank cells within the specified range.
=COUNTBLANK(C1:C10)	Counts all blank cells within the specified range.
=PMT(C7/12,C8,-C6)	Calculates a loan payment based on: C7 is the interest rate divided by 12 C8 is the term (number of payments) C6 is the amount borrowed (enter as a negative)



17

## Relative Referencing

- When a formula is copied, cell references in the formula change relative to the new cell location automatically, as in the example below:

original formula in cell F8:      =SUM(B8:E8)  
copy down to F9:                =SUM(B9:E9)

	A	B	C	D	E	F
5	<b>Department:</b>				<b>Rate/Mile:</b>	0.44
6						
7		<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Wkly Totals</b>
8	# Miles	130	96	98	0	=SUM(B8:E8)
9	Mileage Amount	=B8*\$F\$5	=C8*\$F\$5	=D8*\$F\$5	=E8*\$F\$5	=SUM(B9:E9)
10	Air Transportation	0	0	211.5	0	=SUM(B10:E10)
11	Hotel/Lodging	0	0	93.52	93.52	=SUM(B11:E11)
12	Meals	0	0	20	62	=SUM(B12:E12)
13	Office Supplies	139.95	41	0	0	=SUM(B13:E13)
14	Parking & Tolls	3.75	2.5	20	20	=SUM(B14:E14)
15						
16	<b>Total</b>	=SUM(B9:B15)	=SUM(C9:C15)	=SUM(D9:D15)	=SUM(E9:E15)	=SUM(F9:F15)



18

## Absolute Referencing

- To prevent a cell reference from changing when the formula is copied, precede the column letter or row number with a \$

original formula in cell B9:        =B8\*\$F\$5  
 copy across to C9:                =C8\*\$F\$5

	A	B	C	D	E	F
5	Department:				Rate/Mile:	0.44
6						
7		Monday	Tuesday	Wednesday	Thursday	Wkly Totals
8	# Miles	130	96	98	0	=SUM(B8:E8)
9	Mileage Amount	=B8*\$F\$5	=C8*\$F\$5	=D8*\$F\$5	=E8*\$F\$5	=SUM(B9:E9)
10	Air Transportation	0	0	211.5	0	=SUM(B10:E10)
11	Hotel/Lodging	0	0	93.52	93.52	=SUM(B11:E11)
12	Meals	0	0	20	62	=SUM(B12:E12)
13	Office Supplies	139.95	41	0	0	=SUM(B13:E13)
14	Parking & Tolls	3.75	2.5	20	20	=SUM(B14:E14)
15						
16	<b>Total</b>	=SUM(B9:B15)	=SUM(C9:C15)	=SUM(D9:D15)	=SUM(E9:E15)	=SUM(F9:F15)



19

## Formatting Numbers

- The default number format is automatic which drops all zeros to the right of a decimal.
- To format numbers
  - Select the cells
  - Click the **123** More formats button on the toolbar
  - Choose your format preference, for example when working with money choose the Accounting format
- To adjust decimal places
  - Select the cells
  - Click the **Increase** and **Decrease decimal** buttons on the toolbar



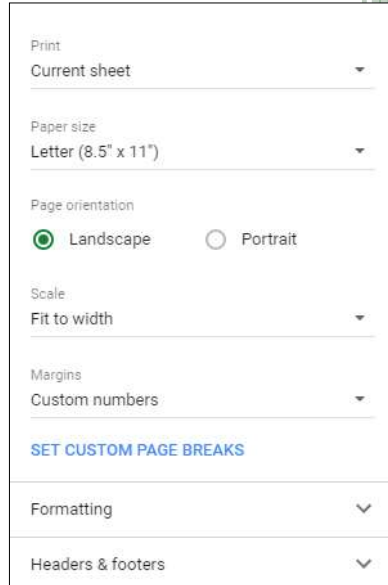
123

- ✓ Automatic
- Plain text
- Number 1,000.12
- Percent 10.12%
- Scientific 1.01E+03
- Accounting \$ (1,000.12)
- Financial (1,000.12)
- Currency \$1,000.12**
- Currency (rounded) \$1,000
- Date 9/26/2008
- Time 3:59:00 PM
- Date time 9/26/2008 15:59:00
- Duration 24:01:00

20

## Page Setup

- To control the page format
  - Click **File** on the menu bar
  - Choose **Print**
  - Page Setup options display on the right side of the screen
  - Click the drop-down arrows to view formatting options



21

## Linking Formulas Between Sheets

- Formulas in a workbook can be written across sheets to perform calculations. The syntax for formulas is:  
=Sheetname!cell
- For example

Plant Production, First Year			
=Supplies!G52/100	Plant Trays (Box of 100)	29.00	413.85
=Supplies!F52/100	Plant Markers (Box of 100)	0.79	90.19
	Cost of seeds (see attached supplies sheet)		=Supplies!E52

- Links can be built by using the point and click method
  - Position the cell pointer where you want the result to display
  - Type an = to begin writing the formula
  - Switch to the sheet that contains the first value to be calculated and click the cell. The sheetname and cell address displays on the formula bar.
  - Type an operator + - \* /
  - Click the next cell to be calculated, switching sheets if necessary.
- Press **[ENTER]** to complete entering the formula



22

**QUESTIONS?**



**Hyslop & Associates**  
Computer Training Center  
(603) 286-3300  
[www.hyslops.com](http://www.hyslops.com)



23