



Get Started with Spreadsheets

Access, create, edit, and share a spreadsheet

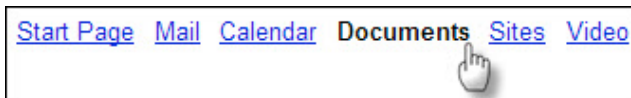
Access your documents

To view a list of documents you own or have access to, or to create a document:

- Visit the district Web Site—>Staff Access—>Google Docs

Enter <https://docs.google.com/a/isd47.org>

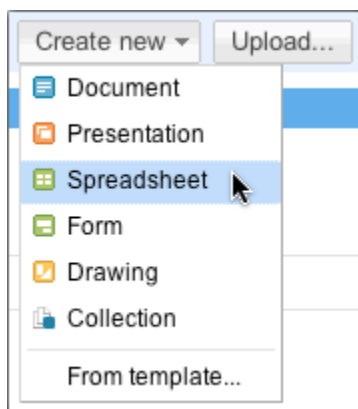
When you're using a Google Apps product (e.g. Gmail, Calendar), you'll see other Apps products listed at the top left of the page. Click **Documents** to access your Docs list.



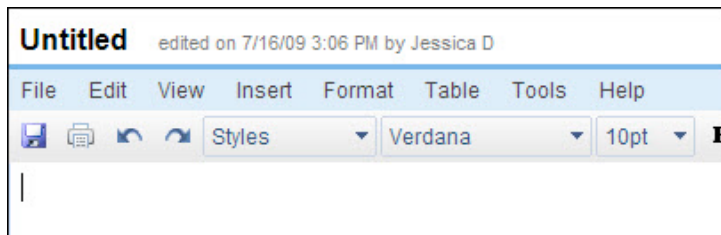
In your Docs list, you'll see all of the documents, presentations, spreadsheets, forms, and drawings you have access to.

Create a spreadsheet

From your Docs list, click the **Create new** drop-down menu and select **Spreadsheet**.

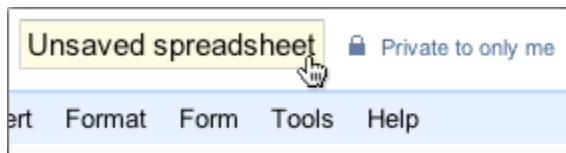


An untitled spreadsheet appears in your browser -- now you're ready to edit!



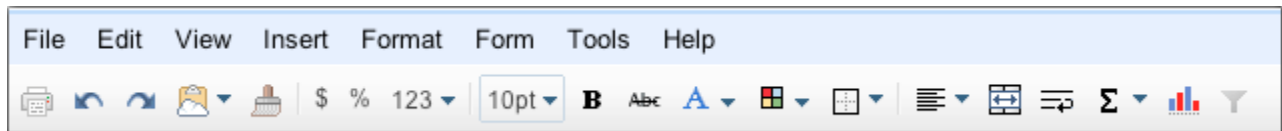
Rename your spreadsheet

Your spreadsheet won't be saved until you rename it. Click the title to rename the spreadsheet and save your draft. From this point forward, your changes will be saved automatically as you edit.

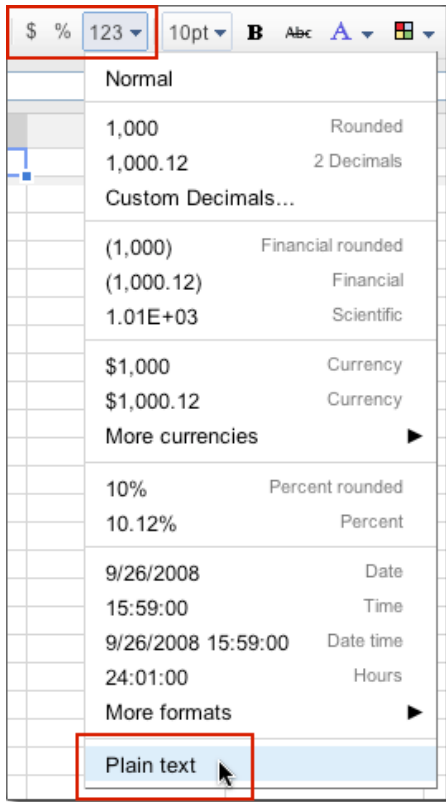


Edit and format your document

Edit text and data in your spreadsheet by using the Edit toolbar.

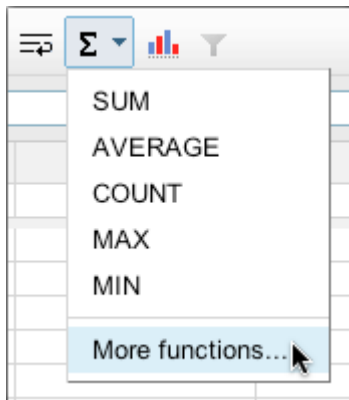


You can also format your data as currency, as percent, or as plain text, in addition to other formatting options.

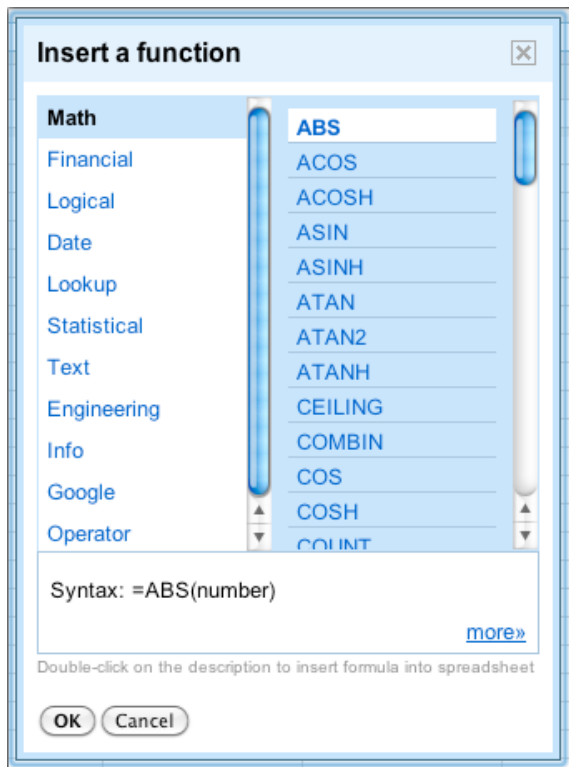


Functions

Functions make calculations easy and automatic. Access functions from the Edit toolbar (alternatively, click **Insert > Functions** from the menu toolbar). You'll have immediate access to some of the most common formulas like Sum, Average, and Count. To view additional formulas, click **More functions....**



In the dialog that appears, click a category at the left to see corresponding functions on the right. Then double-click a function (e.g. **ABS**) to insert it in your spreadsheet.



You can also select a function on the right (via single-click), then click **more>>** for information on using the function and what it can help you accomplish.

Also keep in mind that you can search for specific functions in the [Docs Help Center](#).

Share and collaborate

Take advantage of the collaborative features of Google Spreadsheets by sharing your spreadsheet with others. Multiple people will be able to edit the same spreadsheet at the same time -- you'll always have the most up-to-date version at your fingertips.

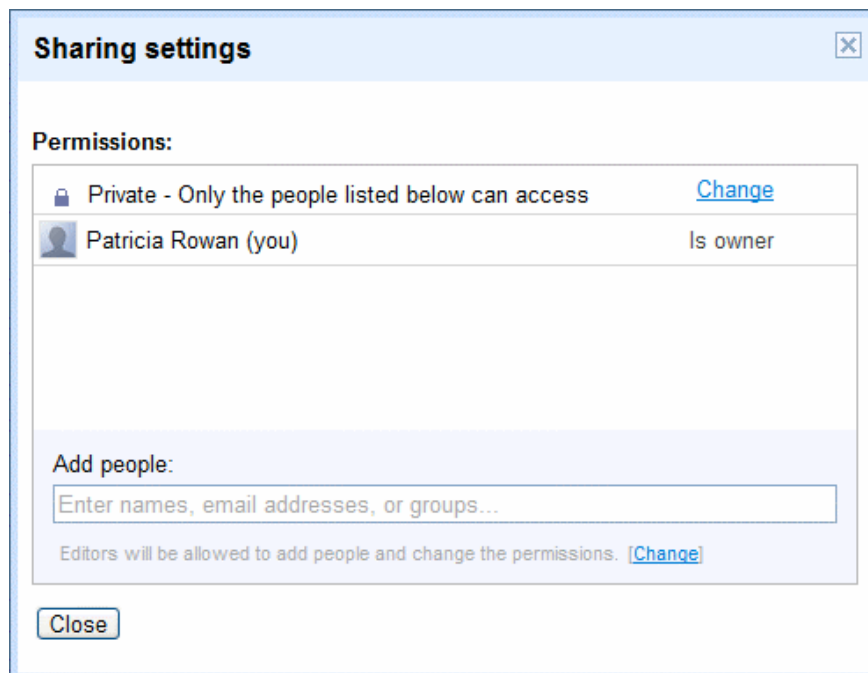
When someone else is editing your spreadsheet, the cell they've selected has a different colored border.

	A	B	C
	Item	Estimated Cost	Notes
2	NY trip - airfare	\$500	based on fare averages
3	NY trip - hotel	\$900	\$300/night over 3 nights
4	Conference room rental	\$600	\$300/day over 2 days
5			
6	TOTAL	\$2000	
7			

With Google Spreadsheets, you don't have to worry about overriding someone else's edits. You won't be able to edit cells that are being modified by another collaborators as the cell will be greyed out.

4	Conference room rental	\$600	\$300/day over 2 days
5			
6	TOTAL	\$2000	

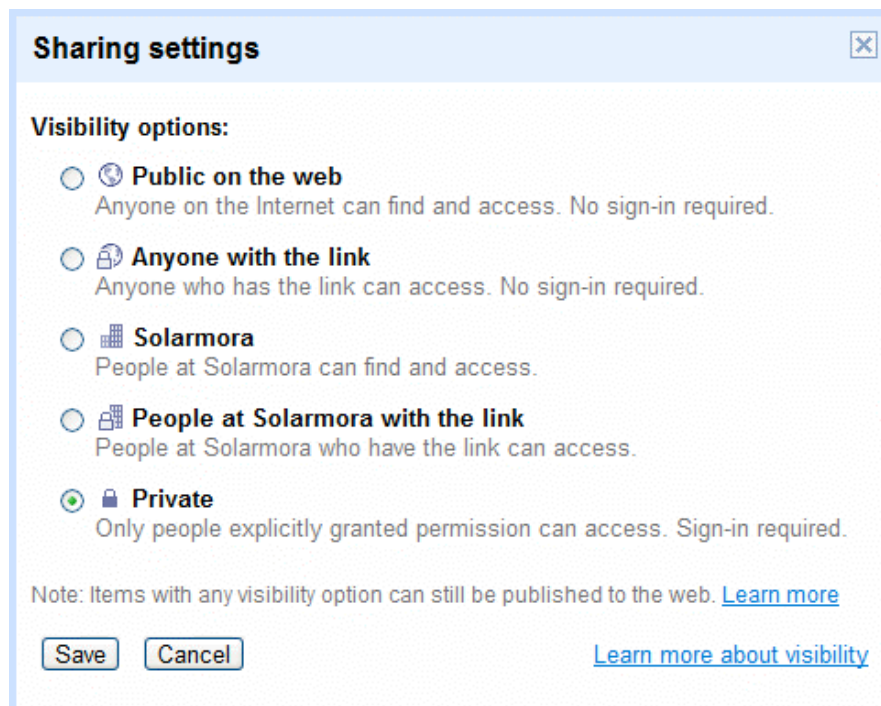
To get started, click the **Share** button at the top right of the page to open this dialog:



You then have the following options:

Get the link to share

One way to share your spreadsheet is to choose how to share its link. Click **Change** under **Permissions**. Then choose one of the following sharing settings:



Invite individuals to view or edit

Or, you can share your spreadsheet with specific people and determine their level of access.

- **Can edit:** Collaborators can add and edit content in your spreadsheet.
- **Can view:** People can access a read-only version of your spreadsheet. They won't be able to edit any content in your spreadsheet.

Sharing settings [X]

Permissions:

Private - Only the people listed below can access [Change](#)

Patricia Rowan (you) Is owner

Add people: [Choose from contacts](#)

"Margot Ramsey" <margot@solarmora.com>, **Can edit**

Optional: include a personal message...

Send a copy to myself

Paste the item itself into the email

Send email notifications (recommended)

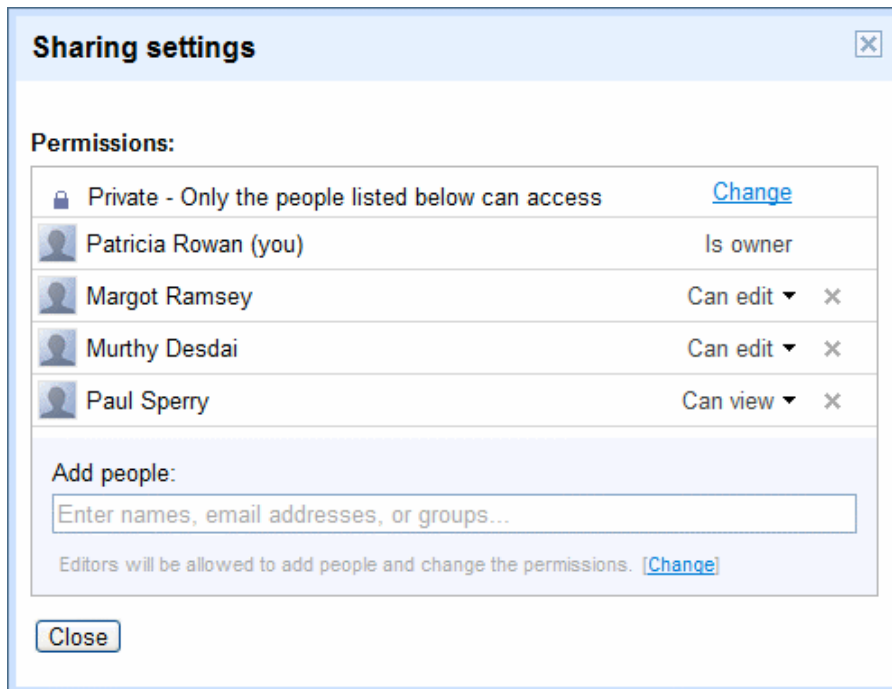
Share **Cancel**

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

You can also select the option to send an invitation (in email message format) to view or edit your spreadsheet.

See who has access

To see who has access to your spreadsheet, including their permission levels, click the **Share** button. Notice you can also change permission levels here.



Publish on the web

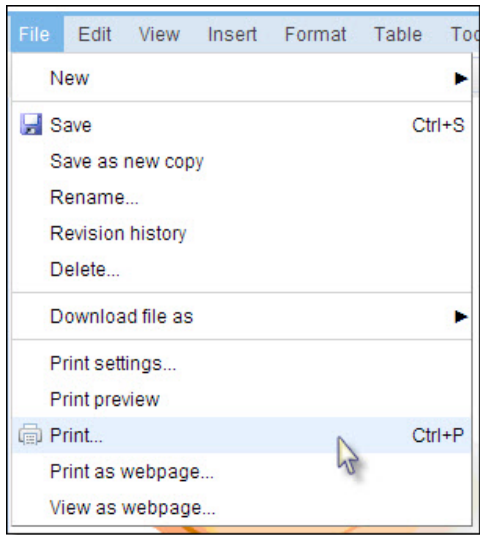
Publish your spreadsheet as a web page and others can access and view it online. Your spreadsheet will be assigned a unique address (URL) that you can send to friends and colleagues.

Click the down arrow to the right of the **Share** button, and then choose **Publish to the Web**.



Print

To print your spreadsheet, select **File > Print**



A PDF version of your spreadsheet appears along with the print dialog box.