

How to Use Google Sheets

Step 1: Create a spreadsheet

To create a new spreadsheet:

1. Open the Sheets home screen at sheets.google.com.
2. Click **New** **Spreadsheet**. This will create and open your new spreadsheet.

You can also create new spreadsheets from the URL sheets.google.com/create.

Step 2: Edit and format a spreadsheet

You can add, edit, or format text, numbers, or formulas in a spreadsheet.

- [Edit and format a spreadsheet](#)
- [Use formulas and functions in a spreadsheet](#)

Step 3: Share & work with others

You can [share files and folders](#) with people and choose whether they can view, edit, or comment on them.

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