

# 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](https://sheets.google.com).
2. Click New Add. This will create and open your new spreadsheet.

You can also create new spreadsheets from the URL [sheets.google.com/create](https://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.

---

Revision #1

Created 22 April 2020 12:25:54 by Ethan Dancy

Updated 22 April 2020 13:12:11 by Ethan Dancy