



Using Google Sheets



Sheets

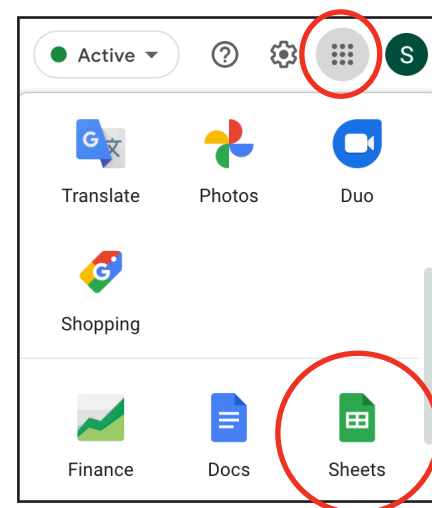
Google Sheets is another free productivity tool from Google Workspace. All you need is a Gmail account, and you can use Sheets to create, edit, and share spreadsheets, access tons of free templates, and download your spreadsheet in multiple formats. All changes can be saved automatically, and you can revert to a previous version at any time.

In this session, we'll use Google Sheets to create a Job Application Tracker. As we build this spreadsheet, we'll cover how to:

- freeze rows
- wrap text
- format text
- sort information
- change cell size

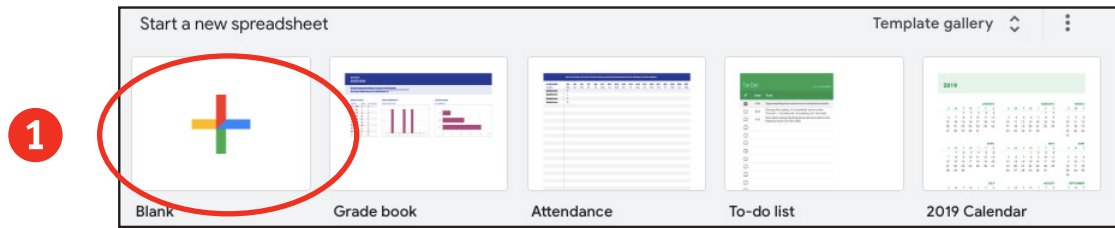
Getting Started

- 1 From your browser, go to gmail.com and sign into your Gmail account.
- 2 From your Gmail inbox, find the app grid. It's in the upper, right-hand corner of your screen, next to the settings icon. Scroll down and click on the **Sheets** icon.





Starting a New Spreadsheet

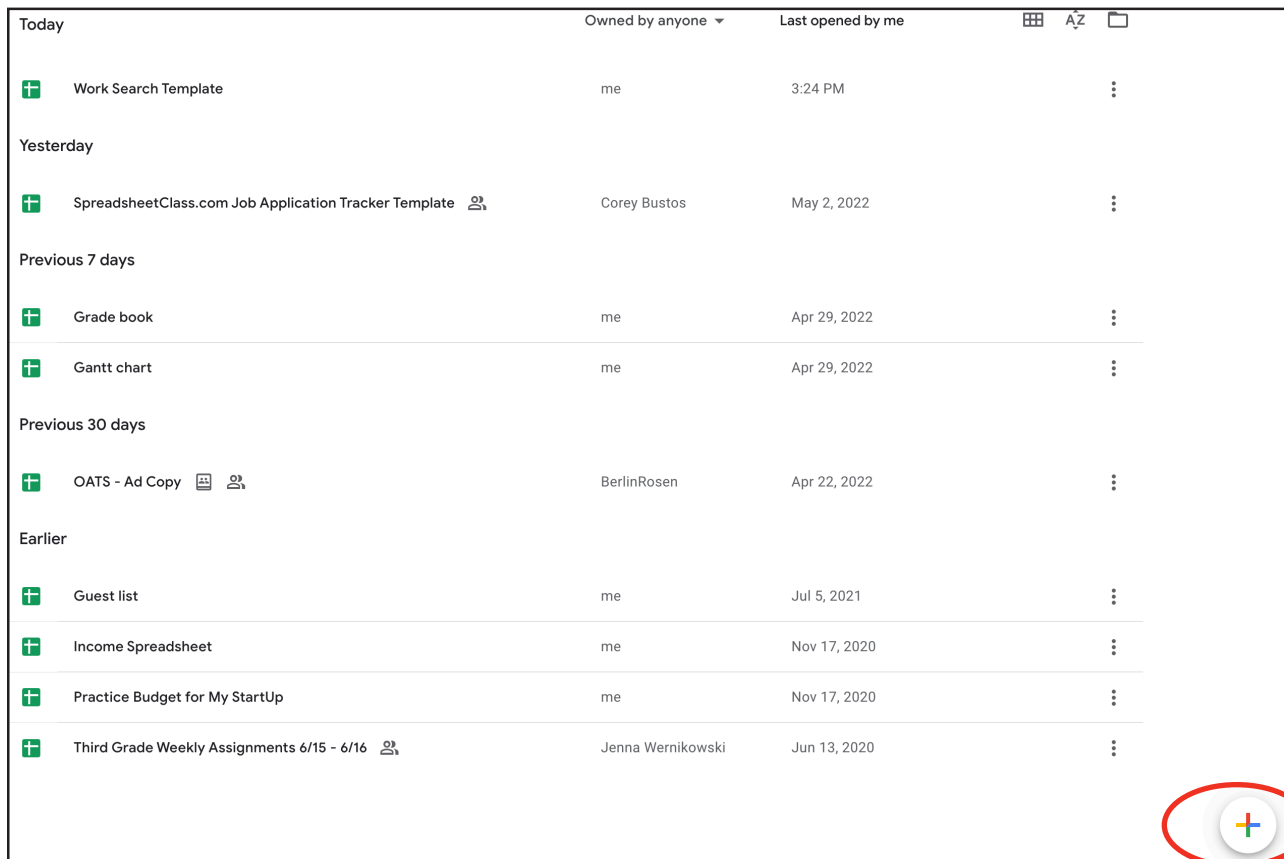


Select a **Blank template** from the Template gallery to get started.

- 2 Go to the top, left-hand corner of your file. Highlight the text that says “Untitled spreadsheet.” Type in the name you want for your file. In this case, you can name it “Job Applications Tracker.”



If you don't see the template gallery on the Sheets page (sheets.google.com), scroll to the bottom. Click the **plus sign** in the bottom, right-hand corner.





Sample Job Application Tracker

	A	B	C	D	E	F	G	H	I
1	Date	Company	Job Title	Link	Application Deadline	Resume Sent	Other Materials	Follow up email sent	Notes
2	4/1/22	Sanford Federal	Spanish / English Translator	https://sanfordfederal.applytojob.com/apply/zX3lh57rAV/SpanishEnglish-Translator?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic	N/A	4/5/22	No	4/19/22	
3	4/2/22	SOS International	Foreign Language Translator	https://careers-sosi.icims.com/jobs/5403/job?mobile=raise&width=1258&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240	N/A	4/6/22	No	4/20/22	
4	4/4/22	Hospital for Special Surgery	Interpreter (Per Diem)	https://jobs-hss.icims.com/jobs/15215/interpreter---language-services-%28spanish%29---per-diem/job	N/A				
5	4/9/22	Memorial Sloan Kettering Cancer Center	Spanish Translator and Interpreter	https://paralleldesk.com/job-details/spanish-translator-and-interpreter-bbd-rwz00exa?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic	Expired!				Always check company site for listing. Recruiting sites may have outdated posts.

- 1 What categories do you see in this job tracker?
- 2 What categories do you think can be added or omitted?
- 3 What do you notice about the websites posted under the Links category?
- 4 In the following scenarios, how would you use Google Sheets? What information would you need to keep track of?
 - Planning a birthday party
 - Preparing to move



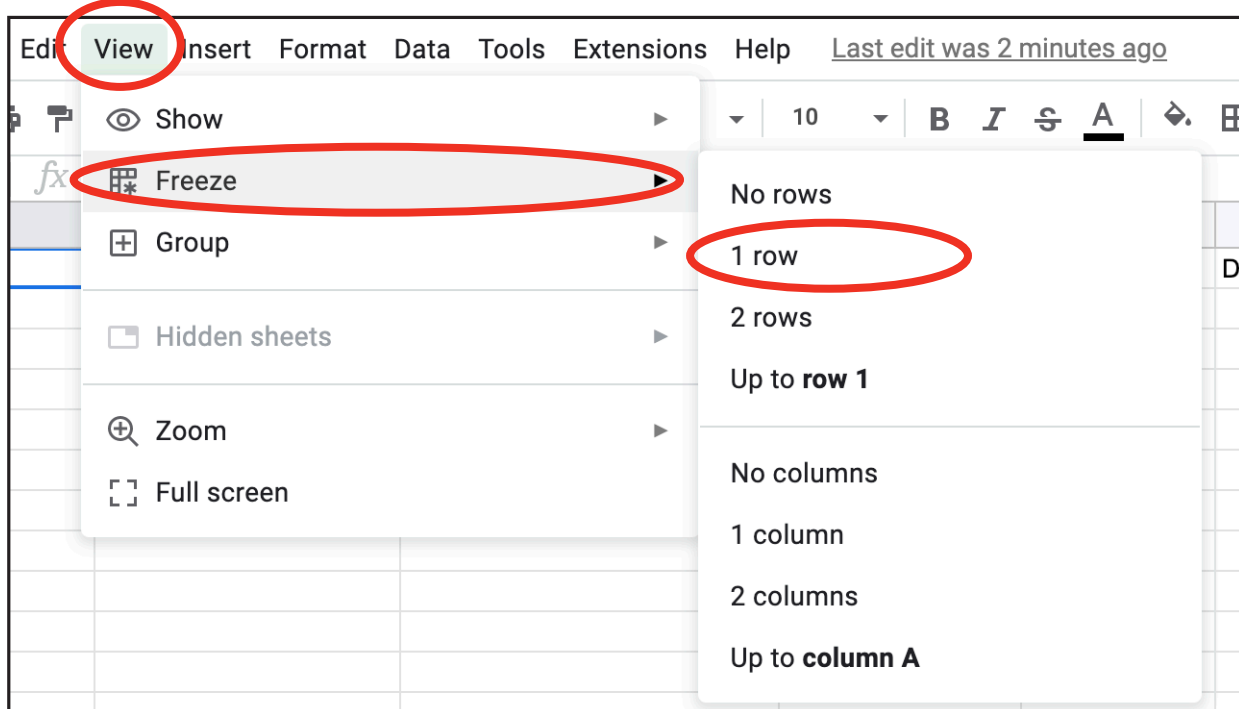
Building a Job Application Tracker

	A	B	C	D
1	Date	Job	Link	Application Deadline

- 1** In the first cell (A1), type in the first category of the information you need to keep track of when applying for jobs. Type in the remaining categories in the neighboring cells in that same row.
 - Type in the categories from the sample job tracker or discussion, or use your own.
 - To move to the next cell over (B1), you can press “Tab” or use the right arrow key on your keyboard.

- 2** The first row is called the header. Freeze it so that the categories stay when you scroll down.

Click **View**. Scroll down and click **Freeze**. Then Click **1 row**.





Activity: Formatting Cells

Unlike Google Docs, you can only format an entire cell at a time in Sheets, not the individual words or numbers. We'll practice formatting our cells here.



- 1 Change the **font** in cell A1.
- 2 Change the **font size** in cell A1.
- 3 **Bold** or **italicize** the text in cell A1 to make the categories more distinct.
- 4 **Change the font color** of the words or numbers in cell A1. Note that the default is “Automatic,” which is usually black.
- 5 **Change the color** of cell A1. Note that the default is “No color,” not white.
- 6 **Add a border** around cell A1.
- 7 Change the **alignment** of the text in cell A1. Click on the **down arrow** to center- or right-align the text.

You can also apply these changes to an entire row! But first, let's undo all the formatting for cell A1.



Pressing **Ctrl+Z** or **⌘+Z** at the same time will undo previous actions.



Activity: Formatting Rows

Instead of formatting one cell at a time, you can format entire rows or columns. Here, we'll focus on formatting our header row.

- 1 On the left-hand side of the sheet, click on the **1** until the entire row is highlighted blue.

1:1	<i>fx</i>	Date
	A	
1	Date	Company
2		

- 2 Repeat the same steps from the previous page to make the categories in your header row more distinct. You can:
 - Change the font
 - Change the font size
 - Bold or italicize the categories
 - Change the font color
 - Change the cell color
 - Add a border
 - Change the alignment of the categories

More Formatting Tricks

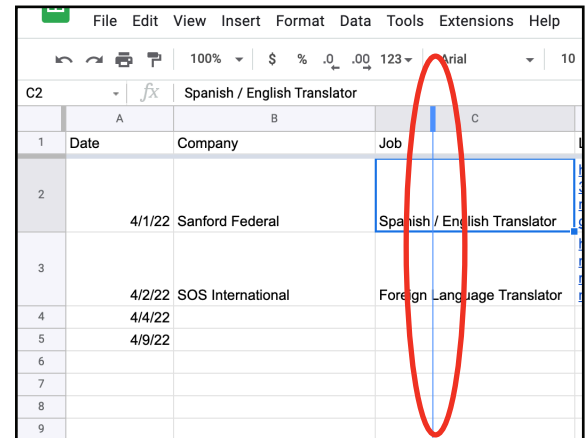
- 1 Format entire columns by clicking on a letter at the top of the sheet until the entire column is highlighted blue.
- 2 Select a group of cells to format a section. Click on the first cell in the group that you want to format and drag your mouse until all the cells in the section you want to format are highlighted. Don't let go until the entire section is highlighted!



Changing Cell Width

You can change the width of your cells to fit more information.

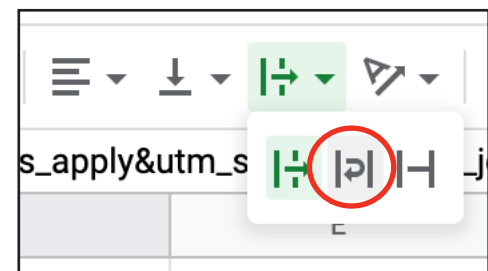
- 1 Hover your cursor over the edge of the cell until you see it turn blue.
- 2 Click on the **blue line** and drag your cursor left or right to change the size of the cell.



Wrapping Text

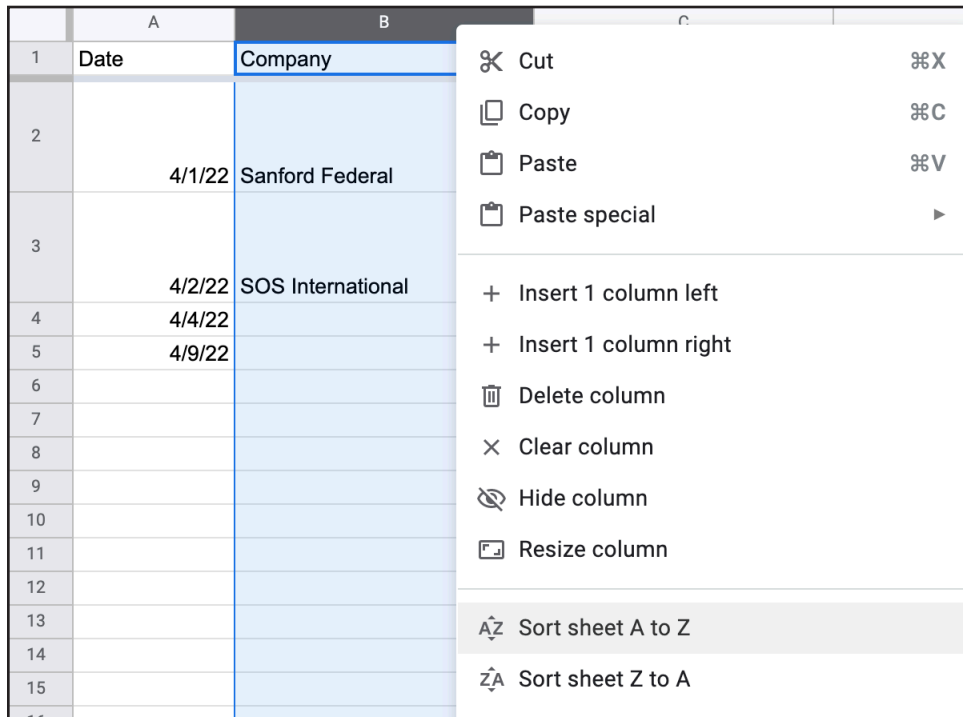
If you have a lot of text but don't want to make your cell very wide, you can "wrap your text." Wrapping text makes it easy to see all the data in one cell without having to widen your cell.

- 1 In the tool bar, click on the **text wrapping** icon.
- 2 Click on the **wrap text** icon in the middle.





Sorting Information



- 1** Right-click the **letter** of the column you want to sort by.
 - On Macs, press **Ctrl + click** at the same time.
- 2** Click on **Sort sheet A to Z** to sort the column alphabetically or numerically.
 - **Sort sheet Z to A** will sort the column in reverse alphabetical or numerical order.



After sorting your column, check to make sure that the information in your rows isn't jumbled!