



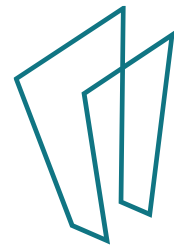
Introduction to Google Sheets

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This is a hands-on training class.
You will learn how to use
Google Sheets, and become
very comfortable using it.

This class assumes that you
have Gmail (or Google)
account.



What is Google Sheets?



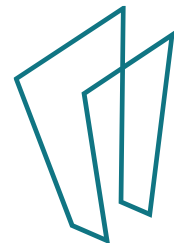
Google Sheets is an online spreadsheet system that lets you create and edit spreadsheets and work with other people. Google Sheets let you perform basic calculations, creates tables and graphs. It is a part of a free, **web-based** software **office suite** offered by **Google** within its **Google Drive** service.

Google's web-based software office suite is similar to the **Microsoft Office** suite. For example:

Google Sheets – similar to Microsoft Excel

Google Docs – similar to Microsoft Word

Google Slides – similar to Microsoft PowerPoint

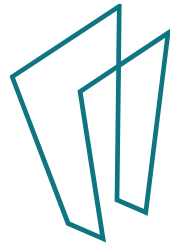


Word 2016 Helpful Links

To learn more

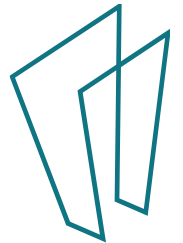
- <http://skokilibrary.info/resources/online-training-tutorials/>
- <https://www.lynda.com/portal/patron?org=skokilibrary.info>

(Log-in with your SPL card number or create an account if you are a first time user. Then search “Google Docs” classes.)



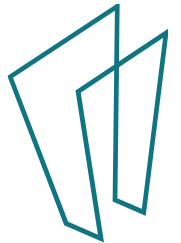
Google Docs Helpful Links To Learn More

- <https://gsuite.google.com/learning-center/products/docs/get-started/#!/>
- <https://www.google.com>
(Search for Google Sheets)
- <https://www.youtube.com>
(Search for Google Sheets)



Where to learn more

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