

Google Sheets

Learner Resources

Unit 1: Getting Started with Google Sheets

Unit Objectives

In this unit, you'll become familiar with the Google Sheets environment and learn how to manage files, adjust worksheet settings, and understand the structure of a worksheet. Upon successful completion of this unit, you should be able to understand the following:

- ☐ Sheets Interface
- ☐ Manage Files
- ☐ Customize Worksheets
- ☐ Worksheet Structure

Unit 1 Sheets Interface Learn Tasks

Lesson Topic	Assessment Details	File Name
Sheets Window	Select the area on the Sheets Window to complete the following: 1) View options like opening, saving, and printing your document 2) Share your document with others 3) Add a new sheet within the same document 4) Navigate between sheets	
Customize the Workspace	Display the grid.	
Toolbar	Select the button on the toolbar to complete each of the following: 1) Bold 2) Italic 3) Fill color 4) Insert chart 5) Create a filter 6) Zoom	
Create a Spreadsheet	Create a new spreadsheet.	
Open a Spreadsheet	Open the Example spreadsheet.	
Make Available Offline	Make the spreadsheet available offline.	
Import Files	Import a CSV file named <i>AdditionalSalesData.csv</i> and append its data to the existing dataset.	Import Files.xlsx

Unit 1 Sheets Interface Practice Exercise

Assessment Details	File Name
1) Create a new spreadsheet. 2) Rename the spreadsheet to <i>Onboarding Tracker</i>. 3) Locate the following: • Toolbar • Formula bar • Sheet tab area. 4) Change the zoom level to 125%. 5) Identify the buttons for the following: • Inserting a chart • Changing font size • Changing text color 6) Import the file named <i>departments.csv</i> into a new sheet 7) Rename the new sheet to <i>New Departments</i>. 8) On the first sheet, in cell A1, enter the text "Welcome to Your New Role!" 9) View the option to make the file available offline.	Departments.csv

Unit 1 Sheets Interface Practice Questions

You've just started working as an intern for a marketing firm called BrightLeaf Promotions. On your first day, your manager asks you to set up and organize your workspace in Google Sheets so you can track campaign data. You'll need to get familiar with the Sheets interface, customize it for your workflow, and import some files from clients to begin working.

- 1) Which of the following best describes what happens when you select the Explore button in the lower-right corner of the Sheets window?
 - a) It opens a panel that displays file versions and edit history
 - b) It displays formatting options for headers and footers
 - c) It provides automatic data analysis suggestions, charts, and answers to questions
 - d) It lets you publish the file to the web
- 2) Fill in the blank with the correct words.

The _____ in Google Sheets provides quick access to icons for tasks like bold text, text alignment, and inserting links.

 - Toolbar
 - Sidebar
 - Menu bar
 - Formula bar
- 3) The Make available offline option can only be turned on for a specific file, not for all Google Sheets documents.
 - True
 - False
- 4) You're trying to open a .csv file your manager emailed you. What's the best way to do this in Google Sheets?
 - a) Right-click on the file and select Publish to the Web
 - b) Use File > Download > Upload
 - c) Select File > Import > Upload, then open the .csv file
 - d) Select Edit > Paste Special > Paste values only
- 5) Match the steps in the correct order to create a new blank spreadsheet from Google Drive.
 - a) Step 1
 - b) Step 2
 - c) Step 3

____ Select New

____ Choose Google Sheets

____ Select Blank Spreadsheet

Unit 1 Manage Files Learn Tasks

Lesson Topic	Assessment Details	File Name
Version History	Access version history to view previous states of the spreadsheet and restore an earlier version if needed.	Version History.xlsx
Edit History	Access the version history to revert to the version created last Monday.	Edit History.xlsx
Share Workbooks	Share the presentation with Alegria Lopez for view and feedback.	Share Workbooks.xlsx
Define Print Area	Define the print area to only include the range A1 and print the spreadsheet.	Define Print Area.xlsx
Print	Print the spreadsheet.	Print.xlsx

Unit 1 Manage Files Practice Exercise

Assessment Details	File Name
1) View the version history to observe when the file was last edited. 2) Check the edit history for any changes made to cell B2 in the Onboarding sheet. 3) On the Onboarding sheet, define the print area as cells A1 to D4. 4) Change the page orientation to landscape. 5) Adjust the print scaling to fit to width. 6) Set the margins to narrow. 7) Export the spreadsheet as a PDF. 8) Print the sheet using the current print settings.	onboarding tracker PE L2.xlsx

Unit 1 Manage Files Practice Questions

You're preparing a report for a company-wide meeting at BrightLeaf Promotions. The report contains updated campaign performance data. Your supervisor asks you to check for changes made by teammates, finalize the print layout, and distribute a polished version of the report to stakeholders.

- 1) Your team has been collaborating on a shared Google Sheet. You want to review all the changes made over the past week. Which feature should you use?
 - a) Edit History
 - b) Version History
 - c) Activity Dashboard
 - d) Print Preview

- 2) Fill in the blank with the correct words.
If you want to view who last changed the value in a single cell, you should use the_____.
 - Edit History
 - Version History
 - Activity Feed
 - Page Setup

- 3) Exporting a spreadsheet as a PDF allows you to preserve formatting and page layout when sharing a report.
 - True
 - False

- 4) You want to distribute the final campaign report to people outside your team without allowing them to edit the spreadsheet. What is the best way to do this?
 - a) Share the file with edit access
 - b) Copy the spreadsheet into a Word document
 - c) Export the spreadsheet as a PDF and send it via email
 - d) Send the Google Sheets link and instruct them not to make changes

- 5) Match the steps in the correct order to define a custom print area in Google Sheets.
 - a) Step 1
 - b) Step 2
 - c) Step 3
 - d) Step 4

____ Highlight the desired range

____ Select File

____ Choose Print

____ Set the Print option to "Selected cells"

Unit 1 Customize Worksheets Learn Tasks

Lesson Topic	Assessment Details	File Name
Zoom	Zoom in to 125% to better view the details of the Total Sales.	Zoom.xlsx
Freeze Titles	Freeze the first row so that the headers remain visible when scrolling.	Freeze Titles.xlsx
Customize Sheets	Which of the following are possible with Google Sheets? (Choose all that apply) a) Export a spreadsheet in a PDF format b) Change the color of the sheet tab c) Change the order of the sheet tabs d) Minimize the title and menu	
Sheet Color	Change the color of the tabs for each worksheet to organize them visually blue for demographics and green for survey responses.	Sheet Color.xlsx
Rename a Worksheet	Rename the first worksheet to <i>Demographic Info</i> .	Rename a Worksheet.xlsx
Move and Duplicate a Worksheet	Duplicate the Demographic Info worksheet and move it to the end of the worksheet list.	Move and Duplicate a Worksheet.xlsx
Hide and Show Worksheets	Hide sheet 2 and show sheet 3.	Hide and Show Worksheets.xlsx
Edit Multiple Worksheets	Disable the gridlines for both worksheets at the same time.	Edit Multiple Worksheets.xlsx

Unit 1 Customize Worksheets

Practice Exercise

Assessment Details	File Name
1) Freeze the first row of the Onboarding sheet so the headers remain visible when scrolling. 2) Change the tab color of the Onboarding sheet to blue. 3) Rename the sheet Onboarding to <i>New Hires</i>. 4) Move the Departments sheet so it appears after the New Hires sheet. 5) Create a duplicate of the Departments sheet and rename it <i>Departments Archive</i>. 6) Hide the Departments Archive sheet. 7) Make a formatting change that affects both the New Hires and Departments sheets at the same time: a. Select both sheets and apply bold formatting to row 1.	U1 L3 PE Template.xlsx

Unit 1 Customize Worksheets

Practice Questions

As you continue working at BrightLeaf Promotions, you're tasked with finalizing a spreadsheet that tracks multiple marketing campaigns. The spreadsheet includes several worksheets, and your manager wants you to make the file more convenient to navigate, edit, and present to others.

- 1) You want to quickly adjust your view so you can get more rows in the spreadsheet without changing the font size. What feature should you use?
 - a) Format Painter
 - b) Page Layout
 - c) Zoom
 - d) Fit to Width

- 2) Fill in the blank with the correct word.
To keep the top row visible while scrolling through a long list of data, you should use the _____ feature.
 - Freeze
 - Split
 - Merge
 - Insert

- 3) You can apply the same formatting to multiple worksheets at once by selecting them together and then editing one of the sheets.
 - True
 - False

- 4) To help users identify different departments in a workbook, which customization tool can you use?
 - a) Merge Cells
 - b) Sheet Color
 - c) Filter View
 - d) Data Validation

- 5) Match the steps in the correct order to duplicate a worksheet.
 - a) Step 1
 - b) Step 2
 - c) Step 3

____ Locate the worksheet you want to copy

____ Right-click the worksheet tab

____ Select Duplicate

Unit 1 Worksheet Structure Learn Tasks

Lesson Topic	Assessment Details	File Name
Insert Cells, Rows and Columns	Insert a new column between Product Name and Quantity named <i>Category</i> .	Insert Cells, Rows and Columns.xlsx
Delete Cells, Rows and Columns	Delete the following: - Column C - Row 7 - Cell A5	Delete Cells, Rows and Columns.xlsx
Hide and Show Rows and Columns	Hide sheet 2 and show sheet 3.	Hide and Show Rows and Columns.xlsx
Select a Row or Column	Highlight the row with the highest Customer Ratings.	Select a Row or Column.xlsx
Row Height	Adjust the row height of the headers to 24 pixels.	Row Height.xlsx
Column Width	Adjust the column width of Product Name to 150 pixels.	Column Width.xlsx
Merge and Unmerge Cells	1) Merge the cells from A1 to E1. 2) Unmerge cells A2 and B2.	Merge and Unmerge Cells.xlsx
Identify Row and Column Names	On the first cell of each column > Enter names: - Locate cell A1 and update the data to Product ID - Locate cell B4 and update the data to Thingamajig - Locate the cell C6 and update the data to 150	Identify Row and Column Names.xlsx

Unit 1 Worksheet Structure

Practice Exercise

Assessment Details	File Name
1) In the New Hires sheet, insert a new row above row 2. 2) In the same sheet, insert a new column to the left of column B. 3) Delete row 5 from the sheet. 4) Delete column D from the sheet. 5) Hide column B. 6) Hide row 4. 7) Select column A and adjust the column width to 200 pixels. 8) Select row 1 and change the row height to 40 pixels. 9) Merge cells A1 to B1 into a single header cell. 10) Unmerge the merged header cells. 11) Identify the name of the row that contains Start Date. 12) Identify the name of the column that contains Employee Name.	U1 L4 PE Template.xlsx

Unit 1 Worksheet Structure

Practice Questions

You're organizing a spreadsheet that tracks campaign expenses for different departments at BrightLeaf Promotions. The file needs to be cleaned up and formatted so it's clearer to read and navigate. You'll insert missing rows, adjust spacing, and prepare the file for review.

- 1) You need to add a new budget line between rows 10 and 11. What's the best method?
 - a) Select row 11 and choose Insert > Row above
 - b) Select column A and choose Insert > Column to the left
 - c) Right-click a cell in row 10 and select Delete row
 - d) Select the row header for row 10 and merge cells
- 2) Fill in the blank with the correct word.
To make a column wider so all values in it are visible, you should increase its_____.
 - Height
 - Width
 - Row
 - Column
- 3) Hiding a column deletes the data inside of it.
 - True
 - False
- 4) You want to combine multiple header cells into one centered title across the top of your data table. Which feature should you use?
 - a) Wrap Text
 - b) Merge Cells
 - c) Freeze Row
 - d) Conditional Formatting
- 5) Match the steps in the correct order to unhide a column that was previously hidden.
 - a) Step 1
 - b) Step 2
 - c) Step 3

____Select the columns on either side of the hidden column

____Right-click the selected area

____Choose Unhide Column

Unit 1 Create Project

This simulated Create Project allows the application and demonstration of new knowledge and skills.

1. Open Google Sheets and create a new spreadsheet.
2. Rename the worksheet to *Employee Directory*.
3. Customize the workspace by minimizing the menu and expanding the formula bar.
4. Use the toolbar to bold the text in cell A1.
5. In cell A1, enter "Employee Name".
6. In cell B1, enter "Department".
7. In cell C1, enter "Start Date".
8. Save the spreadsheet to your Google Drive and ensure it is available offline.
9. Use the Import function to bring in data from a CSV file named *departments.csv*.
10. Change the sheet color of the active worksheet to a light blue.
11. Freeze the first row of the worksheet.
12. Zoom the spreadsheet view to 125%.
13. Insert a new row above row 1.
14. Merge cells A1 through C1 and enter "Company Staff List".
15. Adjust the row height of row 1 to 40.
16. Adjust the column width of column A to 200.
17. Duplicate the current worksheet and rename the copy to *Staff 2025*.
18. Hide the original Employee Directory worksheet.
19. Insert a new column between columns B and C.
20. In the new column, enter "Job Title" in cell C1.
21. Delete column B (Department).
22. Show the hidden Employee Directory worksheet.
23. Use the Version History feature to name the current version *Post-Import Edits*.

Unit 1 Objective Assessment

- 1) You're working in Google Sheets and want to quickly navigate between rows, columns, and the formula bar. Which part of the interface helps you do this?
 - a) Toolbar
 - b) Sheets Window
 - c) Zoom Control
 - d) Workspace Control
- 2) To rearrange the shortcut buttons at the top of your screen, which feature would you adjust?
 - a) Customize the Workspace
 - b) Sheets Window
 - c) Toolbar
 - d) Zoom Control
- 3) The Toolbar contains buttons for formatting, inserting charts, and applying functions.
 - True
 - False
- 4) Fill in the blank with the correct word.
To begin working in Sheets, you first need to _____ a spreadsheet.
 - create
 - format
 - save
 - copy
- 5) You need to access a spreadsheet you worked on last week. What's the most direct action?
 - a) Open a Spreadsheet
 - b) Create
 - c) Import Files
 - d) Save
- 6) When working offline is enabled, you can access your spreadsheets without an internet connection.
 - True
 - False

- 7) Which action would you use to bring in an Excel file to work with it in Google Sheets?
- Export as PDF
 - Share a File
 - Import Files
 - Edit History
- 8) Which feature allows you to view changes made to the entire spreadsheet over time?
- Edit History
 - Version History
 - Comment History
 - Import Files
- 9) Fill in the blank with the correct word.
To add space for more content in your spreadsheet, you might insert _____, rows, or columns.
- cells
 - tabs
 - menus
 - tables
- 10) Deleting rows and columns will permanently remove the data they contain.
- True
 - False
- 11) What action allows you to temporarily remove a row or column from view without deleting it?
- Select
 - Format
 - Hide
 - Merge
- 12) Fill in the blank with the word.
To perform an action on an entire column, you must first _____ it.
- select
 - delete
 - hide
- 13) A column appears too narrow. What should you do to make the content more visible?
- Adjust Zoom
 - Customize Workspace
 - Resize Column Width
 - Freeze Titles
- 14) Merging cells combines two or more cells into one larger cell.
- True
 - False

15) Fill in the blank with the correct word.

Column names are identified using _____.

- letters
- numbers
- names
- symbols

16) Which tool helps you track who made changes to a specific cell?

- a) Spell Check
- b) Edit History
- c) Version History
- d) Import Files

17) You can export a spreadsheet as a PDF for sharing or printing.

- True
- False

18) Fill in the blank with the correct word.

A teacher wants to share results with parents. They should prepare the spreadsheet for _____.

- distribution
- editing
- commenting
- versioning

19) Fill in the blank with the correct words.

To avoid printing extra data, you should define the _____ before printing.

- Zoom Level
- Print Area
- Theme
- Worksheet

20) Adjusting the Zoom level affects how the spreadsheet appears, but not the data itself.

- True
- False

21) What feature keeps your header row visible as you scroll down the sheet?

- a) Freeze Titles
- b) Zoom
- c) Select Range
- d) Print Range

22) Which action helps you color-code different sheets for straightforward navigation?

- a) Customize Sheets
- b) Sheet Color
- c) Rename Sheet
- d) Customize Workspace

Unit 1 Key Terms

Term	Definition
Access	To open or retrieve a document or file.
Append	To add data to the end of existing content.
Audit	To examine and verify data or records for accuracy.
Backup	A copy of data stored separately for safety and recovery purposes.
Browser	A software application used to access the internet.
Cell Reference	The combination of a column letter and a row number used to identify a specific cell.
Cloud Storage	Online repository services that allow you to save and access files over the internet.
Column	A vertical line of cells in a spreadsheet, labeled with letters.
Column Letter	The character at the top of each column that identifies it.
Column Width	The horizontal size of a column in a spreadsheet.
Confirmation Dialog Box	A pop-up window that asks you to verify an action.
Context	The background or surrounding information that helps make sense of the data.
Context Menu	A list that appears upon right-clicking, offering additional options and actions.
Customize	To modify something to suit a particular individual or task.
Delete	To remove a cell, row, or column from the spreadsheet.
Dialog Box	A small window that prompts the user to enter information or make a selection.
Display Settings	Options that control the appearance of the workspace, such as showing or hiding elements like gridlines and the formula bar.
Distribute	To share or deliver information to a group of people.
Document	A file that contains information, such as a spreadsheet.
Dropdown Menu	A list of options that appear when you select an icon or its down arrow.
Duplicate	To create an exact copy of something.
Edit History	A record of all changes made to a specific cell, including who made the changes and when.
File Tab	A menu at the top left corner that lets you open, save, and print documents.
File Type	The format of a file, such as .xls, .csv, or .txt.
Fit to Data	An option that automatically adjusts the row or column size to match the content within it.

Format	To change the appearance of text or cells, like making the text bold or changing a cell's color.
Formatting	The arrangement and style of text and data in a document.
Formula Bar	The area in Google Sheets where you can view and edit the formula or content of the selected cell.
Freeze	To keep specific rows or columns visible while scrolling through a spreadsheet.
Google Chrome	A web browser required for enabling offline access in Google Drive.
Google Drive	A file storage service that includes Google Docs, Sheets, and other apps.
Gridlines	The borders that define the boundaries of cells in a spreadsheet, helping to visually separate and organize data.
Header	A row or column that contains labels for the data in the spreadsheet.
Hide	To remove the whole worksheet or part of a worksheet (rows and columns) from view without deleting it.
Highlight	To mark a section of text or data with a distinct color.
Homepage	The main screen you can view when you first open a website or application.
Import	To bring data into a software application from another source.
Insert	To add new cells, rows, or columns to a spreadsheet.
Magnification	The action or process of enlarging or reducing the view of an object.
Merge	To combine multiple cells into one larger cell.
Minimize	To reduce something to the smallest possible size or amount.
Navigate	To move around within a spreadsheet to locate specific data.
Navigation	Moving around within the Google Sheets window to access different features.
Offline Mode	The ability to use a service without an internet connection.
Palette	A range of colors or options available for selection.
Permissions	Settings that determine what actions users can perform on a shared document.
Print	To produce a physical copy of a document from a computer.
Print Area	The specific range of cells selected to be printed.
Range	A group of selected cells in a spreadsheet.
Rename	To give something a new title.
Restore	To revert a document to a previous state.
Row	A horizontal line of cells in a spreadsheet, labeled with numbers.
Row Height	The vertical size of a row in a spreadsheet.
Row Number	The digit on the left side of each row that identifies it.

Scale	Adjusting the size of the content to fit on the printed page.
Scroll	To move up, down, or across a screen to view different parts of a document.
Search Bar	A tool that helps you browse and select files from your storage.
Select	To highlight a row, column, or cell to perform actions on it.
Share Button	An option to select that lets you distribute your document to others and set their permissions.
Sheet Tab	The labeled tag at the bottom of the Google Sheets window that represents each page in the document.
Shift	To move existing cells to make room for new ones.
Show	To make a hidden worksheet visible again.
Sign In	To enter your username and password to access your account.
Sort	To arrange data in a specific order, like alphabetically or by number.
Spreadsheet	A digital document where you can organize data in rows and columns.
Sync	To match data, ensuring that files are up-to-date across devices.
Timeline	A chronological list of events or changes.
Title	The name you give to your spreadsheet to identify it.
Toolbar	A set of icons and options at the top of the screen that allows you to perform different tasks.
Unmerge	To split a joined cell back into the original separate cells.
Version History	A feature that tracks and stores previous copies of a document.
Zoom	To change the magnification level of the spreadsheet view.