

# **Google Sheets: Editing and Formatting**

**Modality:** On Demand

**Duration:** 30 Min

## **About this Course:**

Gain the skills you need to manipulate rows, columns, and cells to get data into your spreadsheets and keep them organized. Once you have the data in spreadsheets, we'll show you how to make it easier to read by exploring formatting options.

## **Audience:**

This course is intended for:

- Office employees and workers.

## **Prerequisites:**

- There are no prerequisites for this course

## **Course Outline:**

Introduction

- What you'll learn in this training

Editing Options

- Adding and deleting rows and columns
- Resizing columns
- Freezing rows and columns
- Hiding rows and columns
- Moving columns and rows by dragging and dropping
- Editing a cell
- Entering links
- Cutting, copying, and pasting cells
- Undoing and redoing data entry
- Pasting only the cell format

- Pasting only the cell values
- Applying Paste Special options
- Using the AutoFill feature
- Using Find and Replace
- Clearing a selection of cells
- Changing the Viewing options
- Checking the spelling in a spreadsheet
- Adding a color to sheet tabs within a spreadsheet
- Sheets: Spell check

## Formatting Spreadsheets

- Formatting text
- Formatting data
- Applying formatting rules
- Formatting a spreadsheet
- Using the Paint Format tool
- Merging cells
- Filtering data
- Adding and deleting comments
- Viewing, editing, and replying to comments
- Adding notes
- Wrapping text
- Clearing formatting
- Protecting a sheet in a spreadsheet
- Applying custom number formatting