

## Getting Started with Google Sheets

Google Sheets lets you access, create, and edit spreadsheets using your computer, tablet, or mobile device. Sheets can be shared and allow real-time, simultaneous collaboration. Features include chat and comments, Microsoft Excel editing, file conversion, and offline editing.

### Examples of how instructors can use Google Sheets:

- Analyze, track, and graph data from student experiments
- Record and manipulate data
- Check who's citing your publications

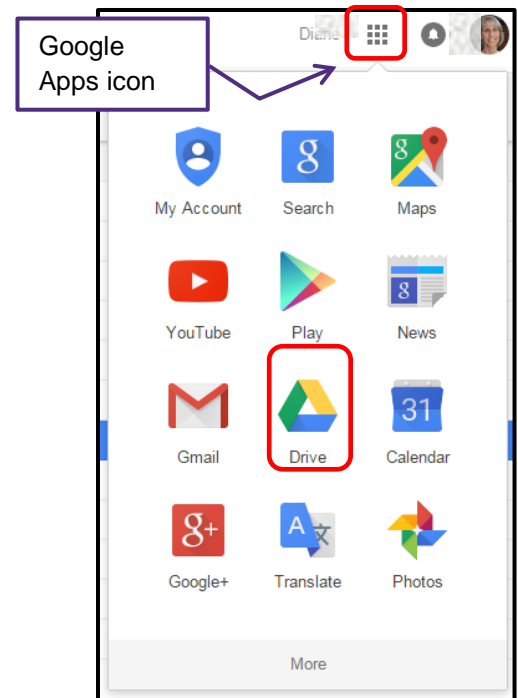
### Examples of how students can use Google Sheets:

- Find reliable and relevant sources for research projects
- Explore related works, citations, authors, and publications
- Locate the complete document through your library or on the web

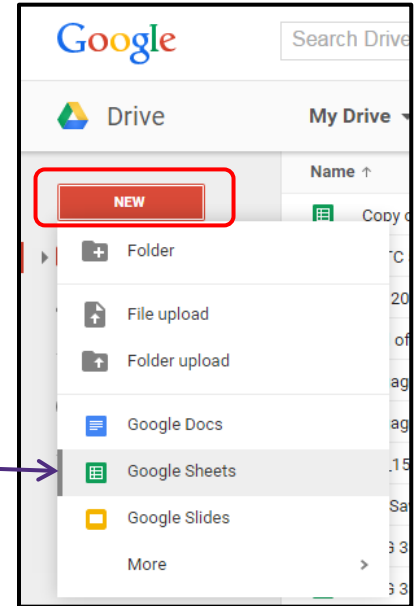
### Getting started with Google Sheets (must have a Google account):

1. Open your web browser. Navigate to <https://drive.google.com>

or, if logged in to Google, click the **Google Apps** icon and select **Drive**



2. Click the **New** -> **Google Sheets**



Click **Google Sheets** to begin.

3. Note that all changes are automatically saved as you work.

