

GOOGLE SHEETS



CREATE SPREADSHEETS FOR YOUR DATA AND COLLABORATE WITH YOUR COLLEAGUES.

How to use Google Sheets:

- **Create a spreadsheet:** With Google Sheets, you can create and edit spreadsheets directly in your web browser—no special software is required. Multiple people can work simultaneously, you can see people's changes as they make them, and every change is saved automatically.

Share & collaborate on a spreadsheet:

- **Share a spreadsheet with specific people:** You can let up to 100 people with view, edit, or comment permissions work on a Google Sheets at the same time. When 100 people or more are accessing a file, only the owner and some users with editing permissions can edit the file. You decide what role people will have on your file, select Viewer, Commenter, or Editor.
- **Comment on a spreadsheet:** On your computer, open a spreadsheet. Highlight the text, images, or cells you want to comment on. To add a comment, in the toolbar, click Add comment. Type your comment. Click Comment.
- **Chat with collaborators in a spreadsheet:** On your computer, open a spreadsheet. At the top right, click Show chat. This feature won't be available if you're the only one in the file.

Tip: If there are many collaborators in the file, at the top right, to the right of the avatars, there will be a blue circle showing the number of additional collaborators. Click the blue circle Join chat. Enter your message in the chat box. When you're finished, at the top right of the chat window, click Close.

Note: All chats in Sheets include anyone viewing the file. The chats aren't saved.

Gemini in Sheets - Key Features:

- **Become a data pro with Gemini in Sheets:** AI-powered spreadsheets help you and your team manage, visualize and analyze data. With Gemini you can quickly create trackers, tables, and advanced data visualizations in a snap - all using simple AI prompts. Plus, you can ask Gemini to create formulas and analyze your data to uncover valuable insights.
- **Quickly build spreadsheets:** Input accurate, high quality data with ease and speed.
 - Format and design your spreadsheet quickly- Instantly structure and polish data using tables and use smart chips to add data like names, files, and dates when you type '@.' Or use pre-built tables for event planning, project management, and inventory management instead of building your spreadsheet from scratch.
 - Build spreadsheets quickly with AI- Ask Gemini to create data visualizations and tables based on content in your Drive files instead of building from scratch. Plus, Gemini can create formulas that help you efficiently work with data and make accurate calculations.
 - Review data with flexibility- You and your stakeholders can reference previous versions at any time and create filter views that are specific to each reviewer's preferences.
 - Collaborate and make decisions with your partners right from Sheets- Use comments to give feedback to your teams and assign tasks to keep projects moving forward, without ever leaving your spreadsheet.
- **Do more with your data:** Derive insights from your data, take action and make decisions.
 - Analyze your data faster with AI- Gemini in Sheets can help you analyze data by detecting patterns and making suggestions, saving time and reducing errors.