

# Using Google Sheets

## How to Open Excel in Google Sheets

1. First off, from my email, save my attached Stag Register Spreadsheet somewhere known on your computer (e.g. Desktop).
2. Open Google Chrome if you have it. If not, search for it on Internet Explorer and install Google Chrome. (You may have to create a Google Account. I already have one and it recognises me). If it wants you to create an account just do it and remember the details (file it somewhere).
3. In the Google Chrome Search Bar, type in 'Google Sheets'.
4. Select the first one that comes up i.e. <https://www.google.com/sheets/about/>
5. Select go to Google Sheets.
6. Select in the 'Start a New Spreadsheet Window, click on Blank (it's on the left side).
7. A blank Spreadsheet should appear.
8. Click on 'File - Open' where a Pop Up window appears.
9. Click on the Menu item 'Upload' - (it's on the right side).
10. Click on blue box "Select file from your device"
11. It will open a window of your Computer, search for the Desktop and click on the Stag Register File.
12. A few seconds later it will appear.  
It works just like MS Excel and it has most of these features and scroll bars on the right and bottom - I'm impressed.

## How to do a Search:

1. For Windows, hold down the ctrl then press f.
2. For Mac  $\hat{E}$  + f.
3. A small pop-up appears on top right of Screen. Type in what you are looking for then press Enter. It will go straight to it.

## Notes:

This file will remain in your Google Sheets until you delete it.

You will need to open newer versions of The Stag Register as they are issued.

Please ring me if you have any problems. 0438 271 875

It may help to print this Text file for next time.

John Powell