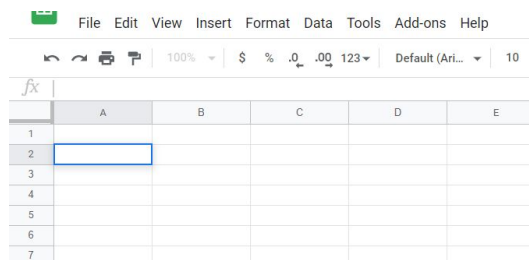# Google Sheets Basics

Navigating Google Sheets

A Google Sheet is a set of **Columns** and **Rows**. The columns are labeled with letters and the rows are labeled with numbers.

The areas where the columns and rows intersect are called **Cells**. Each cell has unique coordinates based on the combination of the column and row.

If you click once on a cell, it becomes the **Active Cell** and will be indicated with a blue border.
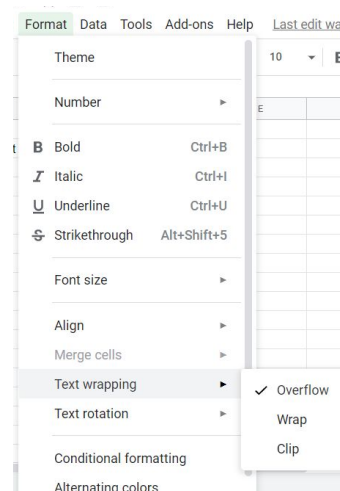
Wrap Text

Google Sheets allows for text wrapping and text clipping when the contents of a cell are overflow.

Text Wrapping allows the cell contents to appear on multiple lines within the cell.

Text Clipping limits the amount of cell contents visible in a cell unless the cell is an **Active Cell**.
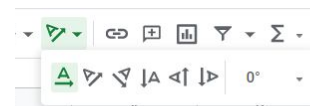
1. Click on the Format menu option.
2. Select Text Wrapping.
3. Choose Overflow, Wrap, or Clip.

Text Rotation

The default orientation for all cells in Google Sheets is horizontal. However cell contents can easily be rotated from horizontal to vertical or angled.
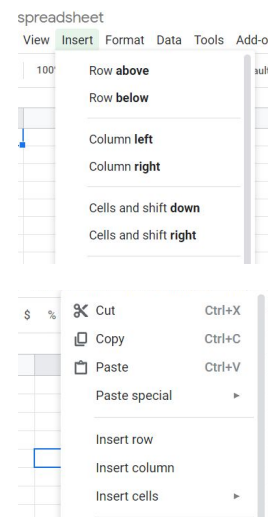
1. Click the **Text Rotation** button.
2. Select a rotation.

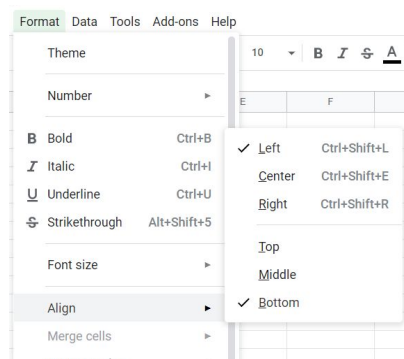3. Or select a specific degree of rotation from the drop down menu.

Inserting Rows and Columns in Google Sheets

1. Select the Insert Menu Heading. Choose where you would like to insert the row or column. It will either insert to the top, bottom, left or right of the **Active Cell**, which has a blue border in excel.
2. Right click a cell and choose to insert a column, row or cell.

Google Sheets Alignment

1. Highlight the cells you want to align.
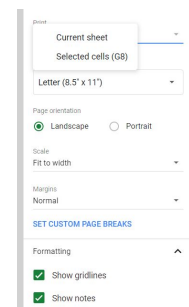2. Select the **Format** menu option and choose **Align** and select which alignment you want.

Saving and Downloading

Google Sheets automatically saves your work as you go.

Printing

1. Select the print icon.
2. Choose your print settings; selected cells, grid lines, page orientation, scale and more.

Downloading

Google Sheets can be downloaded as an Excel Spreadsheet, CSV file or PDF.