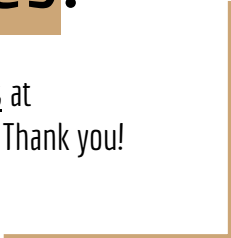


Navigating Google Sheets with Mobile Devices.

Please contact [Student Support Services](#) at
877-224-8576 for all other questions. Thank you!

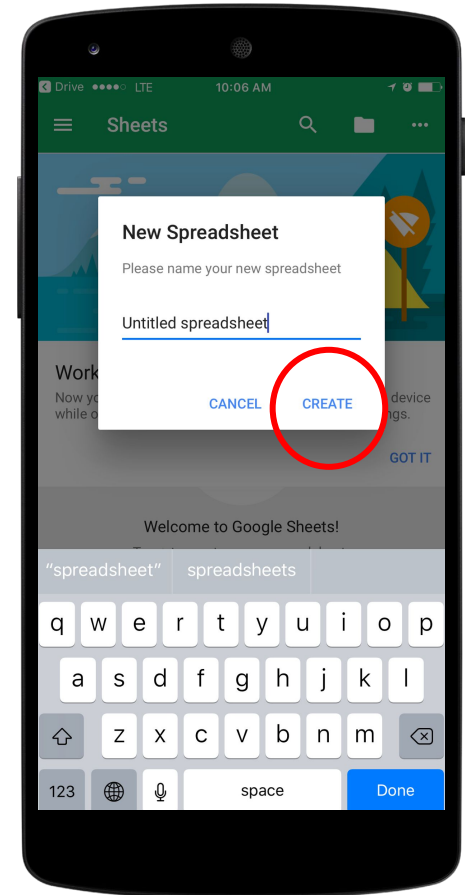
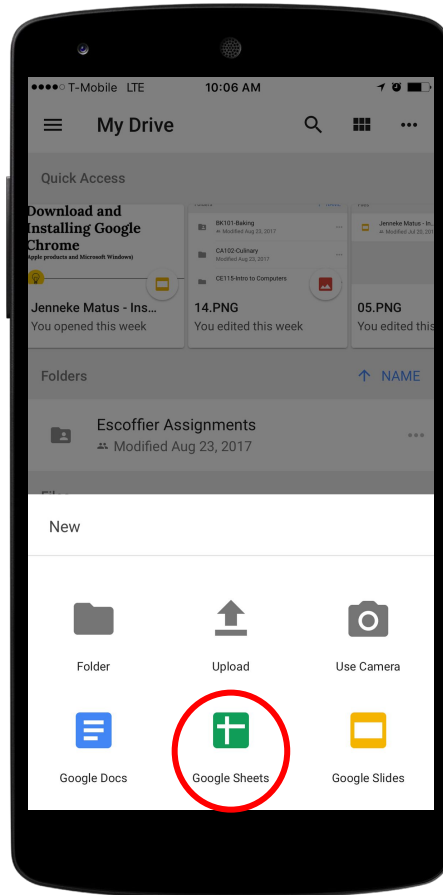


To begin...

Download the **Google Drive** app via the **App Store/Google Play Store**, if you have not already. Locate the **Drive** app on your home screen and select.

- Press the **New** button at the bottom of your screen and select **Google Sheets**.
- This will redirect to the Google Sheets app. Download the **Google Sheets** app via the **App Store/Google Play Store**, if you have not already
- Once the app opens you will immediately be asked to name your new spreadsheet. Once you have named it, select **Create**.

Let's take a look at some of the different buttons available to you on the app.



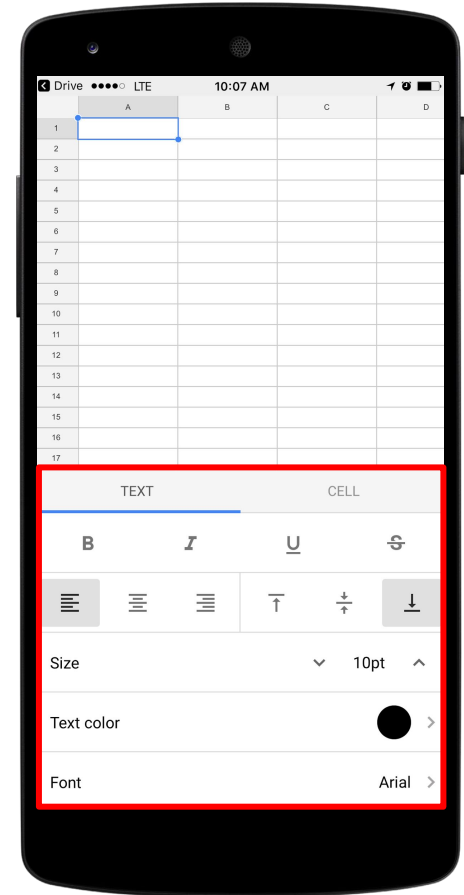
A first look...

When in the mobile app, a quick glance will show how little is on the main screen. This was an effort to not bog down the interface and allow for users to have an easier time accomplishing tasks and projects.

The first thing to address is the formatting of text, alignment, and cells.

- Press on the large **A** near the top right of your screen.
- A prompt will appear at the bottom of the page. This is your **Format Text and Cells** tab. You will see options to format text and cells, align text and cells, change colors and fonts, and merge cells here.

Pressing outside the **Format Text and Cells** tab will close it.

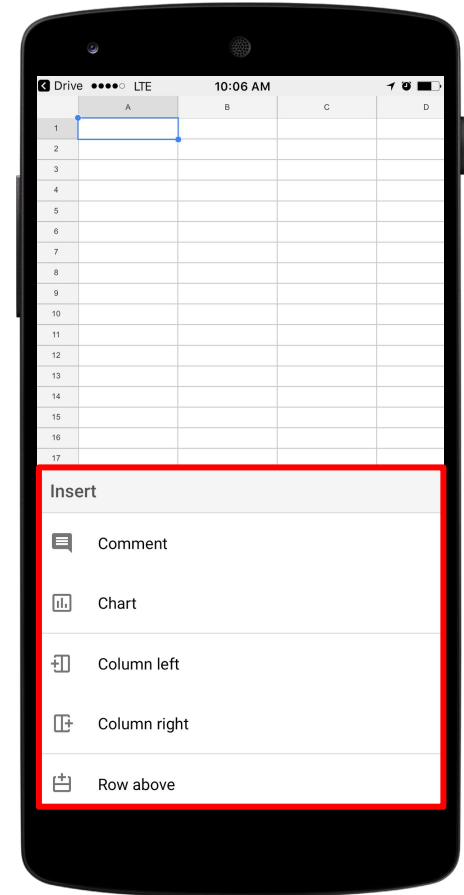


Comments and Inserts...

When working with large amounts of data, there may be times that instructors will need to add comments, or you may need to insert a column or row for additional information.

- Press on the large plus sign (+) near the top right of your screen.
- A prompt will appear at the bottom of the page. This is your **Insert** tab. You will see options to insert **Comments**, **Charts**, **Columns**, and **Rows**.

Pressing outside the **Insert** tab will close it.

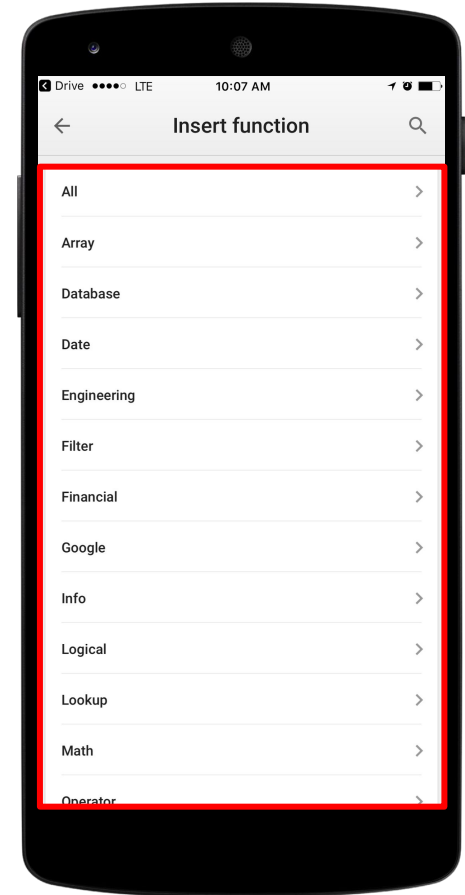


Functions...

When working with large amounts of data, there may be times that calculations are needed in order to complete assignments.

- Press on the large **Function Key** (*fx*) near the bottom left of your screen.
- A prompt will appear, this is your **Insert Function** tab. You will see options to insert functions related to **Date**, **Financial**, **Math**, etc.

Pressing the **Back Arrow** outside the **Insert Function** tab will close it.



File and Settings...

Some items used in Spreadsheets are not commonly used in most day-to-day work, but are still needed for occasional use. You will find these items here.

- Press the **three grey dots** at the far right corner of the screen.
- A prompt will appear on the far right of the screen. This is the **Spreadsheet Settings** tab. Here you will find several options to work with, such as **View Comments**, **Find and Replace**, and **Share and Export**.

Pressing outside the **Spreadsheet Settings** tab will close it.

