# Add a sheet

Spreadsheets are comprised of sheets. By default, a new spreadsheet has only one sheet. You can add additional sheets by clicking the plus button on the bottom-left corner of your spreadsheet.


Rename a sheet

To rename a sheet, click on the button at the bottom-left of your screen for the particular sheet and select **Rename**, then enter the new name for the sheet.
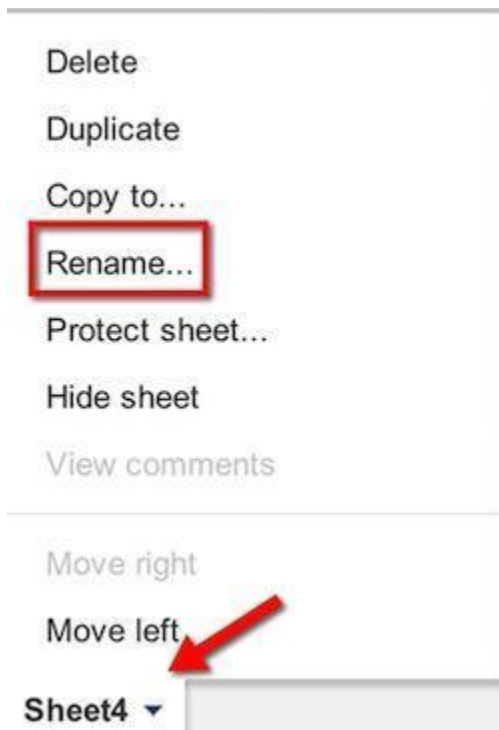

Delete a sheet

To delete a sheet, click on the tab in the bottom-left of your screen and select the **Delete** option. Click on this option and a window asking you to confirm your intention to delete will be opened. In this window, click **OK** to confirm, and the selected sheet will be deleted.
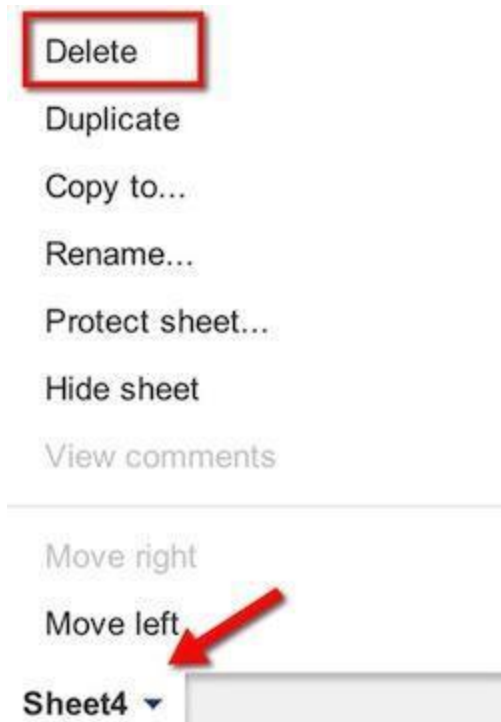
Navigate sheets

You can also quickly jump to one sheet in your spreadsheet by clicking the menu button in the bottom-right corner of your spreadsheet. This will display a menu with the list of all the sheet names. Click on the desired sheet name.
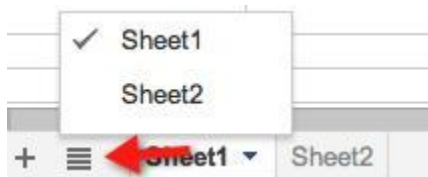
Move or copy sheets

If you are working on a spreadsheet that contains more than one sheet, you can change the order of these sheets. The placement of each individual sheet, represented by a button along the bottom of the page, can be adjusted by clicking on this button. Select **Move right** or **Move left** after you have clicked on the button corresponding to the appropriate sheet. The order of your multiple sheets will be changed accordingly. Alternately, you can simply drag and drop the sheet into the order you prefer.

Clicking on these sheet buttons will also allow you to delete or rename the selected sheet.

To copy a sheet:

1. On the bottom-left side of your spreadsheet, click the tab of the sheet you would like to copy (i.e. "Sheet1").
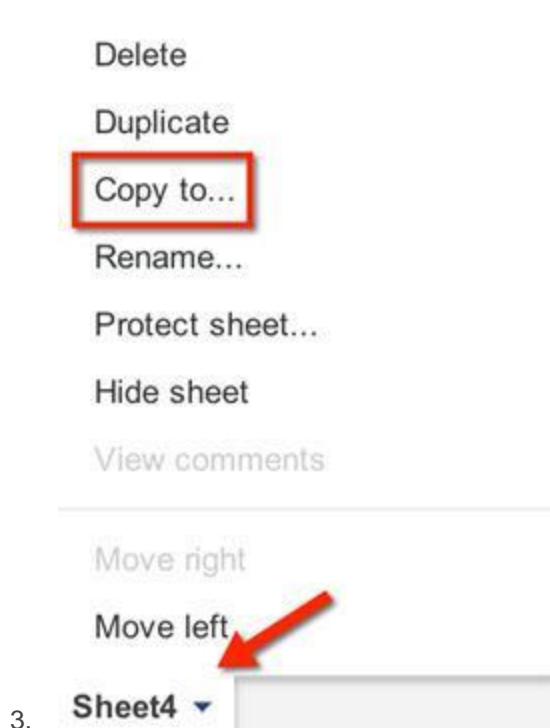2. Select **Duplicate** from the pop-up menu.

3.

A duplicate sheet (which contains the exact formatting) now appears in a tab beside the original sheet; it is labeled **Copy of** sheet name. This feature is great for gradebook and taking attendance.

Sometimes you want to have a copy of a sheet in a different spreadsheet. Creating a copy of the sheet means that the data will not be updated, but it is an easy way to copy data from one spreadsheet to another.

To copy a sheet to another spreadsheet in your Docs list:

1. Click the **down arrow** next to the sheet name.
2. From the menu, click **Copy to**.

Delete

Duplicate

Copy to...

Rename...

Protect sheet...

Hide sheet

View comments

Move right

Move left

3. **Sheet4** ▾

4. Choose the destination spreadsheet from the list.
5. Click **Select**.

The sheet you copy will be duplicated into the destination spreadsheet; the copied sheet will be named **Copy of** sheet name, using the same logic as the current Duplicate option.

Hide sheets

Sometimes you want to hide sheets from view in a workbook. Fortunately, this is easily accomplished. You can click on a sheet tab and select **Hide sheet** to remove a sheet from view.
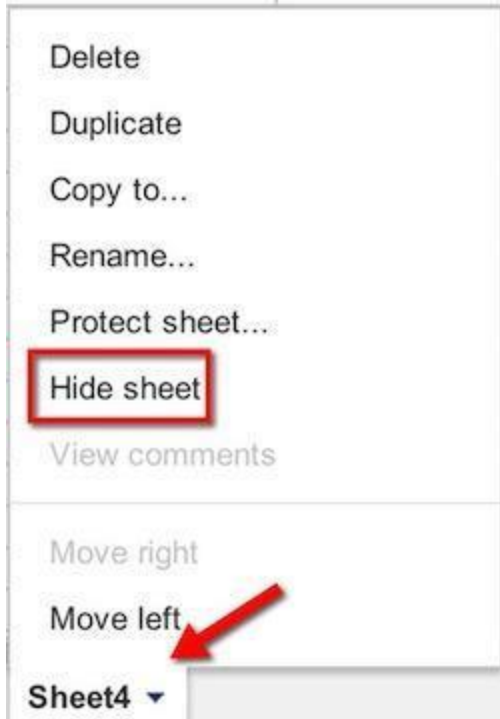
The sheet can still be seen in the list of sheets and any editor can click on this sheet to bring this back to view. Sheets can also be accessed from the Hidden sheets option in the View menu. To learn more about how to hide a sheet from view, check out the Support Center.

List of sheets, including hidden sheet:
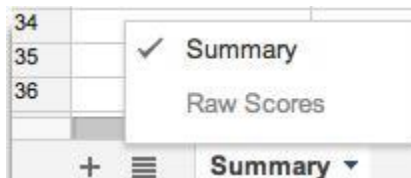
View hidden sheets by clicking on **View > Hidden sheets** > select a sheet name.
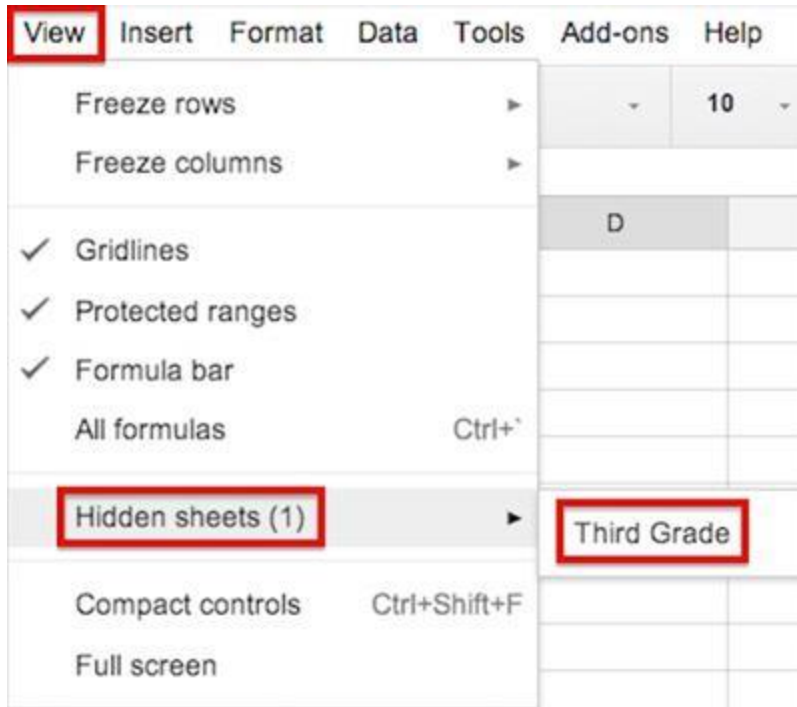
Move rows and columns

Drag and Drop allows you to move selected cells, rows, or columns without having to copy and paste.

1. Select the row or column you would like to move by clicking on its number/letter.
2. Grab the row by pressing on the left mouse button and drag it to its new location.

Move selection of cells

1. Select the cell(s) you would like to copy and move.
2. Point your cursor to the top of the selected cell(s).
3. The pointer turns into a hand.
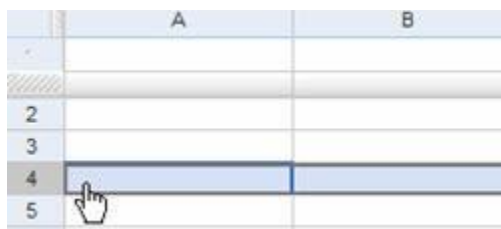
4.
5. Drag the data to its new location, and release the mouse to drop it there.

Change row height or column width

1. Place your cursor at the outlying border, next to either the number or label, of the row or column you would like to resize.
2. Adjust your cursor so that it rests on the dividing line between the row or column you would like to change, and the next row or column. When this is done, your cursor will turn into a double-sided arrow.
3. Left-click your mouse and drag the arrow in the direction you would like your row or column to expand or contract.
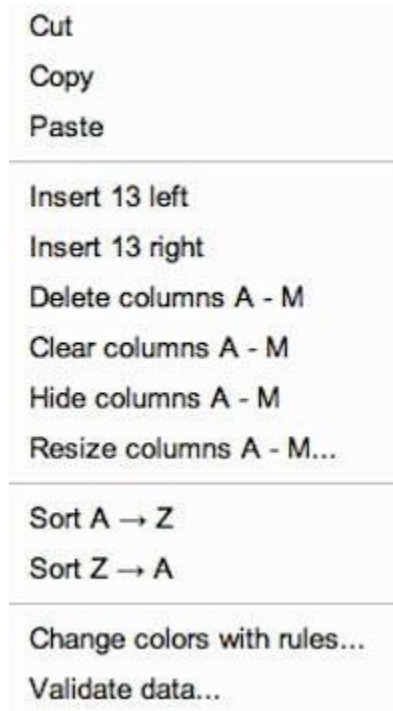

4.

You can also resize rows or columns using your right-click menu. Follow these instructions:

1. Make a selection of rows or columns by clicking on the row or column label (e.g., Column A or Row 12) and dragging your cursor to where you would like to end the selection. Alternatively, you can click on a row or column label and use the **Shift + arrow keys** to complete the selection.
   ○ If you would like to select all columns in your spreadsheet, select **Column A** and press **Ctrl +Shift + Right Arrow**
   ○ If you would like to select all rows in your spreadsheet, select **Row 1** and press **Ctrl + Shift +Down**
2. Using your mouse, right-click anywhere in the selection and select **Resize columns…** or **Resize rows…** from the menu.
3. Enter a new size in the Input box, and click **OK**. The current size of the first row or column in the selection is the value already in the input box.

Note: Accessing the menu of one of the columns/rows will affect all selected columns/rows.
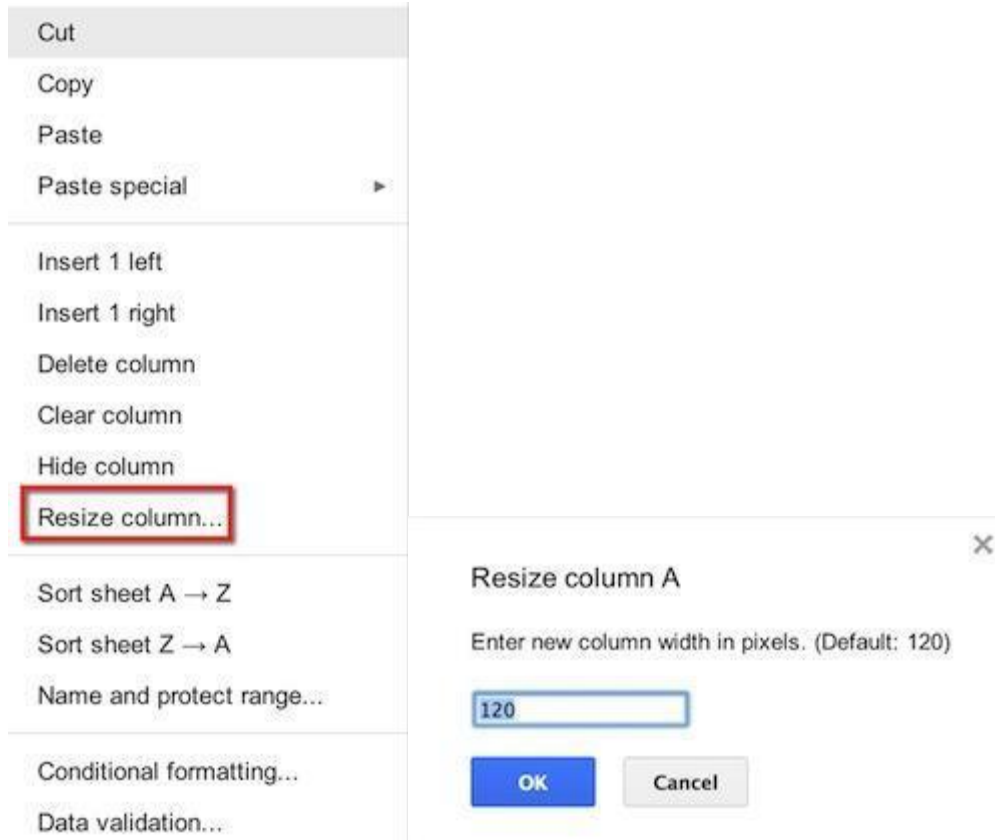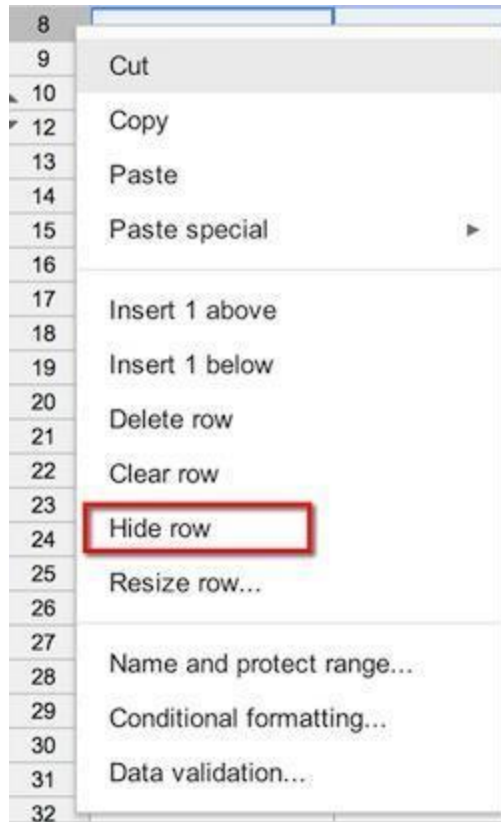
Hide and unhide rows and columns

Sometimes you have data in rows and columns that is not necessary for others to see in a sheet. You can choose to hide one or more of these rows or columns from view in spreadsheets.

To hide and unhide a row:

1. Right-click the number of the row to highlight the entire row.
2. Select **Hide row** from the drop-down menu.

3.

4. An icon appears over the hidden row, and the row's number is no longer visible.
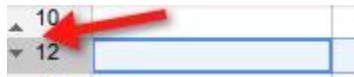
5.

6. To unhide a row, just click the icon and the row reappears on the spreadsheet.

To hide and unhide a column:

1. To hide a column, right-click the letter of the column to highlight the entire column.
2. Select **Hide column** from the drop-down menu.
3. Alternatively, place your mouse at the top of the column and click the drop-down arrow that appears next to the letter name.
4. Select **Hide column** from the drop-down menu.
5. An icon appears, showing the letter of the column that has been hidden. If you have two or more adjacent columns hidden, the icon will show the range of letters, such as B-E.

6.

7. To unhide a column, click the letter icon and the column reappears.

To hide multiple, adjacent rows or columns all at once:

1. Click the row number or column letter of the first row/column you want to hide.
2. The row/column is highlighted.
3. Press and hold **Shift** on your keyboard while clicking the last row number or column letter you want to hide.
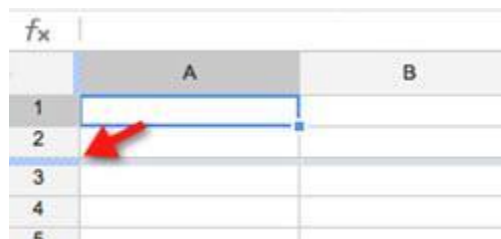
4. All rows or columns in the range are highlighted.
5. Right-click anywhere in the highlighted range, and choose **Hide rows** from the drop-down menu.
6. To unhide several hidden rows or columns all at once, just highlight the range and select **Unhide rows/columns**. For example, if you have columns C and H hidden, you can select columns B-I, right-click anywhere in the selected range, and choose **Unhide columns**. All hidden columns in the range will reappear.

Freeze rows and columns

Freezing rows and columns makes it possible to scroll to the left or right while keeping column headers and top row headers visible. This can be useful if you have a large sheet spanning many rows and columns and want to see the headers.

To freeze rows in a spreadsheet:

1. Drag the **Sort Bar**. The **Sort Bar** is a horizontal bar that separates active rows from frozen ones.
2. Using the **Sort Bar** handle (found at left, by the row numbers), you can drag the **Sort Bar** up or down to the last row you would like to freeze, 10 rows maximum.
3.
4. Alternatively, click **View**.
5. Click **Freeze rows**.
6. Click on a selection: **Freeze 1 row**; **Freeze 2 rows**, etc.You can only freeze ten rows using this method.
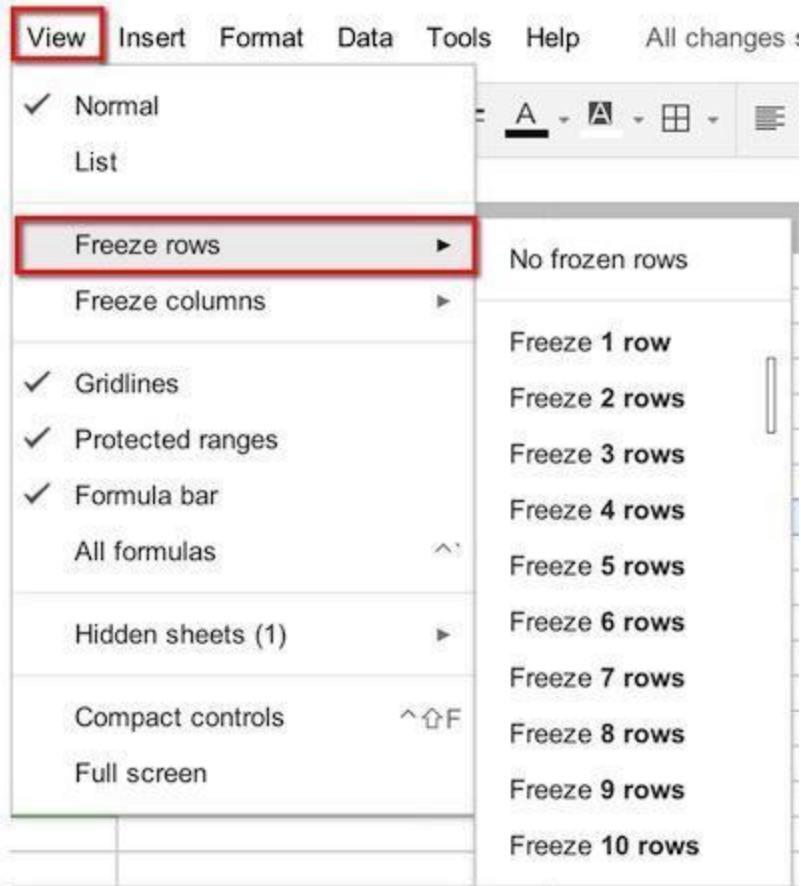
7.

To freeze columns in a spreadsheet:

1. The **Column Bar** is a vertical bar that separates active columns from frozen ones. Using its handle (found at top, by the column headers), you can drag the **Column Bar** left or right to the last column you would like to freeze; with a five column maximum.
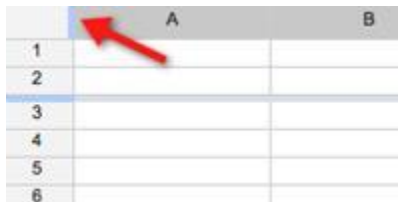
2.
3. Alternatively, click **View > Freeze columns**. From the menu, select the number of columns you want to freeze, up to five columns maximum.

Merge cells horizontally or vertically

To merge cells horizontally or vertically in a spreadsheet, select the cells you would like to merge and click the **Merge** icon in the toolbar.
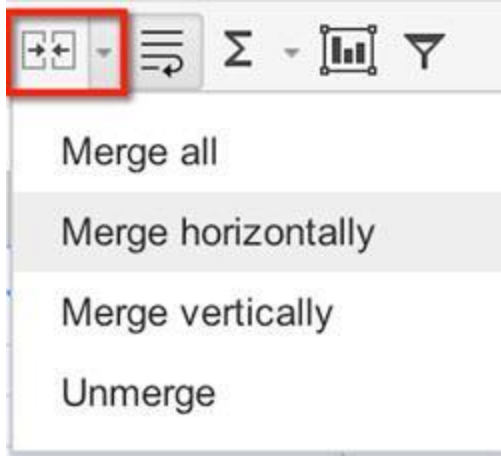
From the Merge drop-down menu, select from the following options:

- Select **Merge all** to merge all selected cells into one cell
- Select **Merge horizontally** to merge the cells in each selected row
- Select **Merge vertically** to merge the cells in each selected column

If you would like to unmerge a selected range of cells, select the merged cell(s) and click the**Merge** icon in toolbar.

Spreadsheet formatting and rules

You can format data in your spreadsheets in a variety of ways. You will find the standard formatting options on the Edit toolbar. Point your cursor on an icon to see a message describing what that option can do.

Formatting applies to the entire cell. It is not possible to format only parts of a cell (for example, bolding one word in the cell).

Here are the main formatting options:

- Print
- Undo or redo last operation
- Paint format
- Format as currency
- Format as percent
- Decrease decimal places
- Increase decimal places
- More formats
- Font
- Font size
- Bold
- Italic
- Strikethrough

- Text color
- Fill color
- Borders
- Merge cells
- Horizontal align
- Vertical align
- Wrap text
- Insert link
- Insert comment
- Insert chart…
- Filter
- Functions

In addition to general formatting, you can also set specific rules for formatting cells based on values. By setting text and background colors with rules, you can create styles that offer a visual summary of complex or changing data.