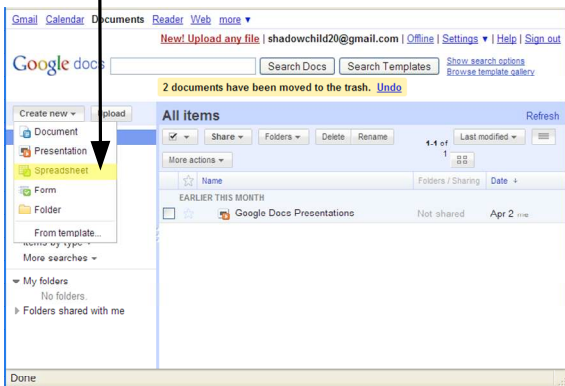


Google Docs Spreadsheets

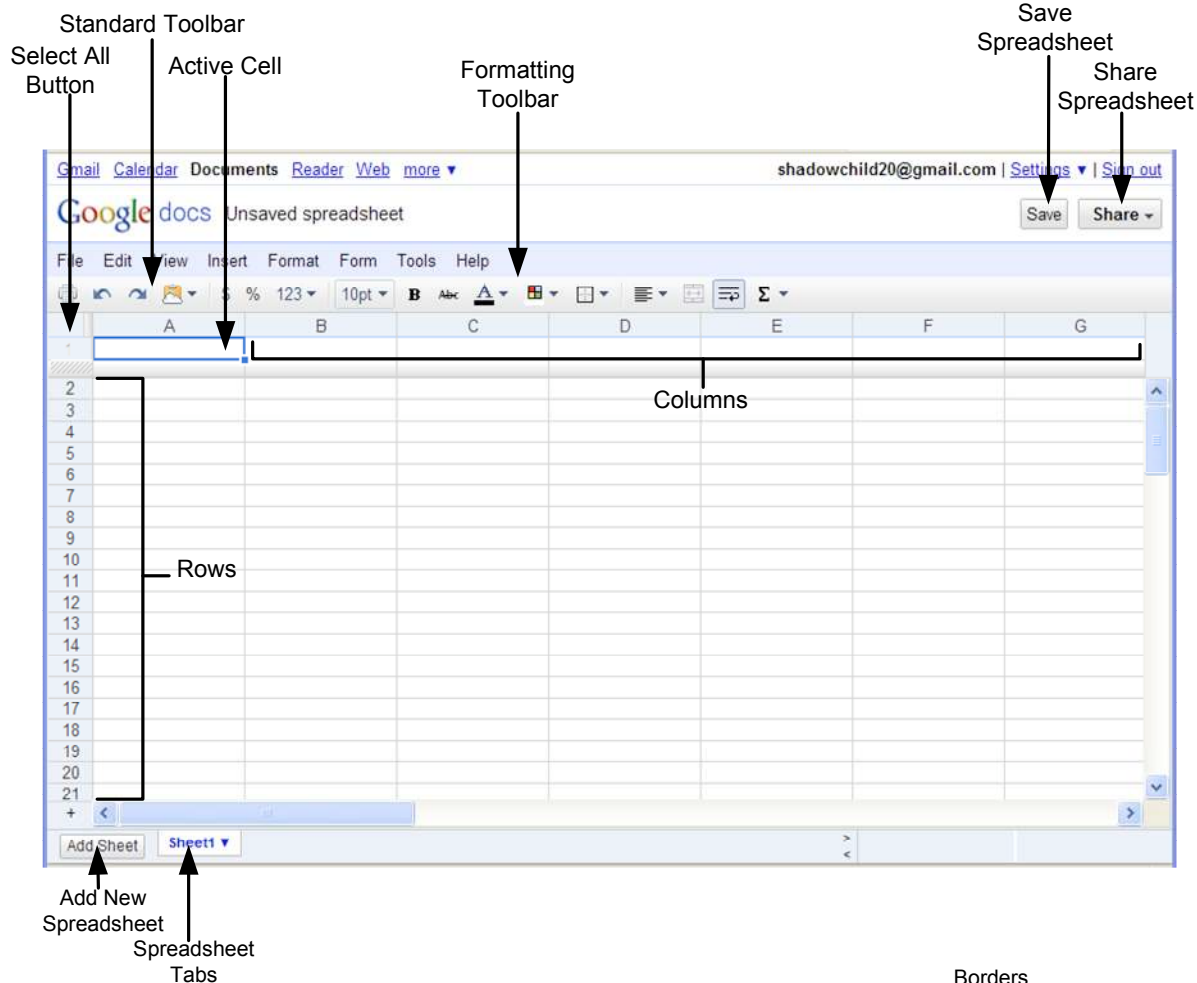
Quick Reference Card

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Create New
Spreadsheet



- To **Create a New Spreadsheet**: Select **Spreadsheet** from the **Create New** drop down menu on your main Google Docs home screen.
- The blue highlighted border cell is the cell that is currently an **Active Cell**.
- To select all cells, click the **Select All** button in the top left corner of the spreadsheet.
- To format your text in the spreadsheet, select an option from the **Formatting Toolbar** or the **Standard Toolbar**.
- To save spreadsheet select the **Save** button in the upper right corner.
- To share your spreadsheet with others you can choose to **Get Link**, **Invite People**, **See Who Has Access**, or **Email as an Attachment** by selecting the **Share** button in the upper right corner of the page.



The Formatting Toolbar

