



# ProVol Digital

Step by step guide

Google Sheets



Google Sheets

**ProVol Digital**

Professional volunteer management  
and training through digitalisation



# What is Google Sheets?

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- Google Sheets is a spreadsheet platform that is part of the Google Workspace.
- It is web-based and it can be used on a web browser, or as a mobile app.
- It can be used for free and it allows creating, updating, modifying and sharing spreadsheets online in real time, but it also has a paid business plan.

# Step by step

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STEP 1: Find Google Sheets in your web browser:  
<https://docs.google.com/spreadsheets/>

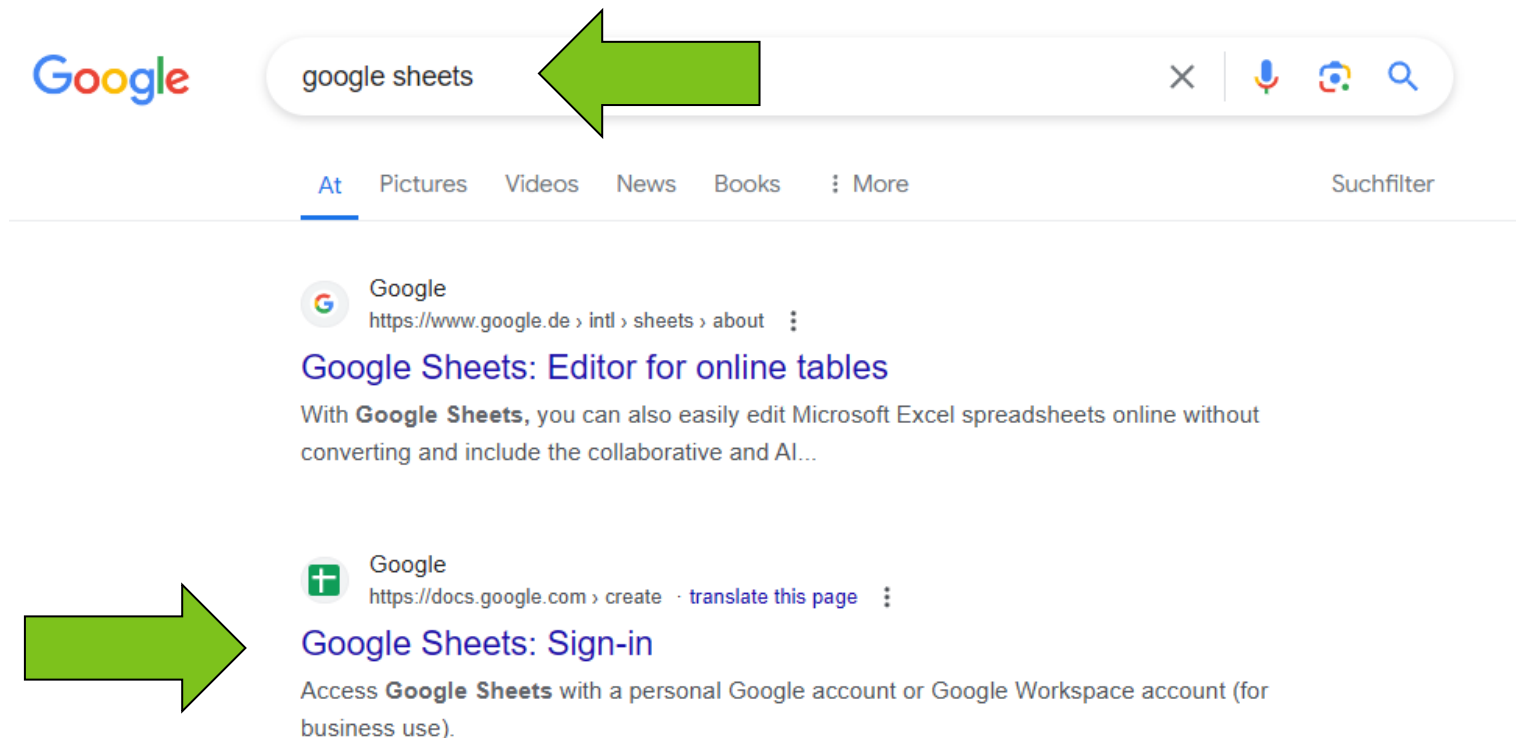
STEP 2: Sign in

STEP 3: Create a spreadsheet

STEP 4: Add data to the spreadsheet

# Find Google Sheets in your web browser

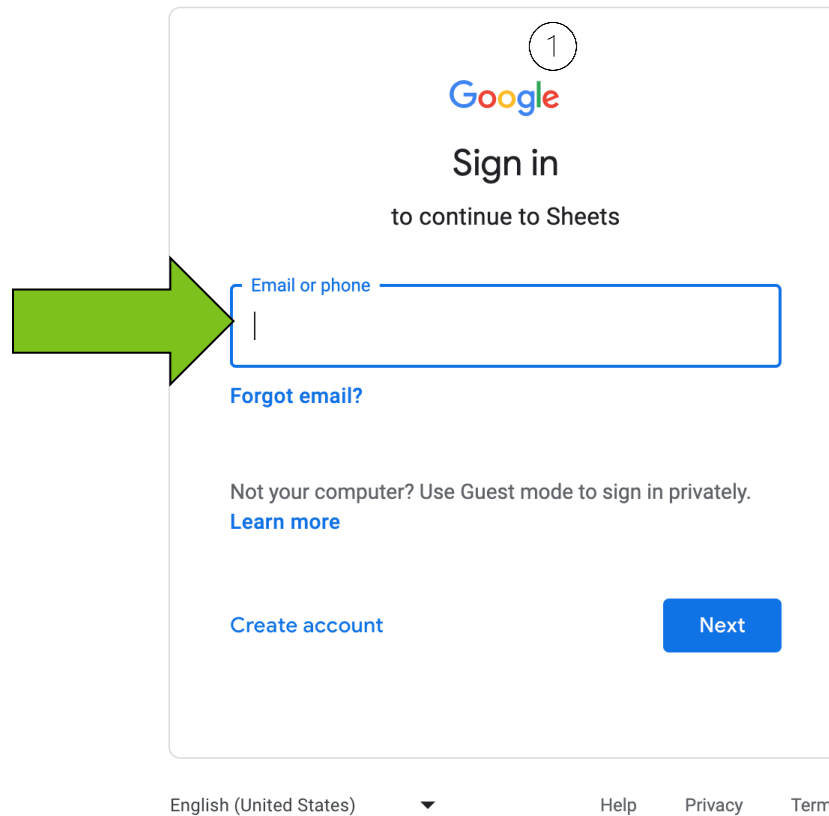
1. Search 'google sheets' in your web browser.
2. Click on the Google Sheets result.



The screenshot shows a Google search interface. The search bar contains the text 'google sheets' and is highlighted with a green arrow pointing to it from the right. Below the search bar, there are navigation tabs for 'At', 'Pictures', 'Videos', 'News', 'Books', and 'More', along with a 'Suchfilter' button. The search results are displayed below. The first result is 'Google Sheets: Editor for online tables' with a URL 'https://www.google.de > intl > sheets > about'. The second result is 'Google Sheets: Sign-in' with a URL 'https://docs.google.com > create · translate this page'. A green arrow points to the 'Sign-in' result from the left. The description for the 'Sign-in' result reads: 'Access **Google Sheets** with a personal Google account or Google Workspace account (for business use).'

# Sign in

1. Sign in with your Google Account email or phone and follow the steps.

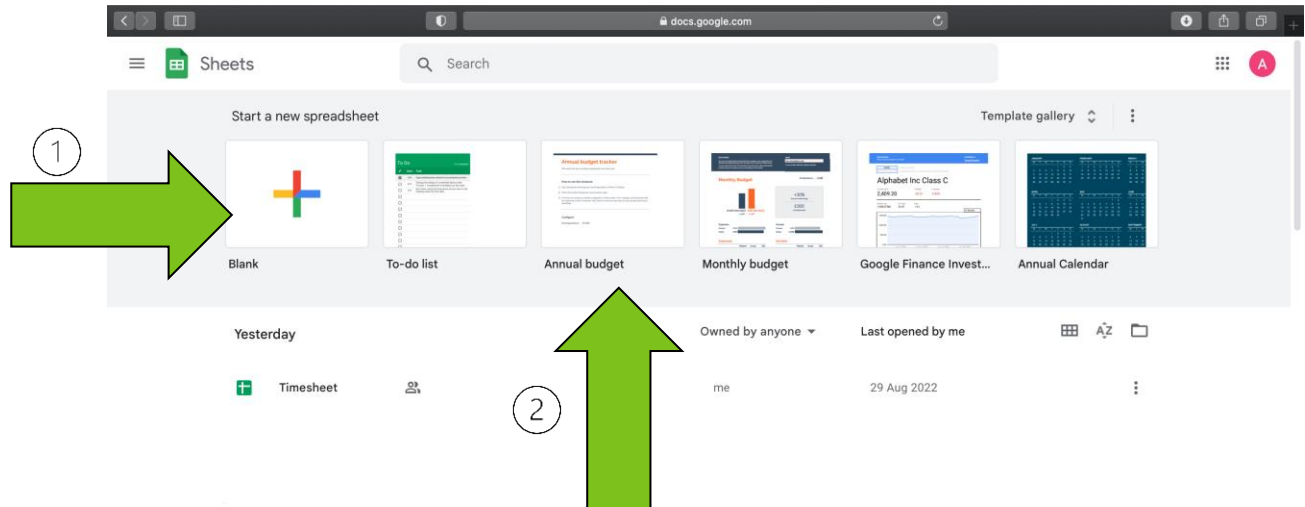


The image shows a screenshot of the Google sign-in page for Sheets. At the top, the Google logo is displayed with a circled '1' above it. Below the logo, the text reads "Sign in to continue to Sheets". A large green arrow points to the "Email or phone" input field, which contains a vertical cursor. Below the input field, there is a link for "Forgot email?". Further down, there is a message: "Not your computer? Use Guest mode to sign in privately." with a "Learn more" link. At the bottom left, there is a "Create account" link, and at the bottom right, there is a blue "Next" button. At the very bottom of the page, there are links for "English (United States)", "Help", "Privacy", and "Terms".

# Create a spreadsheet

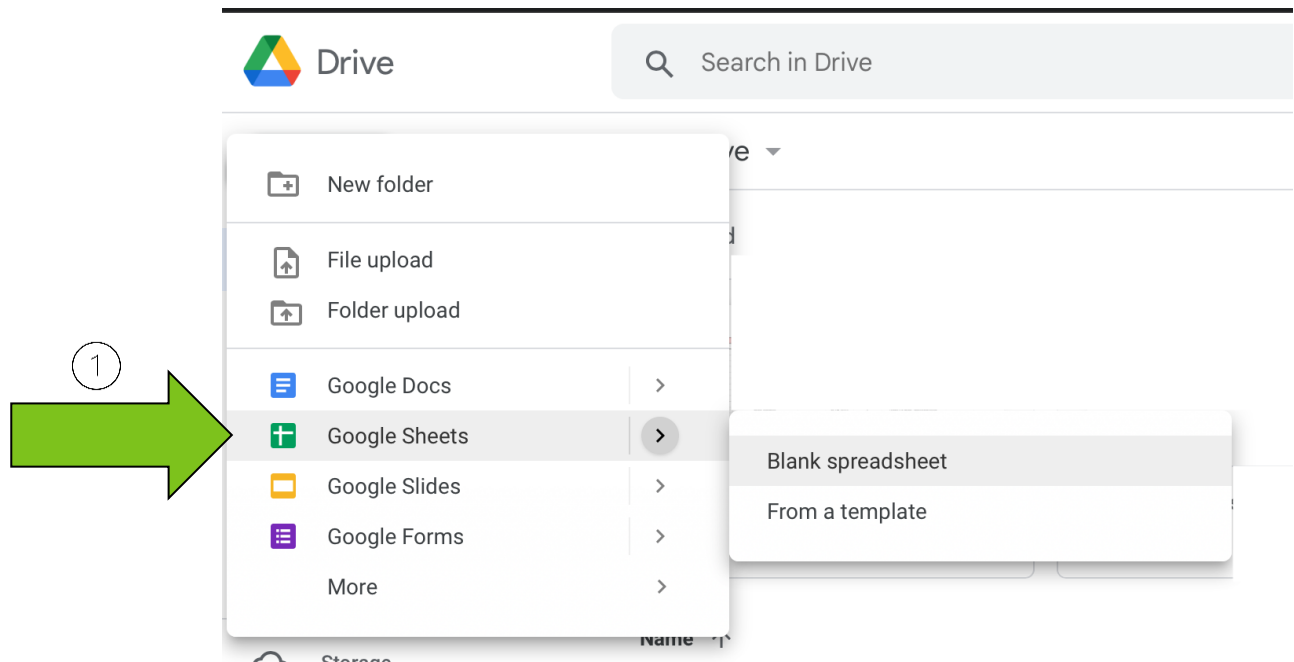
Once you signed in you can:

1. Create a spreadsheet from a blank document
2. Create a spreadsheet from existing templates



# Create a spreadsheet

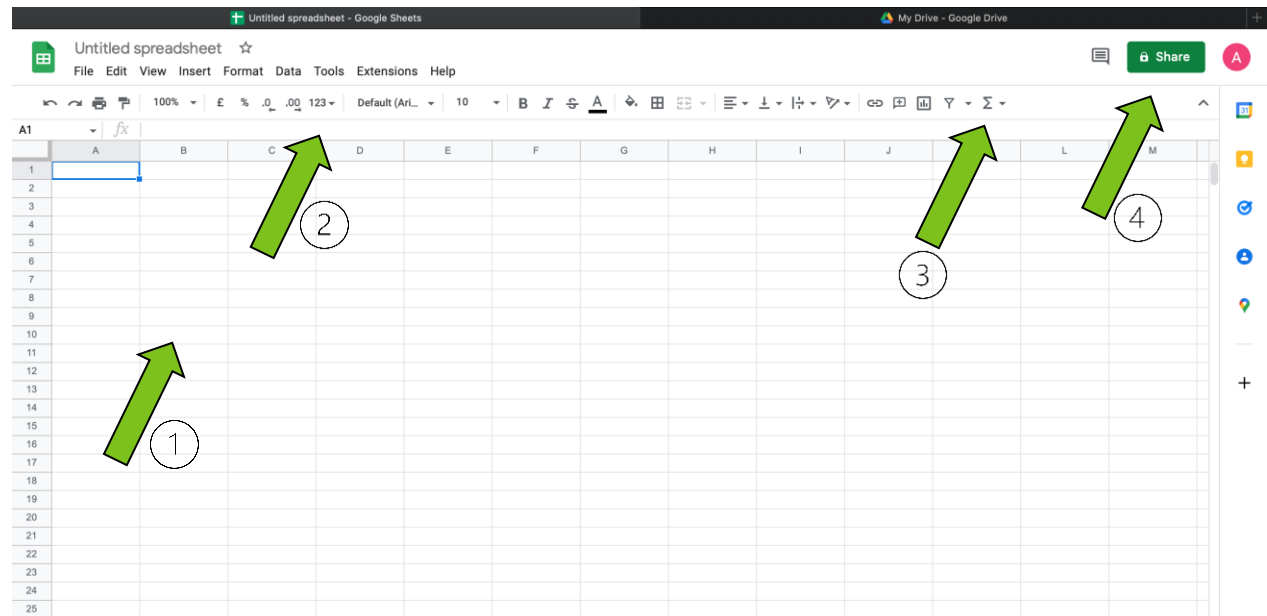
1. You can also create a new spreadsheet (blank or from a template) from the Google Sheet that you can find in your Google Drive.



# Create a spreadsheet

Once you opened a new spreadsheet you can:

1. Add data in the cells
2. Format data
3. Add built-in formulas to calculate
4. Share data and collaborate





# Additional Information

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There are a lot more things that can be done with Google Sheets:

- For more info you can access:

<https://www.google.com/sheets/about/>

- For in-detail tutorials you can access:

<https://support.google.com/a/users/answer/9282959?hl=en>