

## 2.1 Work with Excel files in Drive

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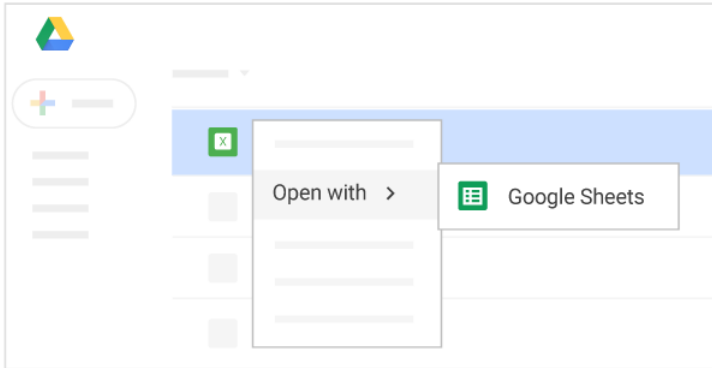
There are different ways to work with Microsoft Excel files. You can:

Import Excel data into Sheets. [Learn more](#)

Convert Excel files to Sheets. [Learn more](#)

Edit Excel files in Drive without converting them. [Learn more](#)

Convert Sheets files to Excel or other formats. [Learn more](#)



## 2.2 Use Excel and Sheets together

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If your team uses Microsoft® Excel® and Sheets, here are some best practices for when to use each product.

**Convert existing Excel spreadsheets to Sheets if:**

You need to collaborate or simultaneously edit with your team.

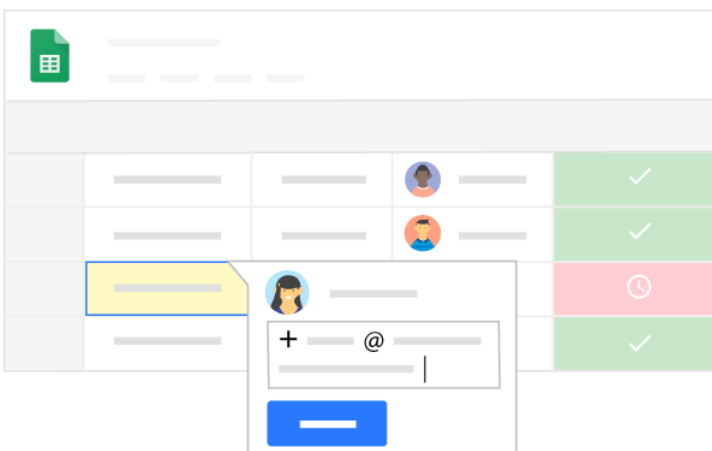
Your dataset is 5 million cells or fewer.

**Continue working in your existing Excel spreadsheets if:**

Your dataset is greater than 5 million cells.

You're using the Hyperion add-on with Excel.

If you use rare chart types, such as 3D pyramid charts or pie-of-pie charts.



## 2.3 Edit Excel files in Sheets

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Open an Excel file from Drive and edit it in Sheets. Any changes you make are saved in the original Excel format.

*Chrome Browser only*

1. Make sure the Office Editing for Docs, Sheets, & Slides extension is not installed:
  - a. Open Chrome Browser and in the top-right corner, click More ⋮ > **More Tools** > **Extensions**.
  - b. If you see the Office Editing for Docs, Sheets, & Slides extension, click **Remove**.
2. In [Drive](#), double-click an Excel file.  
A preview of your file opens.
3. At the top, click **Open with Google Sheets**.

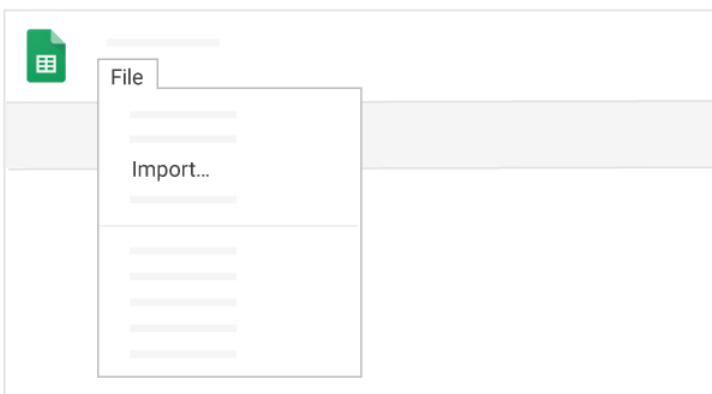
You can now edit, share, view version history, collaborate in real-time with others, and more. All changes you make are saved to the original Microsoft Office file.

## 2.4 Import Excel data into Sheets

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You can import data from an Excel file to a new (or existing) Sheets file. Your Excel file won't be changed, even as you change the Sheets file.

1. In [Sheets](#), create a new or open an existing spreadsheet.
2. Click **File** > **Import**.
3. Choose the Excel file and click **Select**.
4. Choose an import option:
  - Create new spreadsheet
  - Insert new sheet(s)
  - Replace spreadsheet
5. Click **Import data**.
6. If prompted, click **Open now**.




## 2.5 Convert Excel files to Sheets

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Instead of importing data, you can convert an Excel file to Sheets and keep working on it in Sheets. Your Excel file won't be changed.

1. Open [Drive](#) and double-click an Excel file.  
A preview of your file opens.
2. At the top, click **Open with Google Sheets**.
3. Click **File > Save as Google Sheets**.

To automatically convert all future uploads of Office files to Google Sheets:

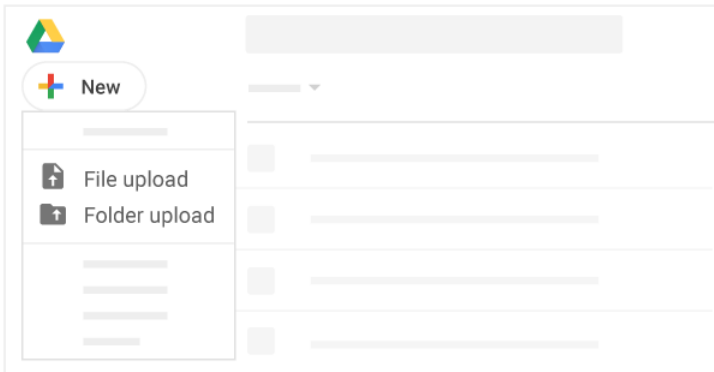
1. In [Drive](#), at the top, click **Settings**  **> Settings**.
2. Next to **Convert uploads**, turn on **Convert uploaded files to Google Docs editor format**.

**Note:** Previously uploaded files will not be converted.

In Drive, you'll see the Excel file and the new Sheets file. You can keep the Excel file or delete it. If you keep the Excel file, to avoid confusion, you can rename it to something like *[Archived] My doc.xls*.

**Tip:** Use these icons to quickly differentiate Sheets and Excel files in Drive:

 Sheets  Excel



## 2.6 Share a copy of a Sheets file in Excel format

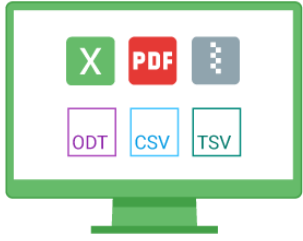
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You can work on a spreadsheet in Sheets and then send a copy by email as an Excel file (or a PDF).

1. In [Sheets](#), open the file.
2. Click **File > Email as attachment**.
3. Under **Attach as**, choose **Microsoft Excel**.
4. Enter the email address, subject, and message.
5. (Optional) Check the **Send a copy to myself** box.
6. Click **Send**.

You can also download a copy of the Sheets file in Excel, PDF, CSV, ODS, or other formats.

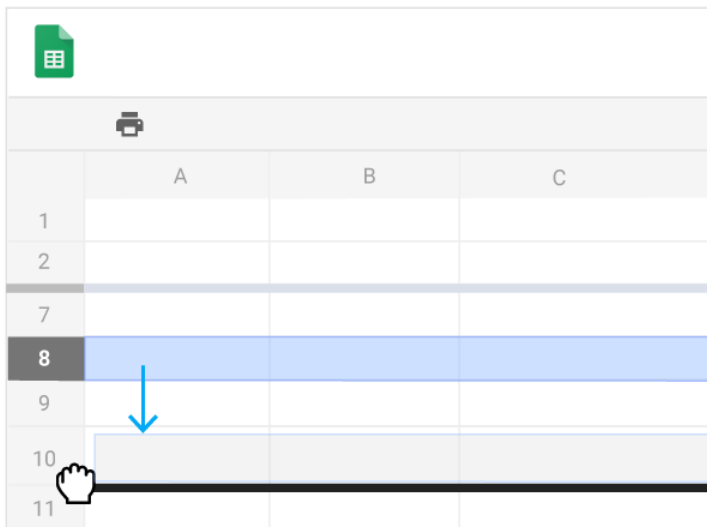
1. In Sheets, click **File > Download as**.
2. Select the file format you want to download.



## 3.1 Perform basic operations

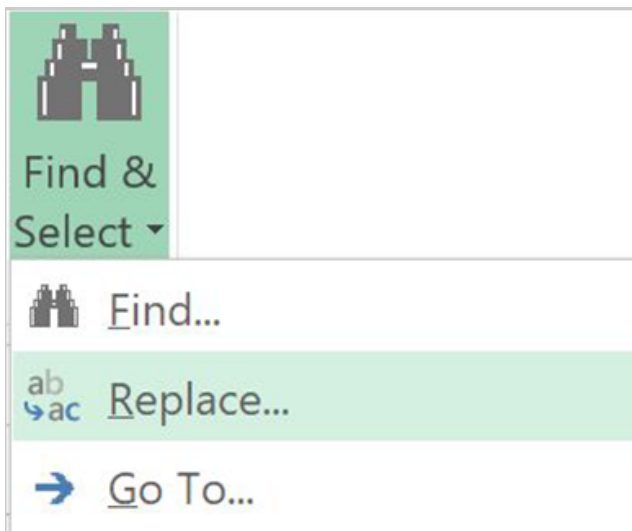
Most basic operations work the same way in Sheets and Microsoft® Excel®, such as:

- Moving rows and columns
- Adding or removing rows or columns
- Adding functions (function names are the same)
- Printing spreadsheets
- Copying and pasting data



## 3.2 Search for data

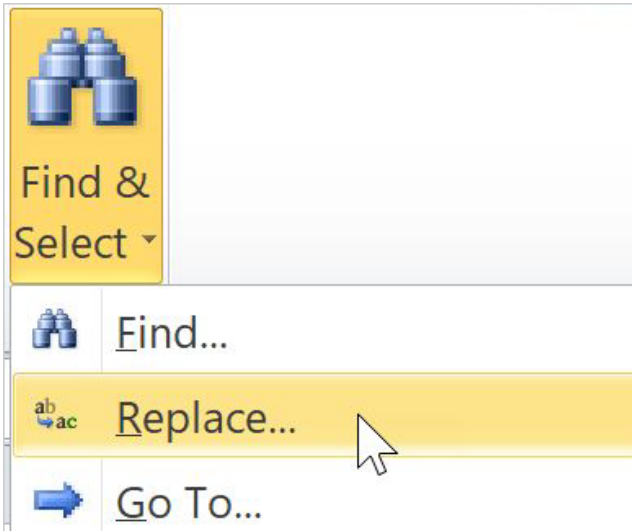
**Excel:**  
Find and select



**Sheets:**  
Find and replace

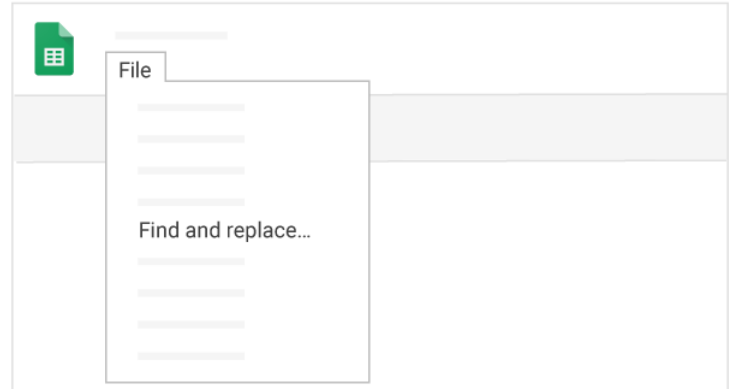
1. In **Sheets**, open the file and click **Edit > Find and replace**.
2. Enter the word you want to find.
3. (Optional) To replace the word, enter the new word.
4. (Optional) To narrow your search, specify:
  - Where to search (all sheets, this sheet, a specific range).
  - How to search (match case, match the entire cell, use regular expressions, or search in formulas).

Sheets 2013



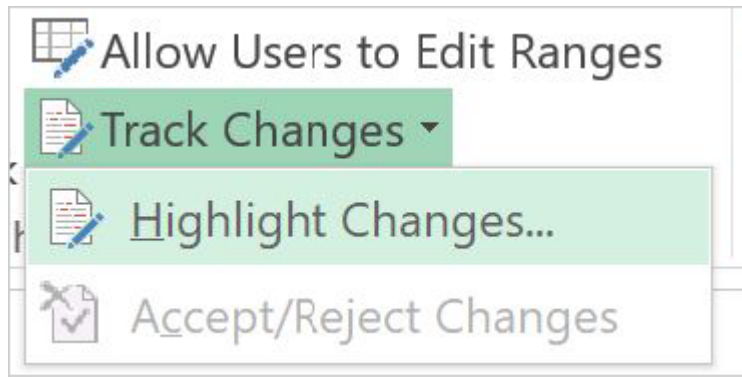
Sheets 2010

5. Click Find, Replace, or Replace All.

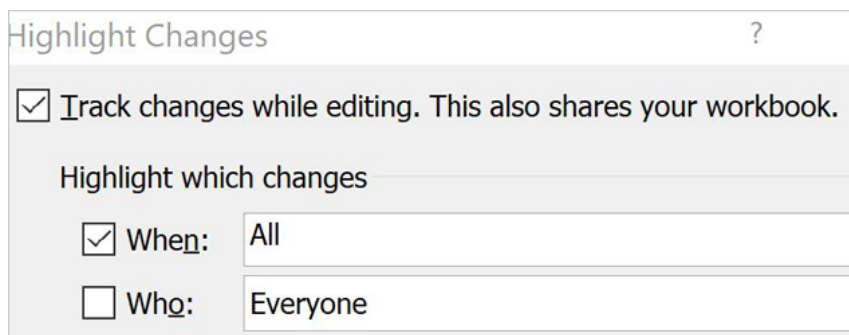


### 3.3 See changes to data

Excel:  
Track changes



Sheets 2013



Sheets:  
Version history

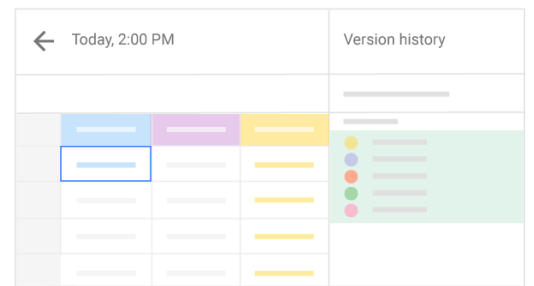
Version history shows who made changes (and when) to a spreadsheet.

1. In [Sheets](#), open the file.
2. Click **File > Version history > See version history**.

#### Activity stream

The Activity stream shows who commented, edited, moved, or shared a spreadsheet.

1. Open [Drive](#) and single-click a spreadsheet to select it.
2. At the top right, click View details **i**.
3. Click **Activity**.



## 3.4 Restrict data sharing

### Sheets: Restrict sharing options

1. In a spreadsheet you own, click **Share**.
2. Click **Advanced**.
3. Check one or both of these boxes:
  - Prevent editors from changing access and adding new people**
  - Disable options to download, print, and copy for commenters and viewers**
4. Click **Save changes**.
5. Click **Done**.



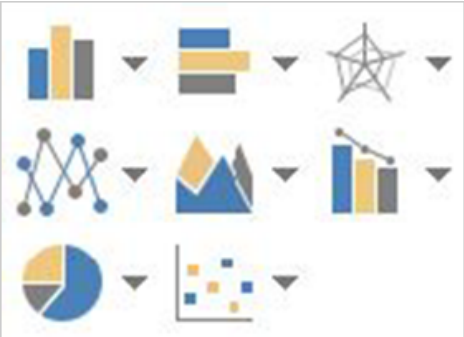
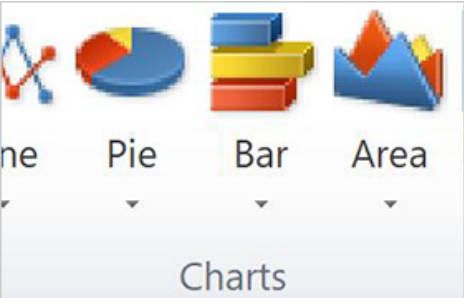

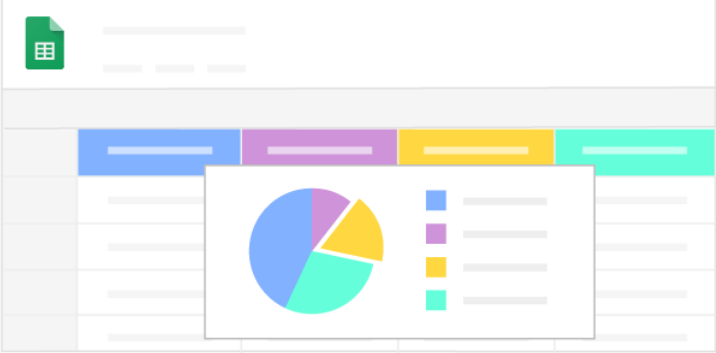
## 3.5 Use keyboard shortcuts

### Sheets: See a complete list of shortcuts

1. Open [Sheets](#).
2. For Windows and Chrome OS, press **Ctrl+/.**
3. For Mac, press **⌘+/.**

For more details, see [Keyboard shortcuts for Google Sheets](#).



## 4.1 Add charts

<p><b>Excel:</b> <b>Insert charts</b></p>	<p><b>Sheets:</b> <b>Add a new chart</b></p>
 <p>Excel 2013</p>  <p>Excel 2010</p>	<ol style="list-style-type: none"><li>1. In a spreadsheet, highlight the range of data that you want to create a chart for.</li><li>2. Click <b>Insert &gt; Chart</b>.</li><li>3. (Optional) To customize the chart, click <b>More</b>  <b>&gt; Edit chart</b>.</li></ol> <p>You can also <a href="#">add a Sheets chart to a Slides presentation</a>.</p> <p>For details about adding charts, see <a href="#">Add and edit a chart or graph</a>.</p> 


## 4.2 Get automatic charts

Get summaries and charts of your data with the click of a button in Sheets. It's kind of like having an expert in data analysis sitting next to you.

### Sheets: Get automatic charts

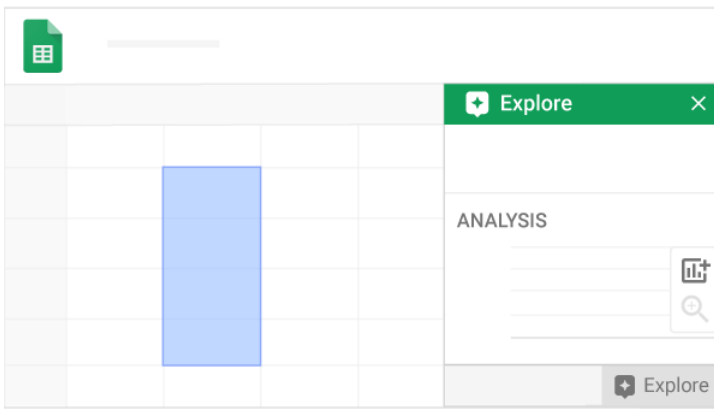
1. In a spreadsheet, select a range of cells, columns, or rows. Otherwise, you'll get insights based on where your cursor is.
2. At the bottom, click **Explore** .
3. Choose an option:
  - Point to a chart and click **Insert chart** .

Ask a question about your data under **Answers**.

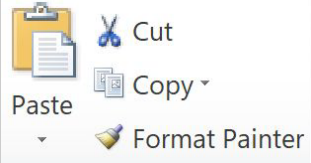
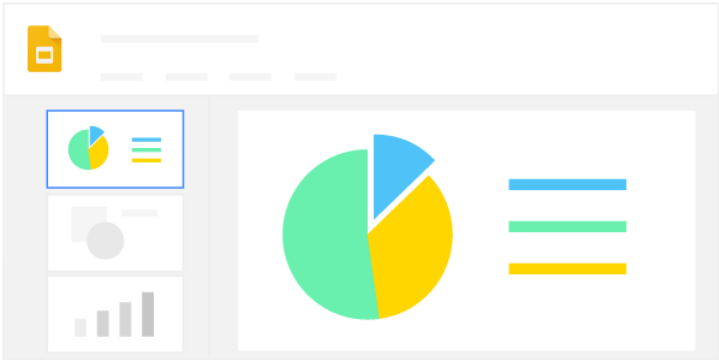
The results can include charts. To add one, point to it and click **Insert chart** .



**Tip:** To customize a chart, click More ⋮ > Edit chart > Customize.



## 4.3 Add charts to Docs and Slides

<p><b>Excel:</b> <b>Copy and paste</b></p>	<p><b>Sheets:</b> <b>Copy and paste</b></p>
 <p>Excel 2013 and 2010</p>	<p>Help people visualize data in a presentation or document by adding charts from Sheets. If the source data changes, you can update the chart with the click of a button.</p> <ol style="list-style-type: none"><li>1. In Sheets, open the spreadsheet and in the chart, click More ⋮ &gt; <b>Copy chart</b>.</li><li>2. In <a href="#">Docs</a> or <a href="#">Slides</a>, paste the chart.</li><li>3. Choose an option: To update the chart if the source data changes, keep <b>Link to spreadsheet</b> selected. Then, if source data changes, at the top of the chart, click <b>Update</b>. To keep the chart unlinked (not updated), select <b>Paste unlinked</b>.</li><li>4. Click <b>Paste</b>.</li></ol> 

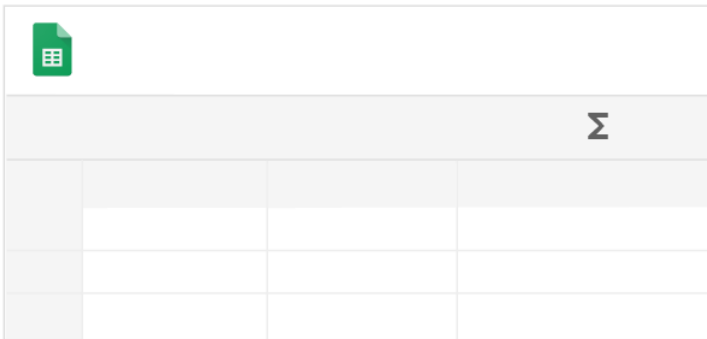
## 4.4 Functions in Sheets and Excel

Most Excel functions are the same in Sheets. For a list of common functions, see the [Sheets Cheat Sheet](#).



Some unique functions in Sheets:

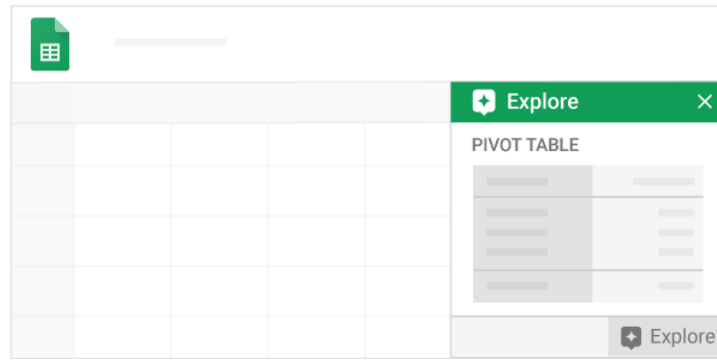
FILTER	Returns a filtered version of the source range, returning only rows or columns that meet specified conditions.
SORTN	Returns a specified number of items in a data set after a sort.
SPARKLINE	Creates a miniature chart in a single cell.
QUERY	Runs a Google Visualization API Query Language query across data.
GOOGLEFINANCE	Gets current or historical securities information from Google Finance.
GOOGLETRANSLATE	Translates text from one language into another.
IMPORTRANGE	Imports a range of cells from a specified spreadsheet.

For a list of all functions in Sheets, see the [Google Sheets function list](#).



## 4.5 Add pivot tables

<b>Excel:</b> Insert a pivot table	<b>Sheets:</b> Add a new pivot table
  <b>PivotTable Table</b> Excel 2013 and 2010	<ol style="list-style-type: none"><li>1. Highlight data in your spreadsheet.</li><li>2. Click <b>Data &gt; Pivot table</b>. A pivot table opens in a new sheet (tab).</li><li>3. In the Pivot table editor, add rows, columns, values, and filters.</li></ol> <p>For details, see <a href="#">Create &amp; use pivot table</a>.</p>



## 4.6 Get automatic pivot tables


**Excel:**  
Insert a pivot table

**Sheets:**  
Get automatic pivot tables





PivotTable Table

Excel 2013 and 2010

1. In your spreadsheet containing the source data, click Explore .

2. Choose an option:

Point to a pivot table and click Insert pivot table .

Ask a question about your data under **Answers**. The results can include pivot tables. To add one, point to it and click Insert pivot table .

For details, see [Create & use pivot table](#).

		197,457
		129,534
		115,102
		171,781
<b>Total</b>		<b>613,874</b>

## 1.1 Get Sheets on your devices

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You can open Sheets in any of the following ways:

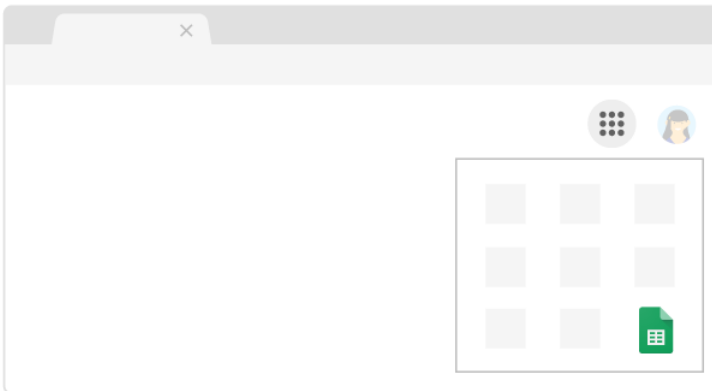
Any web browser—Go to [sheets.google.com](https://sheets.google.com).

Google Drive—Click **New** > **Google Sheets** and create from scratch or from a template.

Most Google pages—In the upper-right corner, click the App Launcher  > **Sheets**.

Android devices—Install and open the [Android app](#).

Apple® iOS® devices—Install and open the [iOS app](#).



## 1.2 (Optional) Add multiple Google Accounts

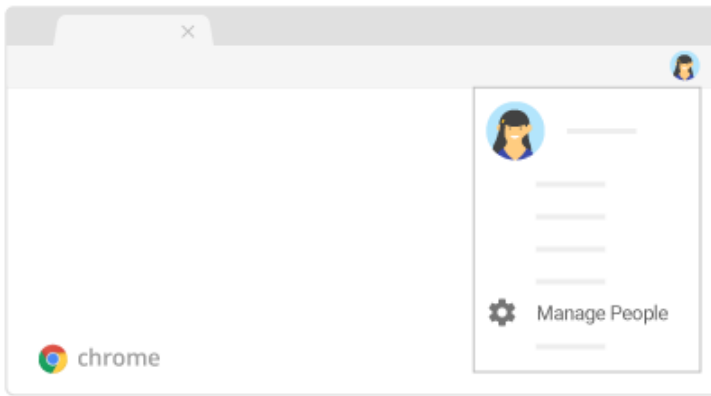
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Have multiple Google Accounts? Quickly switch between them with Chrome profiles.

**Note:** *Don't have Chrome Browser yet? See instructions on [how to install Chrome](#).*

1. In Chrome Browser, in the top-right corner next to the address bar, click your profile image.
2. Click **Manage People**.
3. Click **Add Person**.
4. Enter a name, choose an image, and click **Add**.
5. Sign in with the Google Account you're adding.  
All settings and bookmarks automatically sync.
6. Click your profile image and choose a different profile to switch between accounts.

If you're unsure which account you're currently using, click your name and see which profile is at the top.

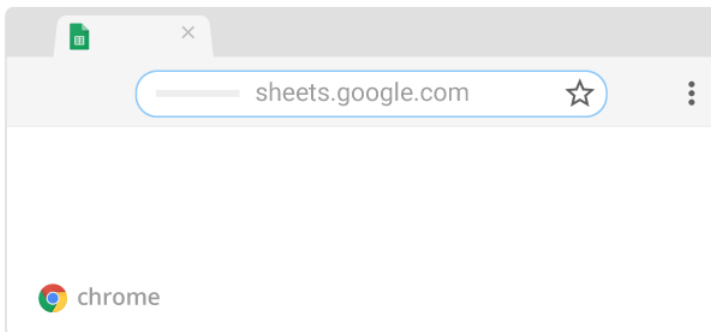


## 1.3 Create a browser bookmark

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1. In Chrome Browser, open [Sheets](#).  
**Note:** If you prefer to open spreadsheets from Google Drive, open [Drive](#) instead.
2. In the top-right corner, click More  $\text{:}$  > **Bookmarks**.
3. Make sure that **Show Bookmarks Bar** has a check next to it.
4. In the address bar, click Bookmark  $\star$ .

If you're not using Chrome, follow your browser's instructions to bookmark [sheets.google.com](https://sheets.google.com).

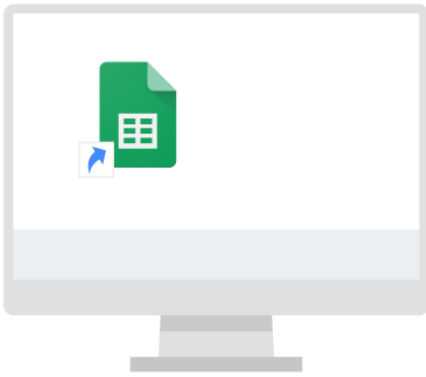


## 1.4 Add a Sheets desktop shortcut (Windows only)

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If you're using Microsoft® Windows®, you can add a shortcut to Sheets on your desktop.


1. Go to your desktop and right-click.
2. Choose **New** > **Shortcut**.
3. For the location, enter <https://sheets.google.com>.
4. (Optional) To name your shortcut, enter a name.
5. Click **Finish**.



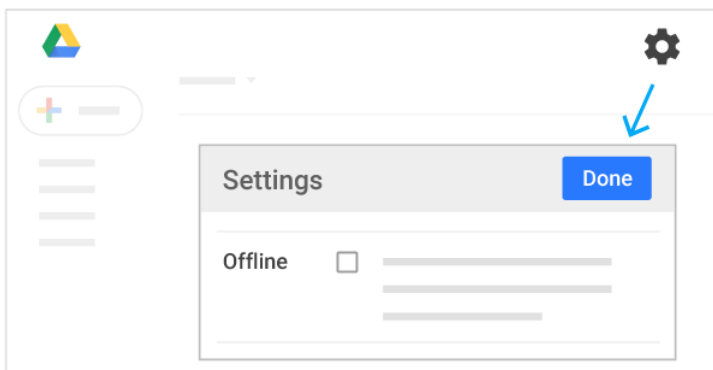
## 1.5 Work offline (Chrome only)

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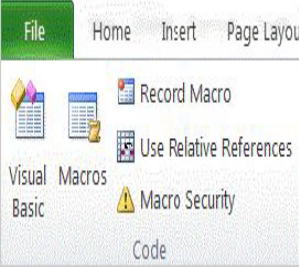
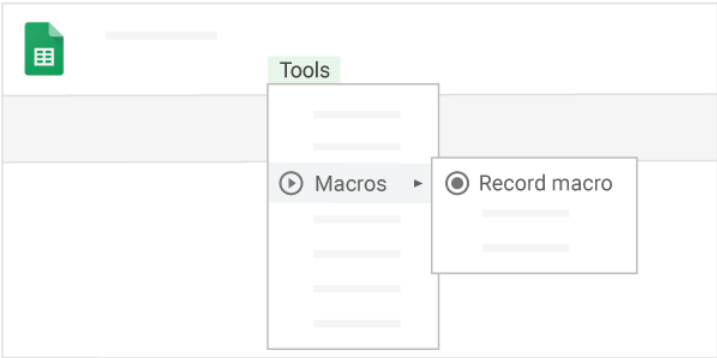
When you turn on offline access, your most recent files are automatically saved for offline use.

1. Install the [Google Docs Offline extension](#).
2. In [Drive](#), click Settings  > **Settings**.
3. In the Offline section, check the **Create, open, and edit your recent Google files while offline** box.
4. Click **Done**.
5. Right-click a file and turn on **Available offline**.

To learn how to access files offline from your desktop or mobile, see [Access stored Drive files without the internet](#).



## 5.1 Automate tasks with macros

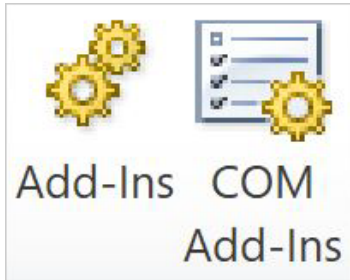
<p><b>Excel:</b> <b>Individual messages</b></p>	<p><b>Sheets:</b> <b>Macros and Google Apps Script</b></p>
 <p>Excel 2013 and 2010</p>	<p>Automate repetitive tasks with macros in Sheets. Or, if you need custom functions, menus, or windows, you can create them with Google Apps Script.</p> <p><b>Record a macro:</b></p> <ol style="list-style-type: none"><li>1. In <a href="#">Sheets</a>, open a spreadsheet and click <b>Tools &gt; Macros &gt; Record macro</b>.</li><li>2. Select the type of cell reference to use.</li><li>3. Complete the task you want to record and click <b>Save</b>.</li><li>4. Name the macro and click <b>Save</b>.</li><li>5. Click <b>Tools &gt; Macros &gt; your macro</b> to run the macro.</li></ol>  <p><b>Create a script:</b></p> <ol style="list-style-type: none"><li>1. Click <b>Tools &gt; Script editor</b>.</li><li>2. Create your script.</li></ol> <p>For more information, see <a href="#">Overview of Google Apps Script</a>.</p>

## 5.2 Do more with add-ons

<p><b>Excel:</b> <b>Reading pane</b></p>	<p><b>Sheets:</b> <b>Add-ons</b></p>
	<p>Use ready-made add-ons to do more with Sheets. Here's a few things you can do:</p>



Excel 2013



Excel 2010

Use the [Data connector for Salesforce](#) to connect with Salesforce.

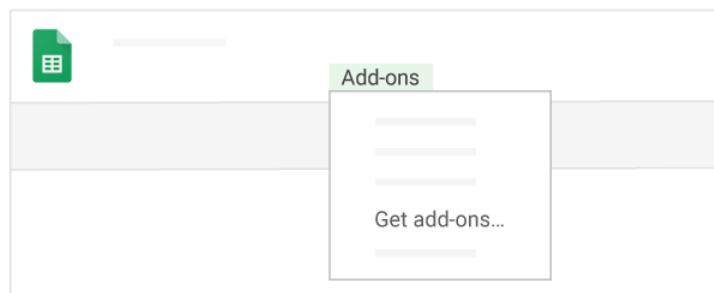
Use [Supermetrics](#) to connect with MySQL and Oracle.

Use [Copper CRM Custom Report Builder](#) to integrate Copper CRM data.

Use [Greenhouse Report Connector](#) to integrate Greenhouse recruiting data.


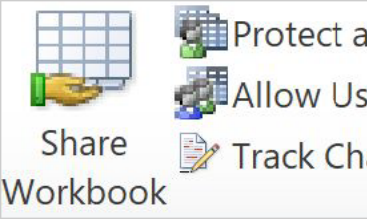
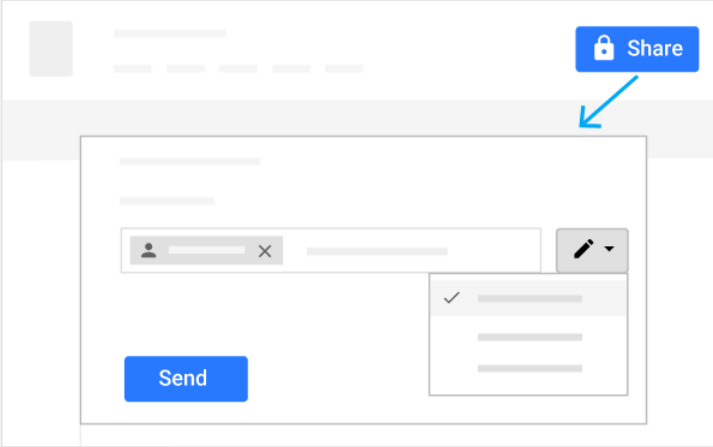
#### Download add-ons:

1. Click **Add-ons** > **Get add-ons**.
2. (Optional) To see a description of the add-on, point to it or click it for a full description.
3. Click the add-on you want to install and click **Free**.
4. If needed, review the access message and click **Allow**.





## 6.1 Share spreadsheets

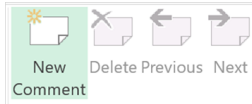
<p><b>Excel:</b> Share workbook</p>	<p><b>Sheets:</b> Share with specific people or using a link</p>
 <p>Excel 2013</p>  <p>Excel 2010</p>	<p><b>Share with specific people:</b></p> <ol style="list-style-type: none"><li>1. Open the file you want to share (that you own or have edit access to).</li><li>2. Click <b>Share</b>.</li><li>3. Enter the email addresses or groups that you want to share with.</li><li>4. Choose what kind of access you want to give people: <b>Can edit</b>, <b>Can comment</b>, or <b>Can view</b>.</li><li>5. Click <b>Send</b>.</li></ol> <p><b>Share using a link:</b></p> <ol style="list-style-type: none"><li>1. Open the file and click <b>Share</b>.</li><li>2. At the top right, click <b>Get shareable link</b>.</li><li>3. Next to Anyone with the link, click the Down arrow ▼ and choose the level of access you want to give people.</li><li>4. Copy and paste the link in an email or any place you want to share it.</li></ol> <p>For more details, see <a href="#">Share files from Google Drive</a>.</p> 

## 6.2 Add comments and assign tasks

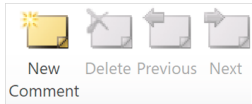
<p><b>Excel:</b></p>	<p><b>Sheets:</b></p>
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## Comment



## Add comments and assign tasks

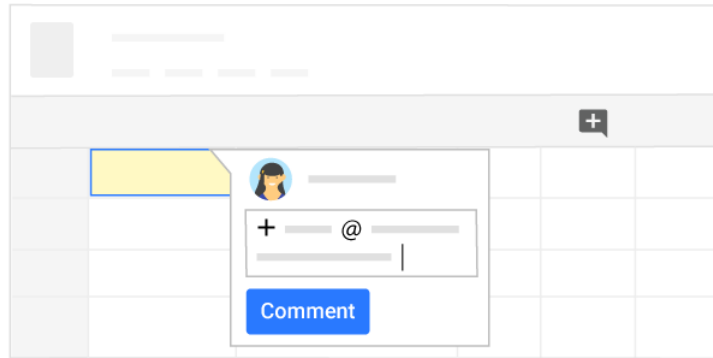


### Excel 2013



### Excel 2010

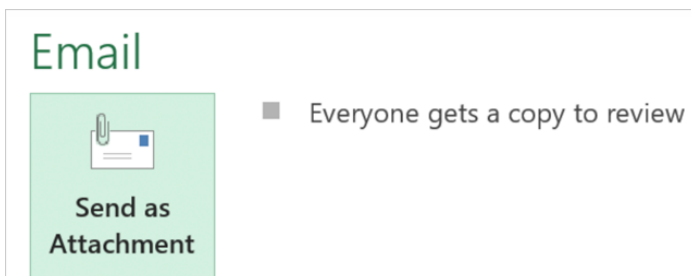
1. Open the spreadsheet and select the text you'd like to comment on.
2. Click Comment  > Add comment .
3. Enter your comment in the box.
4. (Optional) To direct your task or comment to a specific person, enter a plus sign (+) followed by their email address. You can add as many people as you want. Each person will get an email with your comment and a link to the file.
5. (Optional) To assign the comment to a specific person, check the **Assign to box**.
6. Click **Comment** or **Assign**.



## 6.3 Email collaborators

### Excel: Send Using E-mail

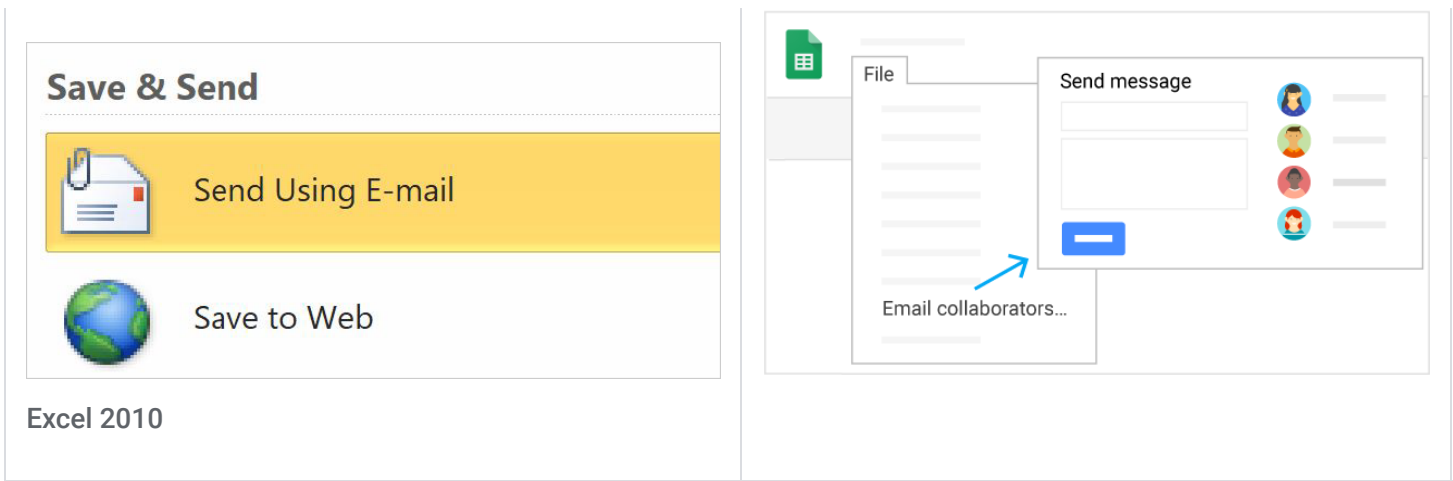
### Sheets: Email collaborators



### Excel 2013

To follow up on a conversation that's too long for comments, email collaborators right from Sheets.

1. Click **File > Email collaborators**.
2. (Optional) To remove a collaborator from the email, uncheck the box next to their name.
3. Add a subject and message.
4. (Optional) To send a copy of the email to yourself, check the **Send a copy** box.
5. Click **Send**.



## 6.4 Switch to an earlier version or name a version

If you own the spreadsheet or have edit access to it, you can see past versions and restore them.

**Sheets: See versions or restore a version:**

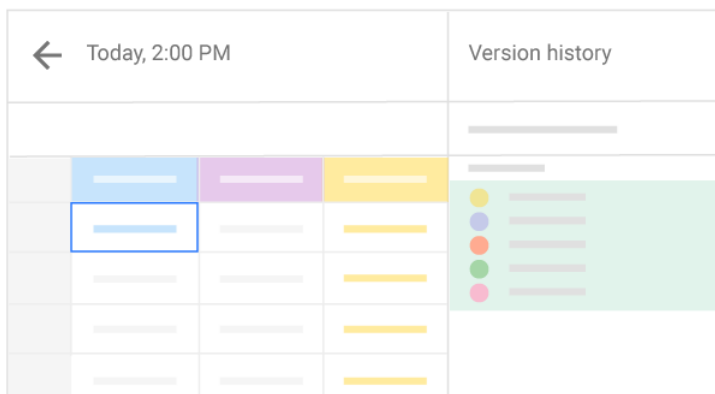
1. Select **File > Version history > See version history**.
2. (Optional) To see only named versions in the list, click **Only show named versions**.
3. Click a timestamp to see a previous version of the file.

Below the timestamp, you'll see:

The names of anyone who edited the document.

A color next to each person's name. The edits they made appear in that color.


4. (Optional) To make the version the active version, click **Restore this version**.



**Name a version:**

1. Select **File > Version history > Name current version**.
2. Enter a name and click **Save**.

## 6.5 Create filters and filter views

<p><b>Excel:</b> <b>Filters data</b></p>	<p><b>Sheets:</b> <b>Filters and filter views</b></p>
<div data-bbox="115 289 407 470"> </div> <p data-bbox="115 495 253 527">Excel 2013</p> <div data-bbox="115 583 407 764"> </div> <p data-bbox="115 789 253 821">Excel 2010</p>	<p data-bbox="448 233 1466 296">To filter out data in a spreadsheet, create a filter. If you want filters that don't affect anyone else's view, create filter views.</p> <p data-bbox="448 323 623 354"><b>Create a filter:</b></p> <ol data-bbox="518 382 1390 537" style="list-style-type: none"> <li>1. Select a range of cells.</li> <li>2. Click <b>Data &gt; Create a filter</b>.</li> <li>3. Go to the top of the range and click <b>Filter</b>  to see the filter options.</li> </ol> <p data-bbox="448 567 688 598"><b>Create a filter view:</b></p> <ol data-bbox="518 625 1495 999" style="list-style-type: none"> <li>1. Click a cell that has data.</li> <li>2. Click <b>Data &gt; Filter views &gt; Create new filter view</b>.</li> <li>3. In a column header, click a list and select the data you want to filter. Or, in the search box, enter text to search for the data you want to filter.</li> <li>4. Click <b>OK</b>.</li> <li>5. In the <b>Name</b> box, enter a name for your filter view.</li> <li>6. Click <b>Data &gt; Filter views</b> to open your filter view anytime.</li> </ol> <p data-bbox="448 1029 1471 1092">For more information, see <a href="#">Sort &amp; filter your data</a> and <a href="#">Create, name, and save a filter view</a>.</p> <div data-bbox="448 1121 1162 1472"> </div>

## 6.6 Protect content

<p><b>Excel:</b> <b>Protect Sheet or Workbook</b></p>	<p><b>Sheets:</b> <b>Protected sheets and ranges</b></p>
	<p data-bbox="506 1927 1430 1990">If you have sensitive content in a spreadsheet, you can restrict people from updating it.</p>



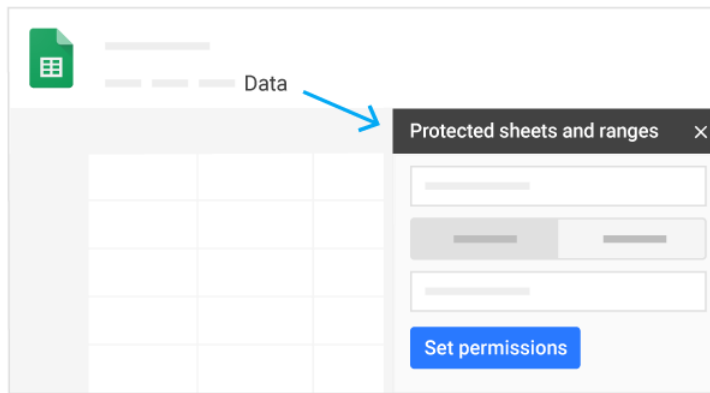
Excel 2013



Excel 2010

1. Open the sheet and click **Data > Protected sheets and ranges**.
2. Click **+Add a sheet or range**.
3. Click **Range** to protect a range of content or **Sheet** to protect a whole sheet.
4. Click **Set permissions** and choose whether to show a warning or restrict who can edit the content.
5. Click **Done**.

For details, see [Protect content in a spreadsheet](#).



## 6.7 Limit sharing, downloading, printing, or copying

### Excel: Encrypt with Password



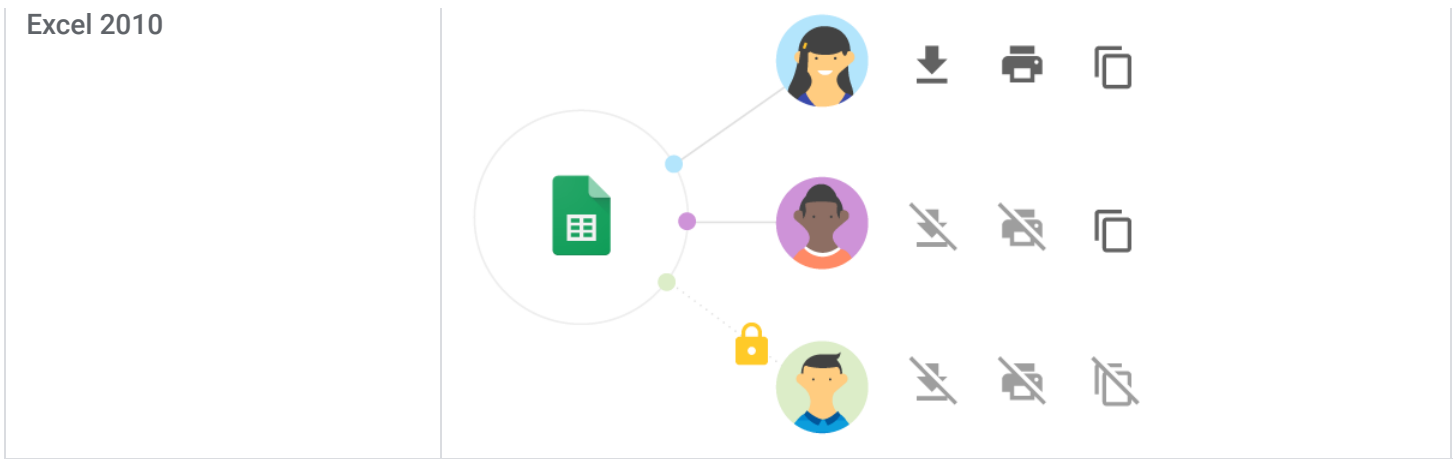
Excel 2013



### Sheets: Limit sharing options

If you have sensitive content in a spreadsheet, you can prevent people from downloading, printing, or copying it.

1. At the top of the spreadsheet, click **Share**.
2. At the bottom, click **Advanced**.
3. Check the **Disable options to download, print, & copy for commenters and viewers** box.
4. Click **Done**.




## 6.8 Set an expiration date for sharing

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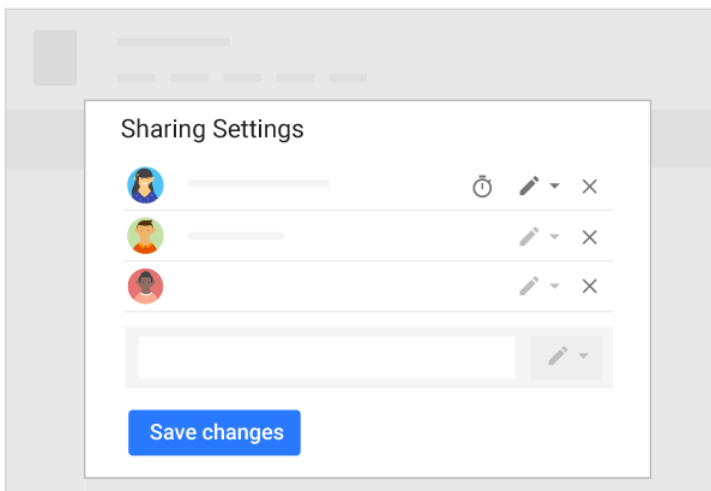
### Sheets: Set sharing expirations

When you're working with people outside of your organization, such as clients or agencies, you might want to restrict their access to certain files when your projects are complete.

#### Set an expiration date:

1. At the top of the spreadsheet, click **Share**.
2. If the file isn't already shared, share it.
3. Click **Advanced**.
4. Hover over a person's name and click **Set expiration** .
5. Change the access expiration date.
6. Click **Save changes** > **Done**.

**Note:** You can't set the expiration for the current day. If you need to restrict access immediately, just unshare the file.



## 6.9 See who's viewed a spreadsheet

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## Sheets: See who's viewed a spreadsheet

In Sheets, if you have edit access to a spreadsheet, you can see:

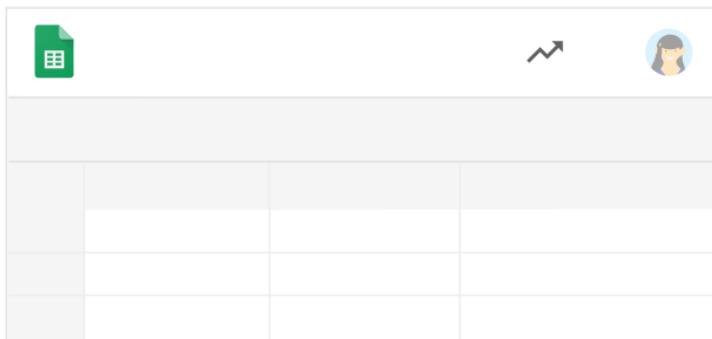
- Who it's shared with

- Who viewed it




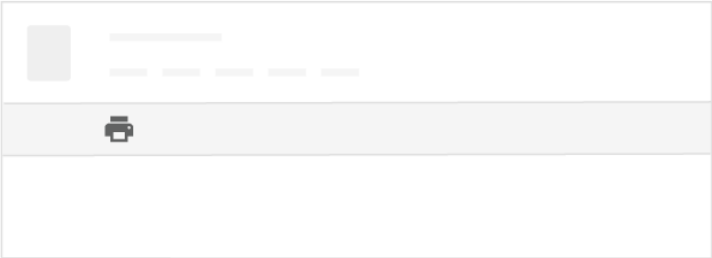
- A chart of viewers over time

To see the Activity dashboard, at the top right, click Activity dashboard .

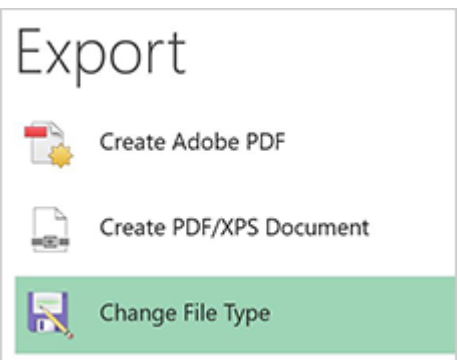
If you don't want your view history to appear in the Activity dashboard, you can change the privacy settings.



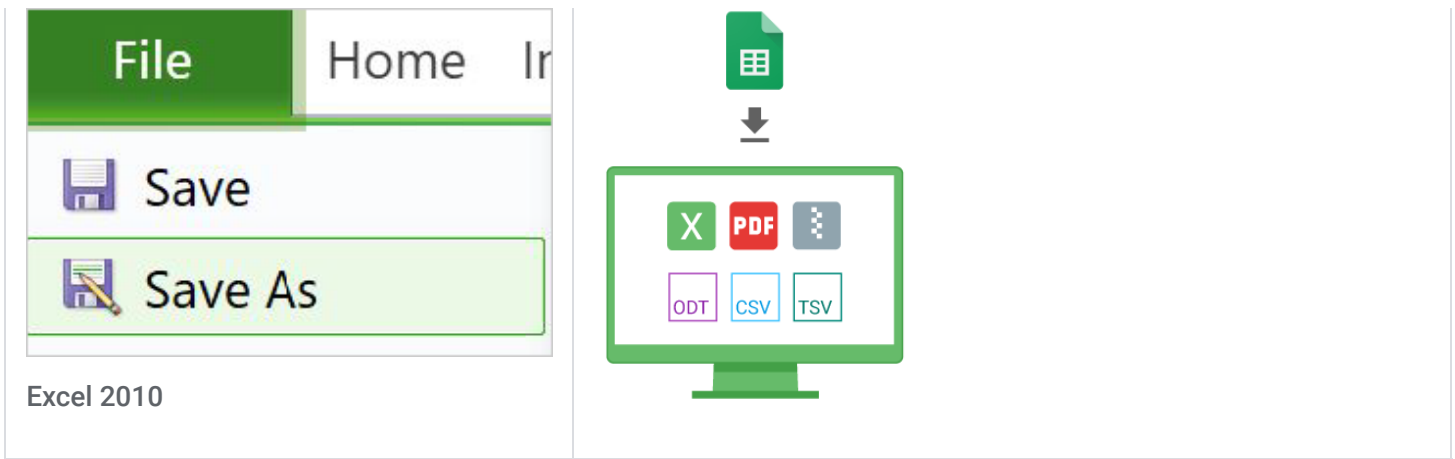
## 7.1 Print spreadsheets

<p><b>Excel:</b> <b>Print</b></p>	<p><b>Sheets:</b> <b>Print</b></p>
<div data-bbox="115 436 602 653">The screenshot shows the 'Print' dialog box in Excel 2013. It features a printer icon, the word 'Print', and a 'Copies' field with a dropdown menu set to '1'.</div> <p>Excel 2013</p> <div data-bbox="115 768 602 984">The screenshot shows the 'Print' dialog box in Excel 2010. It features a printer icon, the word 'Print', and a 'Copies' field with a dropdown menu set to '1'.</div> <p>Excel 2010</p>	<p>To print your spreadsheet do one of the following:</p> <ul style="list-style-type: none"><li>Click <b>File &gt; Print</b>.</li><li>Click <b>Print</b> .</li></ul> <p>You can choose which sheets to print, what features to include, and which layout you want.</p> <div data-bbox="649 718 1357 974">The screenshot shows a portion of the print dialog box, specifically the sheet selection area. It displays a list of sheets with a printer icon next to the selected sheet.</div>

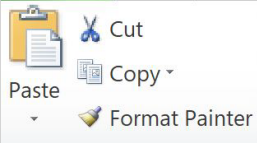
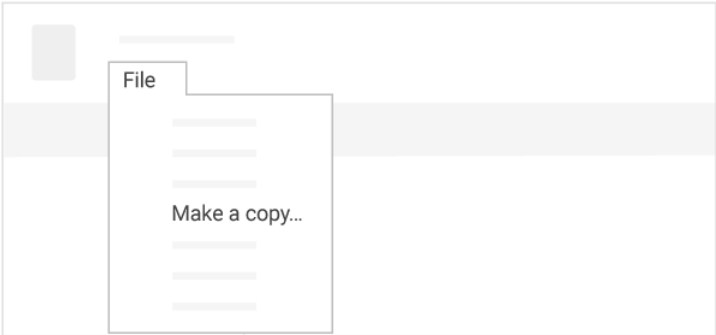
## 7.2 Download in different formats

<p><b>Excel:</b> <b>Save As</b></p>	<p><b>Sheets:</b> <b>Download</b></p>
<div data-bbox="115 1444 570 1801">The screenshot shows the 'Export' dialog box in Excel 2013. It lists three options: 'Create Adobe PDF', 'Create PDF/XPS Document', and 'Change File Type'. The 'Change File Type' option is highlighted with a green background.</div> <p>Excel 2013</p>	<p>You can download your spreadsheet and open it in other programs.</p> <p>Click <b>File &gt; Download as</b> and choose one of the following formats:</p> <ul style="list-style-type: none"><li>Microsoft Excel (.xlsx)</li><li>OpenDocument format (.odt)</li><li>Adobe® PDF document (.pdf)</li><li>Comma-separated values (.csv)</li><li>Tab-separated values (.tsv)</li><li>Web page (.zip)</li></ul>





## 7.3 Make a copy

<p><b>Excel:</b> <b>Copy</b></p>	<p><b>Sheets:</b> <b>Make a copy</b></p>
 <p>Excel 2013 and 2010</p>	<p>Copying a spreadsheet is useful for creating templates. For example, if you write a lot of project plans, make copies of one plan. Then, update each copy for a new project without having to format it again.</p> <ol style="list-style-type: none"> <li>1. Click <b>File &gt; Make a copy</b>.</li> <li>2. (Optional) You can rename the copy, change where you save it in Drive, and share it with the same collaborators.</li> </ol> 

## 7.4 Email a copy

<p><b>Excel:</b> <b>Send as Attachment</b></p>	<p><b>Sheets:</b> <b>Email as attachment</b></p>
	<p>If you need to collaborate with someone on your spreadsheet in your old program or format, such as PDF or Excel, you can email it as an attachment.</p>



Excel 2013

### Save & Send



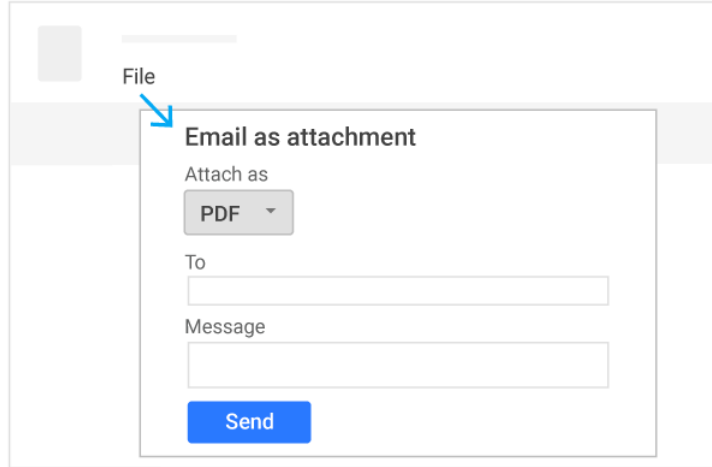
Send Using E-mail



Save to Web

Excel 2010

1. Open the spreadsheet and click **File > Email as attachment**.
2. Select a format.
3. Enter the email addresses or groups you want to send copies to.
4. Add a message.
5. Click **Send**.

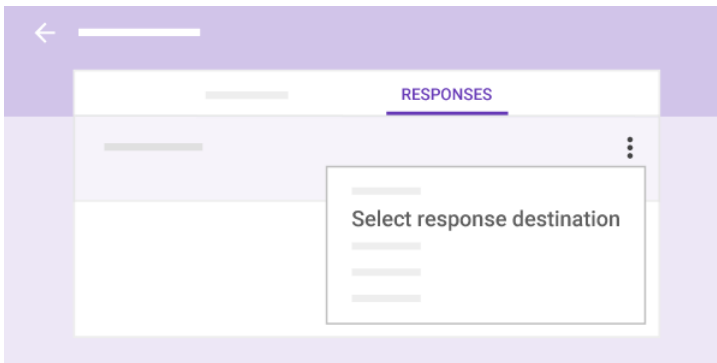


## 8.1 Import data from Forms

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Analyze data from Google Forms by sending it to Sheets.

1. In [Forms](#), open the form with the data you want to import.
2. At the top, click **Responses**.
3. Click More **:** **> Select response destination**.
4. Create a new spreadsheet or select an existing one.
5. Click **Create** or **Select**.



## 8.2 Save time with templates

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If you're creating the same types of files over and over, such as expense reports and purchase orders, save time with a template.

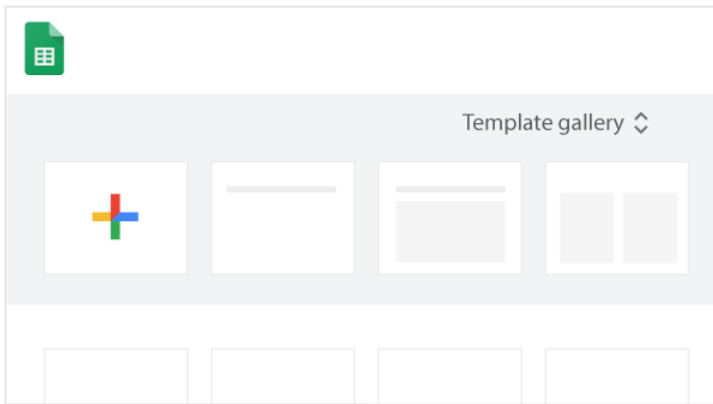
**Sheets: Choose an existing template:**

1. Open [Sheets](#) and at the top, click **Template Gallery**.
2. Click the template you want to open it.

**Create your own template:**

1. Open [Sheets](#) and at the top, click **Template Gallery**.
2. At the top of the gallery, click your organization's name.
3. Click **Submit Template**.
4. Click **Select a spreadsheet**, and choose the template file you created, and then click **Open**.
5. Select a category for your file.
6. Click **Submit**.

Your new template appears in the Template Gallery under your organization's name.



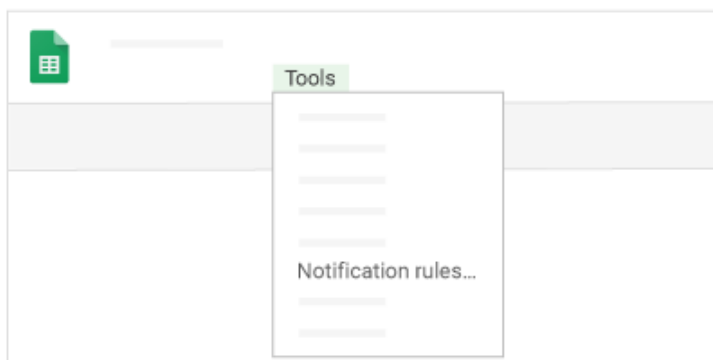
## 8.3 Find out if someone changes a spreadsheet

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Notification rules let you know when any changes are made to a spreadsheet.

**Sheets: Create notification rules:**

1. In [Sheets](#), open the spreadsheet where you want to set notifications.
2. Click **Tools** > **Notification rules**.
3. Select when and how you want to receive notifications.
4. Click **Save**.



## 8.4 Add checkboxes to cells

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Use checkboxes to make Sheets more interactive. You can use checkboxes with charts, filters, pivot tables, and formulas.

**Sheets: Add or remove checkboxes:**

1. In Sheets, open a spreadsheet and select the cells where you want checkboxes.
2. Click **Insert** > **Checkbox**.  
**Note:** In formulas, unselected checkboxes have a value of FALSE (exclude) and selected checkboxes have a value of TRUE (include). You can see the value in the Formula bar. You can also change this value.
3. (Optional) To delete checkboxes, select the checkboxes you want to remove and press **Delete**.

The image shows a screenshot of the Google Sheets interface. In the top-left corner, there is a green icon representing a spreadsheet. Below it, the word "Insert" is written in a light green box. A dropdown menu is open, showing several options represented by horizontal lines, with "Checkbox" selected and marked with a checkmark. In the background, a table is visible with a light blue selection highlight over three rows in the second column. Each of these three rows contains a checkbox in the third column. The first row of the table has the word "FALSE" in the first column.

FALSE			
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	