



# 10 Basic Google Sheets Tips Every Teacher Should Know about

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## 1 Add a line break in a cell



To create a line break within a cell while editing:  
Place your cursor in a cell  
Press Ctrl+Enter (Cmd+Enter on a Mac).

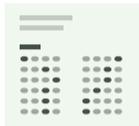
## Merge cells



## 2

'To combine cells horizontally and/or vertically in a spreadsheet:  
Highlight the cells you want to combine.  
On the toolbar, click Merge .  
From the Merge drop-down menu, you can select from the options there'

## 3 Wrap text



'Select the cell.  
At the top of the screen, select Format and then Text wrapping and then Wrap.  
To turn text wrapping off, click Format and then Text wrapping and choose a different option.'

## 4 Apply a custom date or time format to your spreadsheet

## 4

'Highlight the data you want to format.  
Click Format and then Number and then More Formats.  
Click More date and time formats.  
Search in the menu text box to select a format.  
You can also add your own custom date or time format into the text box.  
Click Apply.'



## 5 Protect a sheet or range



'Open a spreadsheet in Google Sheets.  
Click Data and then Protected sheets and ranges.  
A box will open on the right.  
Click Add a sheet or range or click an existing protection to edit it.  
To protect a range, click Range. To protect a sheet, click Sheet.  
Click Set permissions or Change permissions.  
Click Save or Done.'

## 6 Freeze or unfreeze rows or columns

## 6

Freezing columns or rows enable you to fixate data in one place and see it when scrolling:  
'On your spreadsheet, select a row or column you want to freeze or unfreeze.  
At the top, click View and then Freeze.  
Select how many rows or columns to freeze.'



## 7 Use a formula



'Open a spreadsheet.  
Type an equal sign (=) in a cell and type in the function you want to use.  
A function help box will be visible throughout the editing process to provide you with a definition of the function and its syntax, as well as an example for reference.'

## 8 Add a chart or graph to a spreadsheet

## 8

'Open a spreadsheet in Google Sheets.  
Select the cells with data you want to include in your chart.  
Click Insert > Chart.  
In the "Recommendations" tab, choose a chart style. For more options, click Chart types.  
To edit your chart, click Customization.  
To create the chart, click Insert.'



## 9 Set notifications



'Open a spreadsheet in Google Sheets.  
At the top, click Tools and then Notification rules.  
In the window that appears, select "when" you want to receive notifications.  
In the window that appears, select "how often" you want to receive notifications.  
Click Save.'

## 10 Change the language for functions

## 10

'Open a spreadsheet in Google Sheets.  
Click File and then Spreadsheet settings and then General.  
Under "Display language," uncheck "Always use English function names" to see functions in your display language.  
Click Save Settings.'

