Spreadsheet Basics: Cells, Rows and Columns

Works in Excel, Google Sheets and LibreOffice Calc

Cells and addresses

A spreadsheet is a grid. Each box is a cell. Its address is its column letter and row number, such as B3.

Rows and columns

Rows run across and have numbers. Columns run down and have letters. Click a letter or number to select the whole column or row.

Typing data

Click a cell and type. Press Enter to go down, or Tab to go right. Press F2 to edit what is already in a cell.

Formulas start with =

Type =A1+B1 and press Enter. The cell shows the answer, and updates when A1 or B1 change.

Fill down

Drag the small square at the corner of a cell to copy a formula or a pattern, such as 1, 2, 3, into the cells below.

Format and save

Use bold, borders and number formats such as currency or percent to make data easy to read. Save often with Ctrl + S.

Tip: Keep one kind of thing in each column and a heading at the top.

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