



## Switching to Sheets from Excel

## Differences at a glance



In the past, you might've used the consumer (such as Microsoft® Office® 2013) version of Microsoft® Excel® outside of work. You'll find many similar features, such as charts and pivot tables, and additional benefits when you use Google Sheets.

Get Sheets: [sheets.google.com](https://sheets.google.com) [Android app](#) | [iOS app](#)

Feature	In Excel <i>Based on Office 2013</i>	In Sheets
<b>Real-time collaboration</b>	<ul style="list-style-type: none"> <li>• Add collaborators*</li> <li>• See changes as they occur*</li> <li>• Add and reply to comments*</li> <li>• Chat within the spreadsheet in real-time*</li> </ul> <p><i>*Excel Online only, requires Microsoft account</i></p>	<ul style="list-style-type: none"> <li>• Add collaborators</li> <li>• See changes as they occur</li> <li>• Add and reply to comments</li> <li>• Chat within the spreadsheet in real-time</li> </ul>
<b>Share your spreadsheet</b>	<ul style="list-style-type: none"> <li>• Email a copy as an attachment</li> <li>• Share a link in an email or chat window*</li> <li>• Publish on the web*</li> </ul> <p><i>*Excel Online only, requires Microsoft account</i></p>	<ul style="list-style-type: none"> <li>• Email a copy as an attachment</li> <li>• Share a link in an email or chat window</li> <li>• Publish on the web</li> <li>• Share directly in Sheets</li> <li>• Insert your Sheets file in an email</li> <li>• Embed in Google Sites</li> </ul>
<b>Set sharing access</b>	<p><b>2 access levels</b></p> <ul style="list-style-type: none"> <li>• View only</li> <li>• Edit access</li> </ul> <p><i>*Excel Online only, requires Microsoft account</i></p>	<p><b>4 access levels</b></p> <ul style="list-style-type: none"> <li>• View only</li> <li>• Edit access</li> <li>• Comment only</li> <li>• Owner (<i>can transfer ownership</i>)</li> </ul>
<b>Control sharing visibility</b>	<p><b>3 ways to control visibility*</b></p> <ul style="list-style-type: none"> <li>• Specific people</li> <li>• Anyone with the link</li> <li>• Public on the web (<i>searchable on the web</i>)</li> </ul> <p><i>*Excel Online only, requires Microsoft account</i></p>	<p><b>6 ways to control visibility</b></p> <ul style="list-style-type: none"> <li>• Specific people or Google Groups</li> <li>• Anyone with the link</li> <li>• Anyone in your domain with the link (<i>not searchable in Drive</i>)</li> <li>• Everyone in your domain (<i>searchable in Drive</i>)</li> <li>• Public on the web (<i>searchable on the web</i>)</li> <li>• Set sharing expiration dates</li> </ul>
<b>Version control</b>	<ul style="list-style-type: none"> <li>• Access detailed versions of your spreadsheet</li> <li>• Revert to an earlier version</li> <li>• See who made which changes</li> </ul> <p><i>*Excel Online only, requires Microsoft account</i></p>	<ul style="list-style-type: none"> <li>• Access detailed versions of your spreadsheet</li> <li>• Revert to an earlier version</li> <li>• See who made which changes</li> </ul>
<b>Work with Excel files</b>	Open your spreadsheet in Excel	<p><a href="#">3 ways to work with Excel files</a></p> <ul style="list-style-type: none"> <li>• Convert Excel files to Sheets files in Drive</li> <li>• Open Excel files directly in Drive (without installing Office) and save them to Drive</li> <li>• Open Excel files in Office and save them to Drive</li> </ul>



## Switching to Sheets from Excel

Feature	 In Excel Based on Office 2013	 In Sheets
<b>Security and protection</b>	<ul style="list-style-type: none"> <li>• Disable options to forward, copy, or print spreadsheets*</li> <li>• Protect spreadsheets and ranges with an encrypted password</li> </ul> <p><i>* Requires the Windows Rights Management Services (RMS) Client</i></p>	<ul style="list-style-type: none"> <li>• Disable options to download, copy, or print spreadsheets for people with comment or view access</li> <li>• Protect spreadsheets and ranges with ACL-based protection</li> <li>• Prevent others from sharing spreadsheets</li> </ul>
<b>Create charts and graphs</b>	<ul style="list-style-type: none"> <li>• Line, pie, bar, and area charts</li> <li>• Scatterplots</li> <li>• Histograms</li> <li>• Maps</li> </ul> <p><i>*Requires Microsoft add-in software</i></p>	<ul style="list-style-type: none"> <li>• Line, pie, bar, and area charts</li> <li>• Scatterplots</li> <li>• Histograms</li> <li>• Maps</li> </ul>
<b>Formulas and pivot tables</b>	<ul style="list-style-type: none"> <li>• Use formulas (<i>built-in functions</i>)</li> <li>• Create pivot tables or pivot charts</li> </ul>	<ul style="list-style-type: none"> <li>• Use <a href="#">formulas</a> (<i>built in functions</i>)</li> <li>• Create <a href="#">pivot tables</a></li> <li>• Get instant charts, graphs, and summary statistics</li> </ul>



## Switching to Sheets from Excel

# Work with spreadsheets

Your most important Excel features exist in Sheets, too.

### 1 Customize your spreadsheet and data.

The image shows a screenshot of the Google Sheets interface with several callouts pointing to specific features:

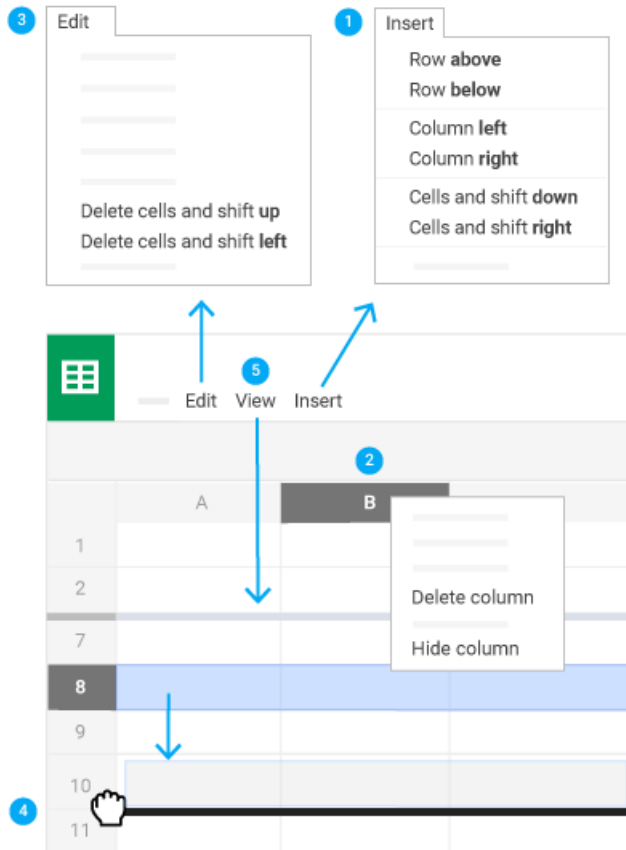
- Change title:** Points to the "Untitled spreadsheet" title bar.
- Copy formatting from one section of text and apply it to another:** Points to the Copy and Paste icons in the toolbar.
- Format your text:** Points to the text formatting options (font face, size, bold, italic, underline) in the toolbar.
- Add or edit cell borders:** Points to the border icons in the toolbar.
- Merge cells:** Points to the Merge cells icon in the toolbar.
- Undo and Redo your last changes:** Points to the Undo and Redo icons in the toolbar.
- To enter data, click any cell and start typing:** Points to a cell in the spreadsheet grid.
- Format your data as currency, percentages, decimal places, or other options:** Points to the number formatting options in the toolbar.
- Add links, comments, charts, filters, or functions:** Points to the link, comment, chart, filter, and function icons in the toolbar.

**Note:** To improve compatibility with Excel keyboard shortcuts, you can [override browser shortcuts](#).




## Switching to Sheets from Excel

### 2 Work with rows, columns, and cells.



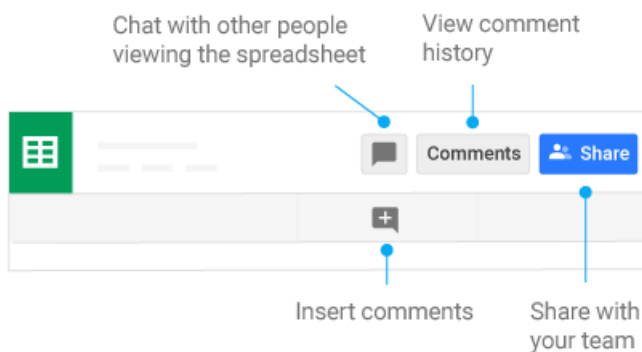
- 1 **Add rows, columns, and cells**—Select a cell or block of cells. Then, on the menu bar, click **Insert** and choose where to add the row, column, or cells.
- 2 **Delete or hide rows and columns**—Right-click the row number or column letter and select **Delete** or **Hide**.
- 3 **Delete a cell or a block of cells**—Select the cells you want to delete. Click **Edit** > **Delete cells and shift up**, or **Edit** > **Delete cells and shift left**.
- 4 **Move rows and columns**—Click the row number or column letter to select it. Then, drag it to a new location.
- 5 **Freeze header rows and columns**—Keep some data in the same place as you scroll through the rest of your spreadsheet. On the menu bar, click **View** > **Freeze** and choose an option.

 **Switching to Sheets from Excel**

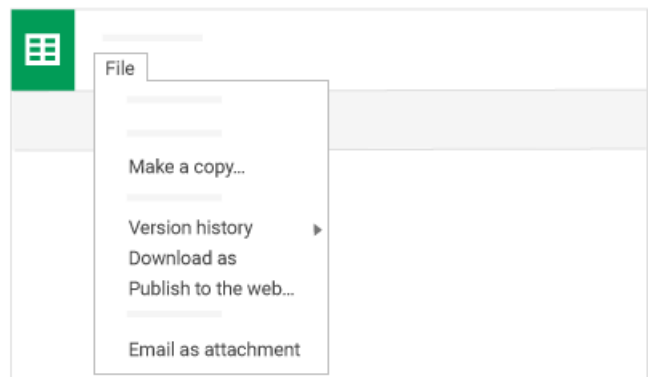
**3** Click  to share your spreadsheet and then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Add comments
Can edit	✓	✓	✓
Can comment	—	—	✓
Can view	—	—	—

**4** Collaborate with your team in real time.



**5** Create different versions and copies of your spreadsheet.



**Make a copy**—Create a duplicate of your spreadsheet. This is a great way to create templates.

**See revision history**—See all the changes you and others have made to the spreadsheet or revert to earlier versions.

**Download as**—Download your spreadsheet in other formats, such as Excel or PDF.

**Publish to the web**—Publish a copy of your spreadsheet as a webpage or embed your spreadsheet in a website.

**Email as attachment**—Email a copy of your spreadsheet.



## Switching to Sheets from Excel

## Work with functions

Your most important Excel functions exist in Sheets, too.

**Note:** You can [add formulas automatically](#) or create custom functions and macros [using Google Apps scripts](#).

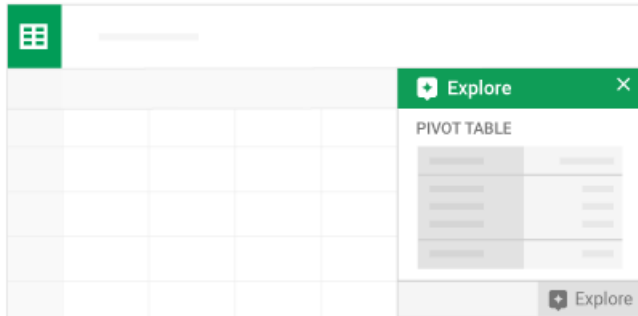
<b>AVERAGE</b>	<b>Statistical</b> Returns the numerical average value in a dataset, ignoring text.
<b>AVERAGEIFS</b>	<b>Statistical</b> Returns the average of a range that depends upon multiple criteria.
<b>CHOOSE</b>	<b>Lookup</b> Returns an element from a list of choices based on index.
<b>COUNT</b>	<b>Statistical</b> Returns the count of the number of numeric values in a dataset.
<b>COUNTIF</b>	<b>Statistical</b> Returns a conditional count across a range.
<b>DATE</b>	<b>Date</b> Converts a provided year, month, and day into a date.
<b>FIND</b>	<b>Text</b> Returns the position at which a string is first found within text.
<b>GETPIVOTDATA</b>	<b>Text</b> Extracts an aggregated value from a pivot table that corresponds to the specified row and column headings.
<b>IF</b>	<b>Logical</b> Returns one value if a logical expression is true and another if it is false.
<b>INDEX</b>	<b>Lookup</b> Returns the content of a cell, specified by row and column offset.
<b>INT</b>	<b>Math</b> Rounds a number down to the nearest integer that's less than or equal to it.
<b>LOOKUP</b>	<b>Lookup</b> Looks through a row or column for a key and returns the value of the cell in a result range located in the same position as the search row or column.
<b>MATCH</b>	<b>Lookup</b> Returns the relative position of an item in a range that matches a specified value.
<b>MAX</b>	<b>Statistical</b> Returns the maximum value in a numeric dataset.
<b>MIN</b>	<b>Statistical</b> Returns the minimum value in a numeric dataset.
<b>NOW</b>	<b>Date</b> Returns the current date and time as a date value.
<b>ROUND</b>	<b>Math</b> Rounds a number to a certain number of decimal places according to standard rules.
<b>SUM</b>	<b>Math</b> Returns the sum of a series of numbers and/or cells.
<b>SUMIF</b>	<b>Math</b> Returns a conditional sum across a range.
<b>TODAY</b>	<b>Date</b> Returns the current date as a date value.
<b>VLOOKUP</b>	<b>Lookup</b> Searches down the first column of a range for a key and returns the value of a specified cell in the row found.



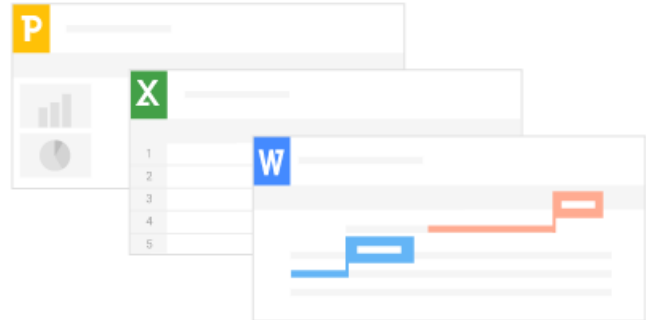
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### Do more with Sheets

**1** Get instant charts and pivot tables for your data using Explore. [Learn more](#)



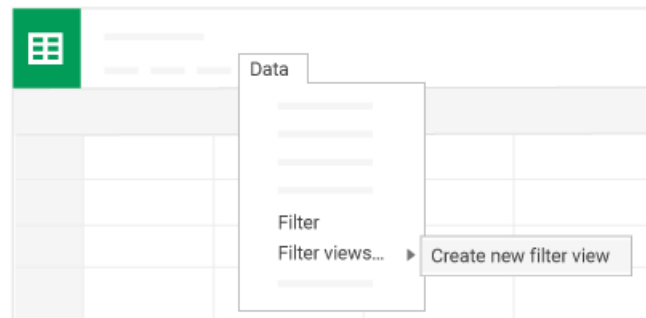
**2** Edit Office files on any device, whether or not you have Office. [Learn more](#)



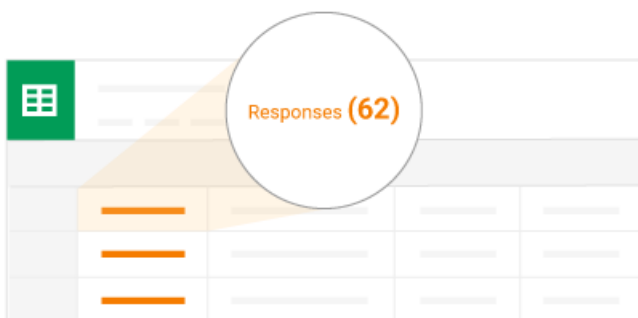
**3** Summarize your data with pivot tables. [Learn more](#)

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

**4** Filter data in shared spreadsheets without changing what collaborators see. [Learn more](#)



**5** Create surveys and more in Google Forms and then see real-time responses in Sheets. [Learn more](#)



**6** Summarize data with charts and graphs in your spreadsheet. [Learn more](#)

