



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 [Android app](#) | [iOS app](#)

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



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



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:

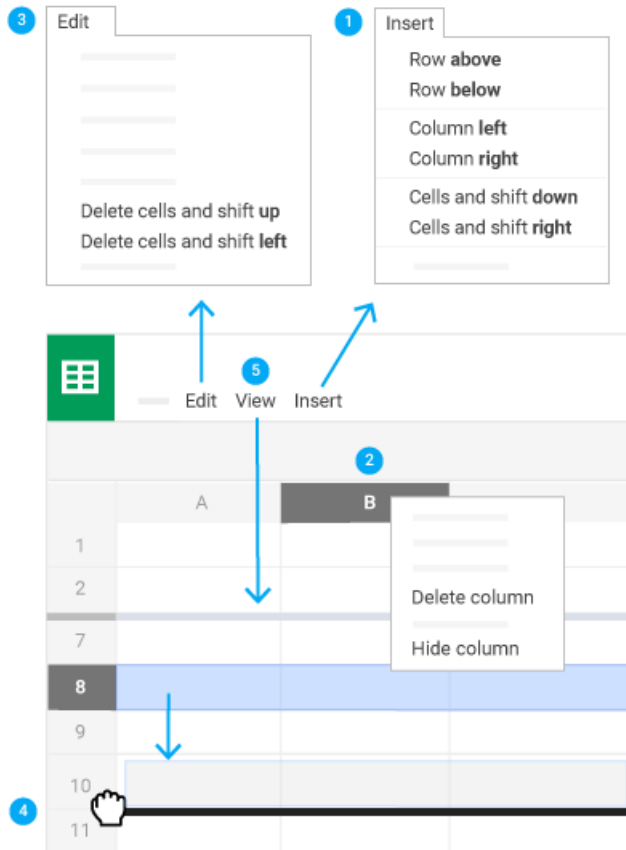
- Change title:** Points to the "Untitled spreadsheet" title bar.
- Copy formatting from one section of text and apply it to another:** Points to the Copy and Paste icons in the toolbar.
- Format your text:** Points to the text formatting icons (Bold, Italic, Underline, Text color) in the toolbar.
- 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 icons 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.



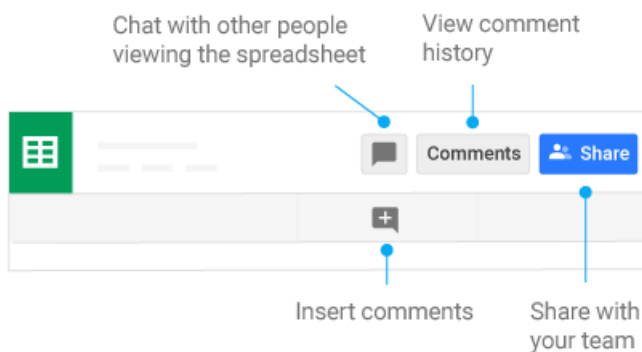
- 1 Add rows, columns, and cells**—Select a cell or block of cells. Then, on the menu bar, click **Insert** and choose where to add the row, column, or cells.
- 2 Delete or hide rows and columns**—Right-click the row number or column letter and select **Delete** or **Hide**.
- 3 Delete a cell or a block 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**

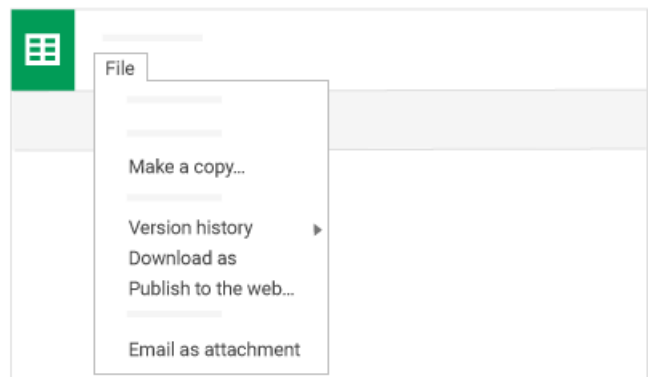
3 Click  to share your spreadsheet and then choose what collaborators can do. They'll also receive an email notification.

	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.

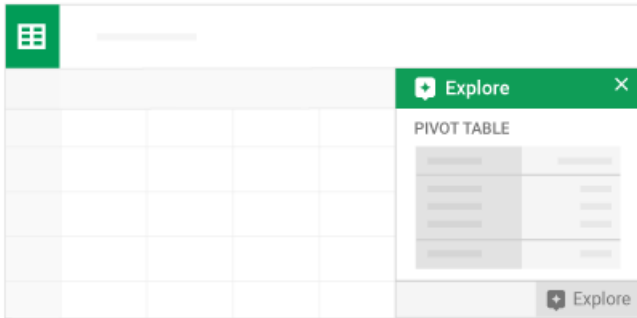
Note: To create custom functions and macros, [use Google Apps scripts](#).

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

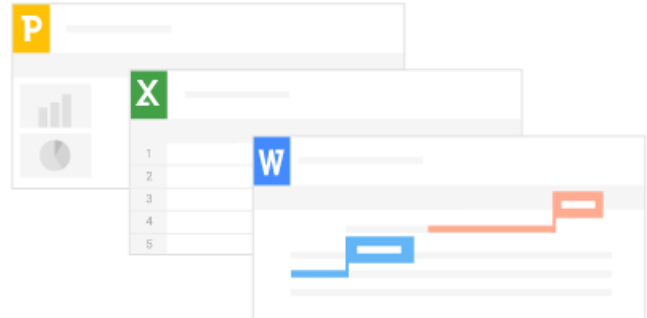
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Do more with Sheets

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



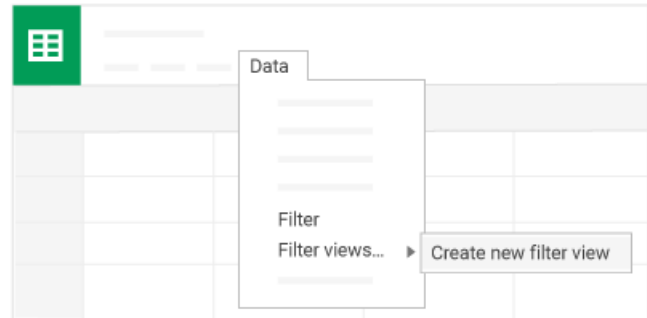
2 Edit Office files on any device, whether or not you have Office. [Learn more](#)



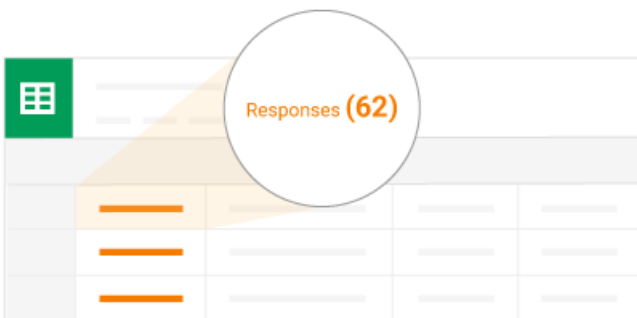
3 Summarize your data with pivot tables. [Learn more](#)

	197,457
	129,534
	115,102
	171,781
Total	613,874

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](#)

