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Digital Skills · Book 3

# Google Sheets

Free spreadsheets you can share, edit together and use on any device

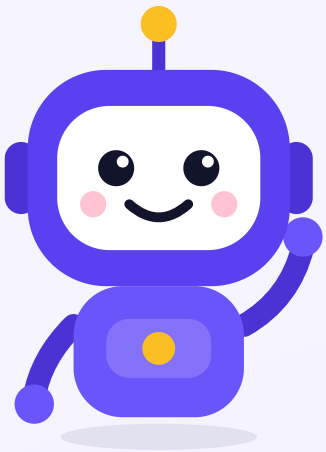
Total beginner · ages 13 and up

About 80 minutes

10 chapters with quizzes

Free

One sheet, many helpers, every device. Let's build a spreadsheet the whole team can use — safely!



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# Google Sheets

Free spreadsheets you can share, edit together and use on any device
Digital Skills, Book 3 · First edition, November 2026

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# What you will learn

- What Google Sheets is and how it differs from Excel
- What your free Google account includes — storage, age rules and AI
- How to build tidy tables with dropdowns and checkboxes
- Everyday formulas plus Sheets helpers like UNIQUE, FILTER and GOOGLETRANSLATE
- How to share safely, work together, and undo mistakes with version history
- How to collect answers with Google Forms, work offline and use AI wisely

This is **Book 3** of the **Digital Skills** series. You don't need to have read Book 2 (Excel for Beginners), but if you did, good news: most formulas work the same way here. This book focuses on what makes Google Sheets special — **sharing, teamwork and forms**.

**Our honest promise**

Google Sheets is free and powerful, but sharing a sheet the wrong way can expose private information or let someone delete your work. This book teaches you to share **safely**. Google also updates Sheets often, so a menu may look a little different on your screen — look for the same idea.

**Age rule**

Google says you must be at least **13** to manage your own Google Account in most countries, including the Philippines (some countries set an older age). Younger children can use an account their parents manage with **Family Link**, or a school account their school manages.

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## What you need

| Item | Why |
|---|---|
| A Google account (Gmail) | Free; it includes Google Sheets, Forms and Drive |
| A laptop or computer (best) or a phone | The phone app works, but a keyboard makes formulas easier |
| Internet (mostly) | Sheets works online; offline needs a little setup (Chapter 7) |
| A real list to share | A class list, family budget, orders or sign-ups |
| About 30 minutes a day | Short, regular practice builds the habit |

## How to use this book

1 **Keep Sheets open while you read**

Type every example. Open a new sheet anytime by typing sheets.new in your browser's address bar.

2 **Copy formulas exactly**

Formulas are shown in boxes. Every symbol matters, including the = sign and the quotation marks.

3 **Do the quiz and the task**

Every chapter ends with key takeaways, 3 quiz questions with answers, and a practice task.

A GOOGLE SHEETS FORMULA LOOKS LIKE THIS

```
=SUM(C2:C20)
```

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# Contents

CHAPTER 1 Why Google Sheets Skills Matter

CHAPTER 2 Beginner Basics: Your Google Account and the Screen

CHAPTER 3 · LESSON 1 Tidy Tables, Dropdowns and Checkboxes

CHAPTER 4 · LESSON 2 Formulas: The Basics Plus Google Sheets Superpowers

CHAPTER 5 · LESSON 3 Share Safely and Work Together

CHAPTER 6 · LESSON 4 Collect Answers with Google Forms, Then Chart Them

CHAPTER 7 · LESSON 5 Offline, Phone, Excel Files, AI — and Staying Safe

CHAPTER 8 Your 14-Day Google Sheets Practice Plan

CHAPTER 9 Common Google Sheets Mistakes (and Easy Fixes)

CHAPTER 10 Real-Life Examples: Shared Sheets That Work

THE END Quick Summary

WHAT'S NEXT Your Next Learning Path

EXTRA Free ToolsKo Tools for This Book

EXTRA Words to Know (Glossary)

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CHAPTER 1

# Why Google Sheets Skills Matter

Google Sheets is a free spreadsheet that lives online. Its superpower is teamwork: many people can use the same sheet at the same time.

Imagine a class sign-up sheet passed around on paper, or ten copies of a budget file sent back and forth in a group chat: “final.xlsx”, “final2.xlsx”, “final-REAL.xlsx”. Nobody knows which one is right. With Google Sheets, everyone opens **one link** and sees the same live sheet.

**New word: cloud**

Google Sheets is saved in the **cloud** — on Google’s computers on the internet, not only on your device. Think of it like a shared notebook kept in a safe locker that everyone with permission can open from anywhere.

PICTURE 1 **Copies vs one live sheet**

**FILES SENT AROUND**

**Ten copies, nobody sure**

- “final2-REAL.xlsx” in the chat
- Two people edit different copies
- Changes get lost
- Laptop breaks, file gone

**ONE LIVE SHEET**

**One link, always current**

- Everyone opens the same link
- Changes appear instantly
- Every change is saved in history
- Safe in the cloud

The biggest win isn’t a formula — it’s everyone working on the same, up-to-date sheet.

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## Google Sheets or Excel?

| | Google Sheets | Excel |
|---|---|---|
| Cost | Free with a Google account | Free on the web; desktop app is paid |
| Teamwork | Built for real-time sharing | Also shares, especially with OneDrive |
| Offline | Needs setup in Chrome or Edge | Desktop app works offline |
| Big, complex models | Good for most everyday work | Stronger for very large or advanced files |
| Formulas | Most everyday formulas are the same | Most everyday formulas are the same |

**The big idea of this book**

**One live sheet, not ten copies.** Share one sheet with the right people and the right access, and the whole team always works on the truth.

## A real-world example

Coach Ramil runs a barangay basketball league. Every year, team registrations came by text, on paper and in chats, and he spent nights copying names. This year, he made a Google Form linked to one sheet. Registrations arrived as neat rows, his co-organizers checked them from their phones, and nobody asked "Which list is the latest?"

**QUICK RECAP**

Google Sheets is a free spreadsheet saved in the cloud. Many people can use one live sheet at once from any device. Most everyday formulas work like Excel. Big idea: one live sheet, not ten copies.

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TRY IT NOW

### Find your copy problem

1. Think of one list that gets passed around or copied (sign-ups, budget, orders).
2. Write who needs to see it and who needs to change it.
3. Write what goes wrong today because of copies.

## Key takeaways

- Sheets is free and lives in the cloud.
- One live sheet beats many copies.
- Most everyday formulas match Excel.
- Big idea: one live sheet, not ten copies.

## Quiz: 3 quick questions

**1. What does “in the cloud” mean?**

A Saved on Google’s computers online, reachable from any device
B Saved only on a USB
C Printed on paper

**2. What problem does one live sheet solve?**

A Confusing copies like “final2-REAL.xlsx”
B Slow typing
C Small fonts

**3. What is the big idea of this book?**

A Send more copies
B One live sheet, not ten copies
C Never share

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**Answers**

1. **A. Saved on Google's computers online, reachable from any device** — You can open it anywhere with permission.
2. **A. Confusing copies like "final2-REAL.xlsx"** — Everyone works on the same up-to-date file.
3. **B. One live sheet, not ten copies** — Share one sheet safely instead of sending files.

PRACTICE TASK

### Your sharing plan

Pick one list to move into Google Sheets. Write the columns it needs, who will only view it, who will comment, and who will edit. You will set this up in Chapter 5.

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CHAPTER 2

# Beginner Basics: Your Google Account and the Screen

Let's see what your free account includes and learn the names of everything on the Google Sheets screen.

## What your free Google account includes

| Item | What you get | Good to know |
|---|---|---|
| Google Sheets, Docs, Slides, Forms | Free | Work in the browser or the mobile apps |
| Storage | Up to 15 GB free | Shared by Google Drive, Gmail and Google Photos |
| More storage | Google One plans | Paid monthly; only if you run out of space |
| AI (Gemini in Sheets) | Google AI Pro and Ultra plans | Paid plans; also some work and school accounts |
| Size limit | Up to 20 million cells per spreadsheet | Far more than most people ever need |

From the Google Help Center and Google Workspace Updates blog, checked November 21, 2026.

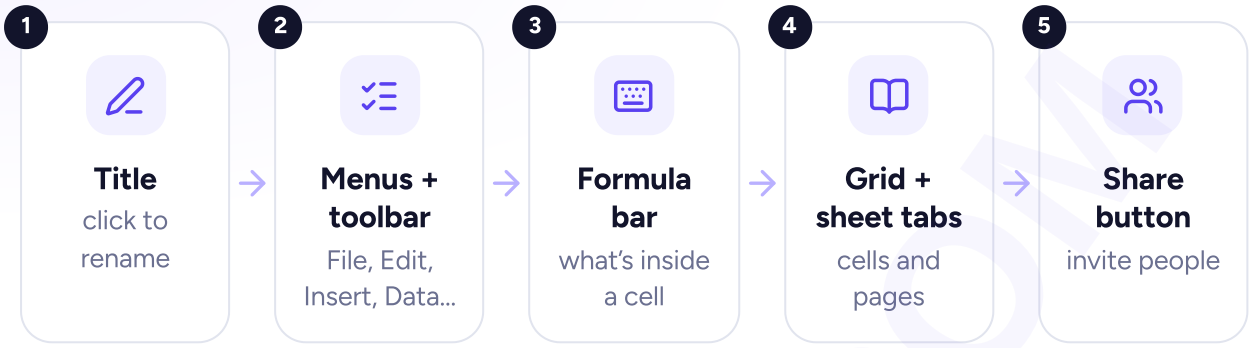
**Start a sheet in one second**

Type **sheets.new** in your browser's address bar and press Enter. A new blank spreadsheet opens and saves itself automatically to your Google Drive.

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## The parts of the screen

**PICTURE 2** **Five parts of the Google Sheets screen**




Almost everything you need lives in the menus, the formula bar and the Share button.

## Words you will use

| Word | What it means | Example |
|---|---|---|
| Spreadsheet | The whole file | "Class Fund 2026" |
| Sheet (tab) | One page in the file | A tab for each month |
| Cell / range | One box / a group of boxes | B5 / B2:B20 |
| Formula | A calculation that starts with = | =B2*C2 |
| Share | Giving people access to your sheet | Invite a classmate as Editor |
| Viewer / Commenter / Editor | Read only / read and comment / change anything | Parents as Viewers |
| Version history | Saved older versions of the file | Restore yesterday's sheet |
| Google Form | An online form whose answers can fill a sheet | A sign-up form |

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**It saves by itself**

There's no Save button. Google Sheets saves every change automatically. Look for "Saved to Drive" or a cloud icon near the title.

QUICK RECAP

Your free Google account includes Sheets, Forms and up to 15 GB of storage shared with Gmail and Photos. AI in Sheets comes with paid Google AI plans. The screen has the title, menus and toolbar, formula bar, grid and tabs, and the Share button. Sheets saves automatically.

TRY IT NOW

## Open and explore

1. Type sheets.new and press Enter.
2. Rename the file and one sheet tab.
3. Find the Share button and the version history (File menu) — don't change anything yet.

## Key takeaways

- Free account: Sheets, Forms, up to 15 GB storage.
- sheets.new opens a blank sheet.
- No Save button — it saves automatically.
- Share and version history are your teamwork tools.

## Quiz: 3 quick questions

**1. How much free storage comes with a Google account?**

A Up to 15 GB, shared with Gmail and Photos

B 1 TB only for Sheets

C None

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**2. How do you save a Google Sheet?**

A It saves automatically

B Press a Save button every minute

C Email it to yourself

**3. What is a Commenter?**

A Someone who can read and leave comments, but not change cells

B Someone who can delete the file

C A kind of formula

**Answers**

1. **A. Up to 15 GB, shared with Gmail and Photos** — Drive, Gmail and Photos share the same free storage.
2. **A. It saves automatically** — Every change is saved to Drive.
3. **A. Someone who can read and leave comments, but not change cells** — Commenters suggest; Editors change.

PRACTICE TASK

**Your first spreadsheet**

Make a spreadsheet called “My Practice Sheets” with three tabs: Budget, Sign-ups and Orders. Type 3 column headings on each tab.

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CHAPTER 3 · LESSON 1

# Tidy Tables, Dropdowns and Checkboxes

When many people type into one sheet, mistakes multiply. Tidy tables, dropdowns and checkboxes keep everyone's data clean.

## Start with a tidy table

- **One header row** on top with clear names.
- **One record per row** — one person, one order, one expense.
- **One kind of data per column** — only dates in Date, only numbers in Amount.
- **No empty rows or merged cells** in the middle.

**Make it a table**

Select your data and choose **Format → Convert to table**. You get a clean header, filter buttons and column types (like number, date or dropdown) that help everyone type the right thing.

## Dropdowns: stop typing mistakes

If one person types "Paid", another "paid" and another "PD", your formulas can't count them properly. A **dropdown** lets people choose from a fixed list instead.

1 **Select the cells**

For example, the Status column from row 2 down.

2 **Insert → Dropdown**

A panel opens on the right (this is called data validation).

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**3** **Type the choices**

For example: Not paid, Partial, Paid. Give each a color if you like.

**4** **Reject wrong input**

Under advanced options, choose to reject input that isn't on the list.

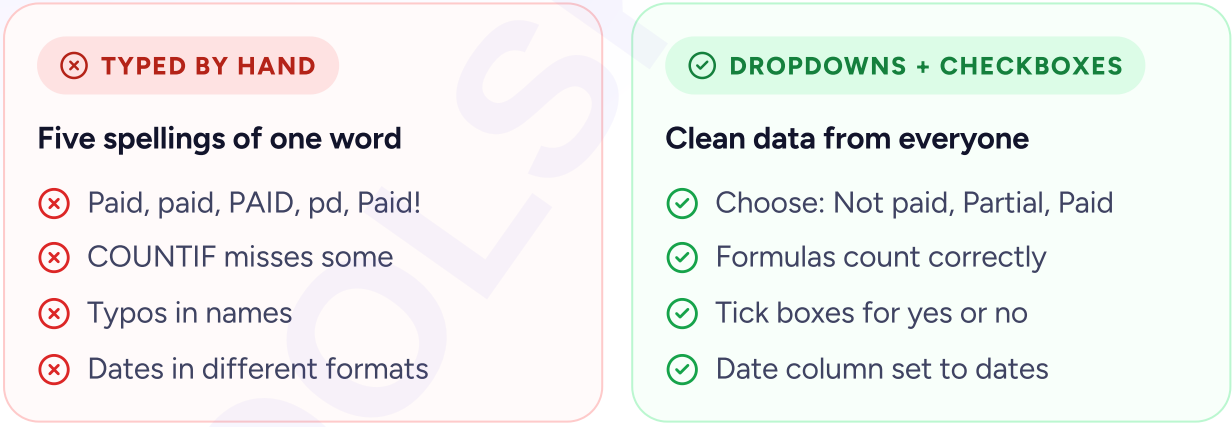
## Checkboxes: yes or no

Select cells and choose **Insert → Checkbox**. A ticked box counts as TRUE and an empty box as FALSE — so you can count them with a formula.

HOW MANY BOXES IN D2:D40 ARE TICKED?

```
=COUNTIF(D2:D40,TRUE)
```

PICTURE 3 **Typed vs controlled input**




When many people type into one sheet, dropdowns and checkboxes protect your formulas.

## Small helpers

- **View → Freeze → 1 row** keeps headers visible while scrolling.
- **Format → Number** shows pesos, dates or percentages without changing the value.
- **Format → Alternating colors** makes long lists easier to read.

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**Try it now**

On your Sign-ups tab, make columns Name, Team, Status and Paid. Add a Status dropdown (Pending, Confirmed, Cancelled) and Paid checkboxes. Freeze the top row.

QUICK RECAP

Keep tables tidy (one header row, one record per row, one kind per column, no gaps or merges). Convert to a table. Use dropdowns so everyone picks from the same choices, and checkboxes for yes or no. Freeze the header and format numbers.

TRY IT NOW

### Build a sign-up sheet

1. Make columns Name, Team, Status, Paid.
2. Add a Status dropdown and Paid checkboxes.
3. Count ticked boxes with =COUNTIF(D2:D40,TRUE).

## Key takeaways

- Tidy tables first.
- Dropdowns stop spelling mistakes.
- Checkboxes are TRUE or FALSE.
- Freeze headers; format numbers.

## Quiz: 3 quick questions

**1. Why use a dropdown for Status?**

A So everyone picks the same spelling and formulas count correctly

B To make the sheet slower

C It's required by Google

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**2. What does a ticked checkbox count as?**

A TRUE

B FALSE

C 0

**3. Where do you add a dropdown?**

A Insert → Dropdown

B File → Print

C Help → About

**Answers**

1. **A. So everyone picks the same spelling and formulas count correctly** — Consistent choices make counting reliable.
2. **A. TRUE** — Ticked = TRUE, empty = FALSE.
3. **A. Insert → Dropdown** — It opens the data validation panel.

PRACTICE TASK

### A clean order list

On your Orders tab, make columns Date, Customer, Item, Qty, Price and Status. Add a dropdown for Item and for Status (New, Packed, Delivered). Add 10 orders.

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CHAPTER 4 · LESSON 2

# Formulas: The Basics Plus Google Sheets Superpowers

Everyday formulas work just like in Excel. Then Google Sheets adds helpers that can list, filter and even translate for you.

## The everyday formulas (same as Excel)

| Formula | What it does | Example |
|---|---|---|
| + - * / | Basic math with cell addresses | =C2*D2 |
| SUM | Adds a range | =SUM(E2:E50) |
| AVERAGE | Finds the average | =AVERAGE(B2:B41) |
| IF | Makes a decision | =IF(B2>=75,"Passed","Needs help") |
| COUNTIF | Counts matching cells | =COUNTIF(F2:F50,"Paid") |
| SUMIF | Adds matching amounts | =SUMIF(B2:B50,"Food",C2:C50) |
| XLOOKUP | Finds a value in a list | =XLOOKUP(B2,Prices!A:A,Prices!B:B,"Not found") |

**Lock a cell with $**

Just like Excel: =E2*$G$1 keeps G1 fixed when you copy the formula down. Press F4 (Windows) after clicking an address to add the $ signs.

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# Google Sheets superpowers

These formulas fill **many cells at once** from one formula. Leave empty space below and to the right for the results.

LIST EACH TEAM ONLY ONCE (UNIQUE)

```
=UNIQUE(B2:B200)
```

SHOW ONLY UNPAID ORDERS (FILTER)

```
=FILTER(A2:F200,F2:F200="Not paid")
```

SORT ORDERS BY AMOUNT, BIGGEST FIRST (SORT)

```
=SORT(A2:E200,5,FALSE)
```

TRANSLATE ENGLISH TEXT IN A2 TO FILIPINO (GOOGLETRANSLATE)

```
=GOOGLETRANSLATE(A2,"en","tl")
```

PICTURE 4 How FILTER works




One formula shows a live list of matching rows. Change a status to Paid, and the row disappears from the list by itself.

**The “array result was not expanded” error**

If UNIQUE, FILTER or SORT shows **#REF!** with this message, something is in the way. Clear the cells below and to the right of the formula so the results have room.

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## Helpful extras

| Formula | What it does |
|---|---|
| =COUNTUNIQUE(B2:B200) | Counts how many different values there are |
| =TODAY() | Shows today's date, updated daily |
| =COUNTIFS(B2:B200,"Team A",F2:F200,"Paid") | Counts with two conditions |

QUICK RECAP

Everyday formulas (SUM, AVERAGE, IF, COUNTIF, SUMIF, XLOOKUP, $ locks) work like Excel. Sheets adds UNIQUE, FILTER, SORT and GOOGLETRANSLATE, which fill many cells from one formula — leave empty space for the results.

TRY IT NOW

### Try the superpowers

1. On Sign-ups, list each team once with UNIQUE.
2. On Orders, show unpaid orders with FILTER.
3. Translate one English sentence with GOOGLETRANSLATE.

### Key takeaways

- Everyday formulas match Excel.
- UNIQUE lists, FILTER picks, SORT orders.
- Results spill — leave empty space.
- GOOGLETRANSLATE translates inside a cell.

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## Quiz: 3 quick questions

**1. What does =UNIQUE(B2:B200) do?**

A Lists each value only once
B Deletes the column
C Adds the numbers

**2. FILTER shows #REF! "array result was not expanded". Fix?**

A Clear the cells in the way
B Delete the sheet
C Change the font

**3. Which language code means Filipino/Tagalog in GOOGLETRANSLATE?**

A "tl"
B "ph"
C "fp"

**Answers**

1. **A. Lists each value only once** — It removes repeats from the list it shows.
2. **A. Clear the cells in the way** — Spilled results need empty space.
3. **A. "tl"** — "tl" is the code for Tagalog/Filipino.

PRACTICE TASK

### A live summary

Make a Summary tab. Use UNIQUE to list items, SUMIF next to each to total its sales, and FILTER to show orders that aren't Delivered yet. Change one order and watch the summary update.

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CHAPTER 5 · LESSON 3

# Share Safely and Work Together

Sharing is the reason most people choose Google Sheets. Done right, it saves hours. Done carelessly, it can leak private data or lose work.

PICTURE 5 **The sharing recipe: S-H-A-R-E**

**S**

**Same link**

Everyone uses one sheet — no copies in the chat

**H**

**How much access**

Viewer, Commenter or Editor — the smallest that works

**A**

**Areas protected**

Lock formulas and price columns

**R**

**Rules for typing**

Dropdowns and checkboxes for clean data

**E**

**Every change tracked**

Version history to see and undo changes

↓

PUT TOGETHER, YOU TYPE:

One sheet the whole team can trust — and nobody can accidentally break.

Check these five things every time you share a sheet.

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## Share the right way

**1** **Click Share**

Type the email addresses of the people who need the sheet.

**2** **Choose their role**

**Viewer** (read only), **Commenter** (read and comment) or **Editor** (change anything). Choose the smallest role that works.

**3** **Check "General access"**

**Restricted** means only people you added can open it. **Anyone with the link** means anyone who gets the link can open it — even strangers it gets forwarded to.

**4** **Send**

Add a short message so people know what the sheet is for.

⚠ **"Anyone with the link" is risky for private data**

Links get forwarded and posted. Never use "Anyone with the link" for sheets with names, addresses, phone numbers, grades, salaries or IDs. In the Philippines, the **Data Privacy Act of 2012** protects personal information.

## Work together

- **See others live:** colored cursors show who is editing which cell.
- **Comments:** right-click a cell → Comment. Type @ and an email to notify someone or assign them the task.
- **Filter views:** Data → Create filter view lets you filter for yourself without changing what others see.

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## Protect important parts

Select a range or a whole tab, then choose **Data → Protect sheets and ranges**. Allow only yourself (or a few people) to edit formulas, prices or totals. Others can still type in the open columns.

## Undo anything with version history

1. **Open it**
   File → Version history → See version history.

2. **Look back**
   Click a time on the right to see the sheet at that moment, with changes highlighted by person.

3. **Restore**
   Click “Restore this version” if someone deleted or broke something.

4. **Name important versions**
   File → Version history → Name current version, like “Before November cleanup”.

QUICK RECAP

Follow S-H-A-R-E: same link, how much access, areas protected, rules for typing, every change tracked. Choose Viewer, Commenter or Editor. Keep private sheets Restricted. Use comments with @mentions and filter views. Protect key ranges. Version history can restore any older version.

TRY IT NOW

### Share one sheet safely

1. Share your Sign-ups sheet with one person as Commenter.
2. Protect the column with your formulas.
3. Open version history and name the current version.

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## Key takeaways

- S-H-A-R-E every time you share.
- Smallest role; Restricted for private data.
- Comments, @mentions and filter views for teamwork.
- Protect formulas; version history undoes mistakes.

## Quiz: 3 quick questions

**1. Which access setting is safest for a sheet with phone numbers?**

A Restricted, shared only with named people
B Anyone with the link
C Public on the web

**2. Someone deleted 20 rows yesterday. What do you do?**

A Restore an older version from version history
B Retype everything
C Make a new sheet

**3. You want to filter only for yourself without changing others' view. Use…**

A A filter view
B Delete rows
C A new file

**Answers**

1. **A. Restricted, shared only with named people** — Links get forwarded; Restricted keeps control.
2. **A. Restore an older version from version history** — Version history keeps older versions.
3. **A. A filter view** — Filter views are personal.

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PRACTICE TASK

### A team sheet

Share a budget or task sheet with two people: one Viewer and one Editor. Protect the totals. Ask the Editor to leave a comment with an @mention. Then check version history to see their change.

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CHAPTER 6 · LESSON 4

# Collect Answers with Google Forms, Then Chart Them

Instead of typing everyone's answers yourself, let them fill in a Google Form. Their answers arrive in your sheet as neat rows.

PICTURE 6 **From form to sheet**




Each answer becomes one row with a timestamp. No copying, no typing errors.

## Make a form linked to a sheet

1 **Create the form**

Go to forms.google.com (or type forms.new) and add questions: short answer, multiple choice, checkboxes, dropdown, date.

2 **Use choices, not typing**

Multiple choice and dropdown questions give clean data — like dropdowns in your sheet.

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**3** **Link it to a sheet**

In the form, open Responses and choose to link to Sheets (Select destination for responses). Pick a new or existing spreadsheet.

**4** **Share the form link**

Send it by chat or email, or make a QR code for posters.

**Answers arrive as a table**

Google Sheets puts form responses in a table with a **Timestamp** column. Don't type inside the responses tab — make a separate Summary tab for your formulas and charts.

**Collect only what you need**

Don't ask for birthdays, addresses or ID numbers unless you truly need them. The less personal data you collect, the less you have to protect. Tell people why you're collecting it.

## Summarize the answers

HOW MANY PEOPLE CHOSE "TEAM A"? (ANSWERS IN COLUMN C OF FORM RESPONSES 1)

```
=COUNTIF('Form Responses 1'!C:C,"Team A")
```

## Make a chart

**1** **Select a small summary**

For example, team names and their counts.

**2** **Insert → Chart**

Sheets suggests a chart. In the Chart editor, pick Column, Bar, Line or Pie.

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3 **Add a clear title**

Say what it shows: “Registrations per team, November 2026”.

## Conditional formatting

**Format → Conditional formatting** colors cells that match a rule — like Status “Not paid” in red or stock below 5 in orange. Use one or two rules only.

**Try it now**

Make a 3-question form (Name, Team as multiple choice, T-shirt size as dropdown). Link it to a sheet, answer it twice yourself, and count each team with COUNTIF.

QUICK RECAP

Google Forms collects answers into a linked sheet, one row per response with a timestamp. Use choice questions for clean data, collect only what you need, and summarize on a separate tab with COUNTIF, UNIQUE and charts. Add one or two conditional-formatting rules.

TRY IT NOW

### Build a form-to-chart flow

1. Create a form and link it to a new sheet.
2. Collect 5 test answers.
3. Make a Summary tab with COUNTIF and one chart.

### Key takeaways

- Forms turn answers into rows automatically.
- Choice questions = clean data.
- Collect only the personal data you need.

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- Summaries and charts go on a separate tab.

## Quiz: 3 quick questions

**1. Where do Google Form answers go when linked to Sheets?**

A Into the sheet as one row per response
B Into your email only
C They are printed

**2. Why use multiple-choice questions?**

A Answers stay consistent, so formulas count correctly
B They look nicer
C They are required

**3. Where should your formulas go?**

A On a separate Summary tab
B Inside the responses tab
C In the form

**Answers**

1. **A. Into the sheet as one row per response** — Each response becomes a new row with a timestamp.
2. **A. Answers stay consistent, so formulas count correctly** — Choices avoid spelling differences.
3. **A. On a separate Summary tab** — Keep the responses tab untouched.

PRACTICE TASK

### A real sign-up form

Make a real form for something coming up (a meeting, a party, a class activity). Link it to a sheet, share it, and make a Summary tab with counts and one chart. Collect only the information you need.

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CHAPTER 7 · LESSON 5

# Offline, Phone, Excel Files, AI — and Staying Safe

Let's make your sheets work without internet, on your phone and with Excel users — and use AI and sharing links safely.

## Working offline

1

**Use Chrome or Edge**

Offline works in the Google Chrome or Microsoft Edge browser, not in private or incognito windows.

2

**Install Google Docs Offline**

Add the official Google Docs Offline extension from the Chrome Web Store.

3

**Turn it on while online**

In Sheets settings (or Drive settings), turn on offline. For a specific file, choose File → Make available offline.

4

**Edit, then reconnect**

Your changes save on your device and sync when you're back online.

**On your phone**

The Google Sheets app lets you view and edit on Android and iPhone. It's great for quick updates; use a computer for building formulas and charts.

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## Working with Excel users

| You want to... | Do this |
|---|---|
| Open an Excel file someone sent | Upload it to Drive and open it with Google Sheets |
| Send a sheet to an Excel user | File → Download → Microsoft Excel (.xlsx) |
| Send data to another app | File → Download → .csv (current sheet only, no formulas) |
| Send a report people shouldn't edit | File → Download → PDF |

## Use AI as a helper

With a **Google AI Pro or Ultra** plan (or some work and school accounts), **Gemini in Sheets** can build tables, explain and fix formulas, and fill in data. Free AI chatbots can also explain formulas. Either way: test AI formulas on a few rows you can check by hand, check where AI-filled facts came from, and never paste private data into AI tools you don't trust.

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# Stay safe with shared files

PICTURE 7 **Shared-file traffic light**



**Safe**

Sheets shared by people you know, for a reason you expect; opening them while already signed in to your Google account.

**Check first**

“Anyone with the link” sheets; sheets from strangers; files asking you to request access; links forwarded in big group chats.

**Stop**

A “shared file” that asks you to type your password on a strange page; sheets asking for card, bank or ID numbers; prizes or job offers inside a shared document.

Scammers sometimes send fake “someone shared a file with you” messages. Google never needs your password again on a strange page to open a sheet.

**Protect your Google account**

Turn on **2-Step Verification** in your Google account security settings. Your Google account opens your Gmail, Drive and Sheets — protect it like your house key.

QUICK RECAP

Offline works in Chrome or Edge with the Google Docs Offline extension (turned on while online). Use the phone app for quick edits. Open Excel files in Sheets and download as .xlsx, .csv or PDF. Gemini in Sheets comes with Google AI Pro or Ultra — check its work. Watch for fake shared-file messages and turn on 2-Step Verification.

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TRY IT NOW

### Prepare for real life

1. Turn on offline for one sheet in Chrome or Edge.
2. Download one tab as .xlsx and one as PDF.
3. Check that 2-Step Verification is on in your Google account.

## Key takeaways

- Offline: Chrome or Edge + extension, set up while online.
- .xlsx for Excel users, .csv for data, PDF for reports.
- Check every AI formula and fact.
- Beware fake “shared file” sign-in pages; use 2-Step Verification.

## Quiz: 3 quick questions

**1. What do you need for offline Google Sheets on a computer?**

A Chrome or Edge with the Google Docs Offline extension, set up while online
B Any browser in incognito mode
C Nothing

**2. A “shared file” link asks for your Google password on a strange website. What do you do?**

A Stop — it may be a scam
B Type your password
C Forward it to friends

**3. How do you send your sheet to someone who uses Excel?**

A File → Download → Microsoft Excel (.xlsx)
B Take a screenshot
C Print and scan

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**Answers**

1. **A. Chrome or Edge with the Google Docs Offline extension, set up while online** — Offline must be turned on while you still have internet.
2. **A. Stop — it may be a scam** — Real shared files open in your signed-in account.
3. **A. File → Download → Microsoft Excel (.xlsx)** — Downloading as .xlsx keeps formulas and tabs.

PRACTICE TASK

### A safe-sharing checklist

Write a 5-line checklist for every sheet you share (for example: “Restricted?”, “Smallest role?”, “Formulas protected?”, “No private data?”, “Version named?”). Pin it in your Drive.

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CHAPTER 8

# Your 14-Day Google Sheets Practice Plan

Thirty minutes a day for two weeks. By day 14, you'll have a shared sheet, a working form and a live summary with a chart.

Use real lists from your class, family, club or work. For practice with private things like grades or salaries, use made-up numbers.

PICTURE 8 **The 14-day Google Sheets plan**




Each block builds on the one before. Keep everything — it becomes your portfolio.

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| Day | Task (about 30 minutes) | Done? |
|---|---|---|
| 1 | Open sheets.new. Rename the file and tabs. Find Share and version history. | ☐ |
| 2 | Build a tidy Sign-ups table and convert it to a table. | ☐ |
| 3 | Freeze the header; format dates and pesos. | ☐ |
| 4 | Add a Status dropdown and Paid checkboxes. | ☐ |
| 5 | Add SUM, COUNTIF and IF formulas. | ☐ |
| 6 | Make a Prices tab and use XLOOKUP on Orders. | ☐ |
| 7 | Make a Summary tab with UNIQUE and SUMIF. | ☐ |
| 8 | Use FILTER to show unpaid or undelivered rows. | ☐ |
| 9 | Share with one Viewer and one Commenter. Leave a comment with @. | ☐ |
| 10 | Make a Google Form linked to a new sheet. Collect 5 answers. | ☐ |
| 11 | Chart the form results with a clear title. | ☐ |
| 12 | Turn on offline for one file in Chrome or Edge. | ☐ |
| 13 | Protect formulas; name a version in version history. | ☐ |
| 14 | Review with the S-H-A-R-E recipe. Download one tab as PDF. | ☐ |

## Bonus exercises

1. **Restore drill**
   Delete a few rows on purpose in a practice copy, then restore them from version history.

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**2** **Translate a list**

Use GOOGLETRANSLATE to turn a short English price list into Filipino.

**3** **Filter view**

Make a filter view that shows only your own tasks, without changing what others see.

**4** **Explain the sheet**

Add a “Read me” tab explaining what each tab is for and who should edit it.

**Something broke in a shared sheet?**

Don’t panic and don’t start a new copy. Open version history, find the last good version, and restore it. Then protect the part that broke.

QUICK RECAP

Days 1–3: account, screen, tidy table. Days 4–6: dropdowns and formulas. Days 7–9: UNIQUE, FILTER and sharing. Days 10–12: forms, charts, offline. Days 13–14: protect, review and share.

TRY IT NOW

## Start today

1. Copy the 14-day table into a new sheet with checkboxes.
2. Do Day 1 now.
3. Set a daily 30-minute reminder.

## Key takeaways

- Real lists teach faster.
- Build: table → rules → formulas → sharing → forms.

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- Practice restoring from version history.
- Add a “Read me” tab to shared sheets.

## Quiz: 3 quick questions

**1. What do you build on day 10?**

A A Google Form linked to a sheet
B A website
C A new account

**2. Why practice a restore drill?**

A So you can calmly fix real mistakes later
B To delete data forever
C It’s required

**3. What is a “Read me” tab for?**

A Explaining what each tab is for and who edits it
B Storing passwords
C Hiding formulas

**Answers**

1. **A. A Google Form linked to a sheet** — Forms come after sharing basics.
2. **A. So you can calmly fix real mistakes later** — Knowing version history removes panic.
3. **A. Explaining what each tab is for and who edits it** — Clear instructions prevent mistakes in shared sheets.

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PRACTICE TASK

**Complete the 14 days**

Follow the plan and tick each box. On day 14, write: the sheet you share most, the formula you use most, one mistake you fixed with version history, and your next shared project.

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CHAPTER 9

# Common Google Sheets Mistakes (and Easy Fixes)

Most problems in shared sheets come from a few habits. Fix these, and your team will trust the sheet.

Check your shared sheets against this table.

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| Mistake | Why it hurts | Easy fix |
|---|---|---|
| Sending copies instead of one link | Nobody knows which is latest | One live sheet; share the link |
| “Anyone with the link” on private data | Strangers may see it | Restricted; add people by email |
| Everyone is an Editor | Accidental deletes and broken formulas | Smallest role; protect ranges |
| Free typing for choices | Paid, paid, PD — formulas miss some | Dropdowns and checkboxes |
| Formulas inside form responses | Rows shift and formulas break | Separate Summary tab |
| Spilled formulas blocked | #REF! array not expanded | Clear space below and right |
| Starting a new copy after a mistake | Two versions again | Restore from version history |
| Collecting too much personal data | Privacy risk | Ask only what you need |
| Expecting offline without setup | Can’t open files on the go | Turn on offline while online |
| Typing passwords on “shared file” pages | Account stolen | Stop; use 2-Step Verification |

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PICTURE 9 **Chaotic vs trusted**

**CHAOTIC SHEET**

**Everyone can break everything**

- Anyone with the link can edit
- Five spellings of "Paid"
- Formulas typed into responses
- Copies made after every mistake

**TRUSTED SHEET**

**Safe for the whole team**

- Restricted, smallest roles
- Dropdowns and checkboxes
- Summary tab, protected formulas
- Version history for undo

A trusted sheet takes 10 extra minutes to set up and saves hours of arguments.

### The trust test

Ask your team: "Do you know which sheet is the real one, and do you trust its totals?" If anyone hesitates, apply S-H-A-R-E again.

**QUICK RECAP**

Common mistakes: copies, open links on private data, too many Editors, free typing, formulas in responses, blocked spills, new copies after mistakes, too much personal data, offline surprises and fake sign-in pages. Each has an easy fix.

**TRY IT NOW**

### Audit your shared sheets

1. Check each shared sheet's General access and roles.
2. Fix at least two mistakes from the table.
3. Run the trust test with one teammate.

### Key takeaways

- One link; Restricted for private data.

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- Smallest roles; protect formulas.
- Dropdowns; Summary tabs; clear spill space.
- Restore, don't copy; protect your account.

## Quiz: 3 quick questions

**1. Your team keeps making new copies after mistakes. Better habit?**

A Restore from version history in the same sheet
B Make even more copies
C Stop using sheets

**2. Formulas in the form responses tab keep breaking. Fix?**

A Move them to a separate Summary tab
B Delete the form
C Type answers by hand

**3. What is the trust test?**

A Asking if the team knows the real sheet and trusts its totals
B A password check
C A typing speed test

**Answers**

1. **A. Restore from version history in the same sheet** — One live sheet stays the single source of truth.
2. **A. Move them to a separate Summary tab** — New responses can shift rows in the responses tab.
3. **A. Asking if the team knows the real sheet and trusts its totals** — Trust is the goal of a shared sheet.

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PRACTICE TASK

### Your shared-sheet rules

Write 5 rules for your team's sheets (for example, "Never download and re-upload — use the link", "Choices only from dropdowns", "Restore, don't copy"). Put them in a Read me tab.

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CHAPTER 10

# Real-Life Examples: Shared Sheets That Work

These five example stories are based on common beginner projects (names are made up). Look for the habits, not the luck.

C

**Coach Ramil, 41**

Barangay basketball league organizer, Rizal

THE PROBLEM

Registrations came by text, paper and chat, and he spent nights copying names.

WHAT COACH RAMIL TYPED

```
Google Form: Team name, Captain, Players (number), Division
(multiple choice). Summary tab: =COUNTIF('Form Responses
1'!E:E,"Juniors") and a bar chart of teams per division.
```

THE RESULT

Registrations arrived as rows. His two co-organizers got Viewer access on their phones, and nobody asked which list was the latest.

**Lesson:** Forms plus one shared sheet replace copying and confusion.

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A

**Andrea, 17**

Grade 12 student, Bulacan

THE PROBLEM

Her group's research data was in four different files, and one member accidentally deleted half the rows.

WHAT ANDREA TYPED

```
One shared sheet with a Read me tab. Members as Editors, adviser as Commenter. File → Version history → restored the version from the morning, then named it "Before cleanup".
```

THE RESULT

Nothing was lost. The adviser left comments with @mentions, and each member resolved their own tasks.

**Lesson:** Version history and comments make group work calm.

L

**Liza, 31**

Online seller, Quezon City

THE PROBLEM

Her packer sometimes changed prices by accident and shipped orders marked wrong.

WHAT LIZA TYPED

```
Orders table with Status dropdown (New, Packed, Shipped). Price column protected with Data → Protect sheets and ranges. Packer has a filter view showing only New orders.
```

THE RESULT

Prices stopped changing. The packer sees only what to pack, and Liza sees the full picture.

**Lesson:** Protected ranges and filter views let people help without breaking things.

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M

**Ma’am Joy, 38**

Public school teacher, Iloilo

THE PROBLEM

Checking who submitted a class activity meant scrolling through chat messages.

WHAT MA’AM JOY TYPED

```
Form linked to a sheet. Class list on another tab. =COUNTIF('Form Responses 1'!B:B,A2) next to each name shows 0 or 1. Conditional formatting turns 0 red.
```

THE RESULT

She sees missing submissions at a glance. She collects only names and answers — no birthdays or addresses.

**Lesson:** COUNTIF plus color turns a list into a checklist — and collect only what you need.

J

**Josh, 29**

OFW in Dubai, family in Batangas

THE PROBLEM

Money sent home was tracked in chats, and nobody knew the monthly balance.

WHAT JOSH TYPED

```
Shared Budget sheet: Date, Category (dropdown), Amount, Paid by. Summary with =SUMIF(B:B,"School",C:C) per category. Mom is an Editor; siblings are Viewers. General access: Restricted.
```

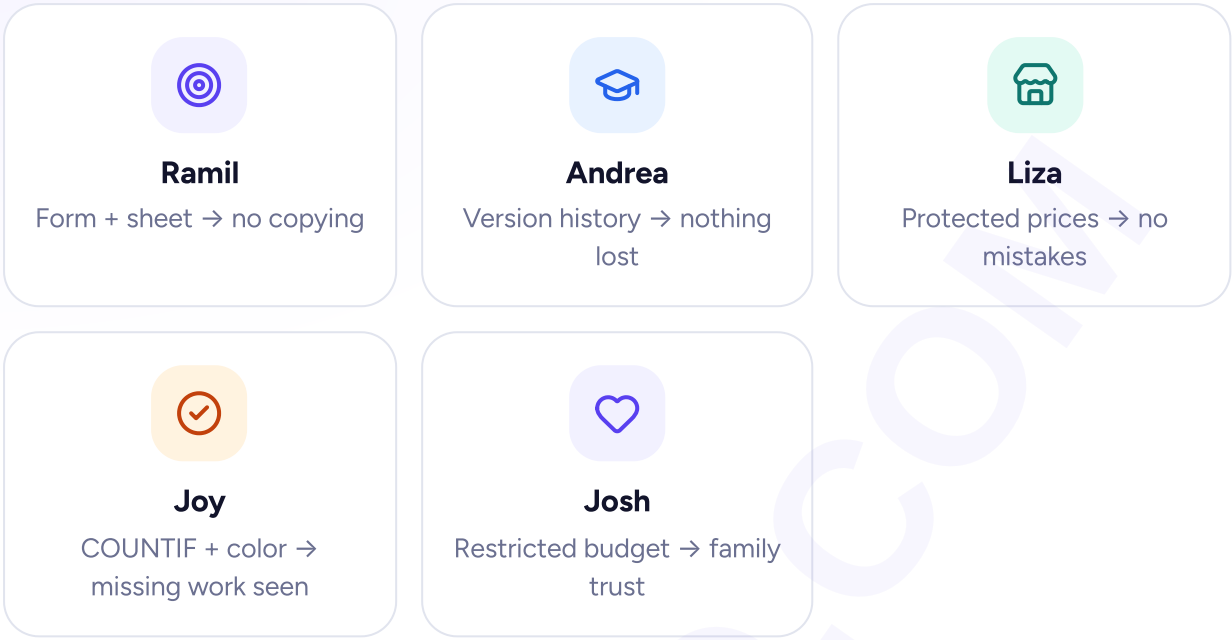
THE RESULT

The family sees the same numbers from two countries. Arguments about “where the money went” stopped.

**Lesson:** One restricted shared sheet builds trust across distance.

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**PICTURE 10** **Five shared sheets, same habits**




All of them used one live sheet, the right access for each person, and clean input.

### What these stories have in common

They kept one live sheet, gave each person the smallest access that worked, used forms and dropdowns for clean data, protected what mattered, and used version history instead of panic.

**QUICK RECAP**

Forms remove copying, version history saves group work, protected ranges and filter views prevent accidents, COUNTIF with color shows what's missing, and restricted sharing builds trust — all in one live sheet.

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TRY IT NOW

### Your first real shared sheet

1. Choose one list that people currently pass around.
2. Build it with dropdowns, protected formulas and the right roles.
3. Share it, add a Read me tab, and use it for a week.

## Key takeaways

- Forms replace copying.
- Version history replaces panic.
- Protection and filter views prevent accidents.
- Restricted sharing builds trust.

## Quiz: 3 quick questions

**1. How did Liza stop accidental price changes?**

A Protected the Price column
B Removed the packer
C Printed the prices

**2. How did Andrea recover the deleted rows?**

A Restored an earlier version from version history
B Retyped them
C Asked Google support

**3. What access did Josh use for the family budget?**

A Restricted, with Mom as Editor and siblings as Viewers
B Anyone with the link can edit
C Public on the web

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**Answers**

1. **A. Protected the Price column** — Protected ranges allow only chosen people to edit.
2. **A. Restored an earlier version from version history** — Version history keeps older versions.
3. **A. Restricted, with Mom as Editor and siblings as Viewers** — Private money matters need restricted access.

PRACTICE TASK

### Your shared-sheet story card

Write your own story card: the list you moved into Google Sheets, who has which access, the feature that helped most, and the lesson you learned.

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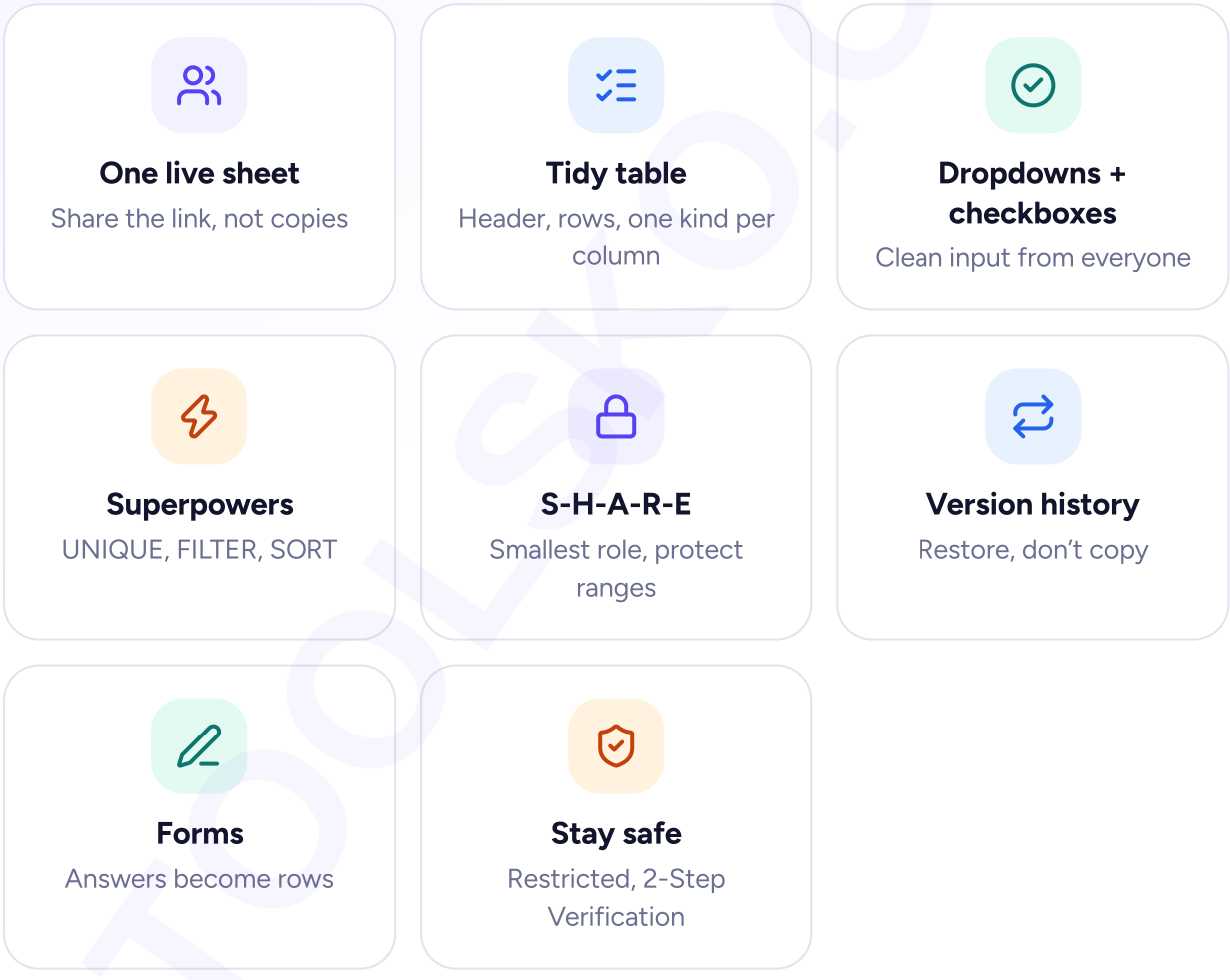
THE END

# Quick Summary

Everything important, on one page.

The whole book on one page. Keep it in your Drive or next to your screen.

PICTURE 11 **Cheat sheet: Google Sheets in 8 cards**




Eight habits for shared sheets your whole team can trust.

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| Remember | In one line |
|---|---|
| The big rule | One live sheet, not ten copies. |
| Before sharing | S-H-A-R-E: same link, how much access, areas protected, rules, every change tracked. |
| Clean data | Tidy tables, dropdowns, checkboxes, forms. |
| Formulas | Same as Excel, plus UNIQUE, FILTER, SORT, GOOGLETRANSLATE. |
| When something breaks | Version history — restore, don't copy. |
| Always | Restricted for private data; check AI; protect your account. |

**You are ready to share**

You can build tidy shared sheets, collect answers with forms, write everyday and Sheets-only formulas, share safely and undo mistakes. Move one passed-around list into Google Sheets this week.

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WHAT'S NEXT

# Your Next Learning Path

You finished Book 3. Here is where to go from here.

This is **Book 3** of the **Digital Skills** series. Here is your path:

PICTURE 12 **Your Digital Skills path**




Next: Power BI Basics — turn your spreadsheet data into clear dashboards.

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## What to do next

| Next step | Why |
|---|---|
| Finish the 14-day plan | A trusted shared sheet is a real, useful skill. |
| Go deeper with formulas | Excel for Beginners (Book 2) explains formulas, errors and charts step by step — they work here too. |
| Organize the work around it | Notion (Book 4) helps you plan the tasks that your sheets track. |
| Make reports look clean | Canva Mastery (Book 1) teaches contrast and simple layouts for charts and reports. |
| Earn with your skill | Spreadsheet and form setup are common VA and freelance tasks (Make Money Online series, adults 18+). |

**One last tip**

Menus change; good habits don't. One live sheet, the smallest access that works, and clean input will serve you in any spreadsheet app.

# Free ToolsKo tools for this book

Put what you learned to work. These tools are free on toolsko.com, need no sign-up, and most work right in your browser.

**QR Code Generator**
Turn your Google Form link into a QR code for posters.
toolsko.com/qr-code-generator ↗

**Percentage Calculator**
Double-check percent results before building them into formulas.
toolsko.com/percentage-calculator ↗

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### Average Calculator
Check an AVERAGE result by hand.
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### DepEd Grade Calculator
Compare your class sheet with the official grade weights.
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### Days Between Dates
Check deadlines and days-late math.
toolsko.com/date-difference-calculator ↗

### Savings Goal Calculator
Plan the savings your shared family budget should track.
toolsko.com/savings-goal-calculator ↗

### Time Zone Converter
Plan updates with family or teammates abroad.
toolsko.com/time-zone-converter ↗

### CSV Cleaner & Deduper
Clean messy exported lists before importing them.
toolsko.com/csv-cleaner ↗

### Remove Duplicate Lines
Remove repeated names from a pasted list.
toolsko.com/remove-duplicate-lines ↗

### CSV to HTML / Markdown Table
Turn a small downloaded CSV into a neat table for a website or document.
toolsko.com/csv-to-table ↗

### CSV to Markdown Table
Paste a small sheet into Notion or a README as a table.
toolsko.com/csv-to-markdown-table ↗

## Words to know

| | |
|---|---|
| **Google Sheets** | Google's free online spreadsheet app. |

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| | |
|---|---|
| **Cloud** | Storage on internet computers that you can reach from any device. |
| **Spreadsheet** | The whole Google Sheets file. |
| **Sheet (tab)** | One page inside the spreadsheet. |
| **Viewer** | Someone who can only read the sheet. |
| **Commenter** | Someone who can read and leave comments. |
| **Editor** | Someone who can change anything in the sheet. |
| **General access** | Whether only invited people or anyone with the link can open a file. |
| **Dropdown (data validation)** | A list of allowed choices for a cell. |
| **Checkbox** | A tick box that counts as TRUE or FALSE. |
| **UNIQUE / FILTER / SORT** | Formulas that list, pick or order rows, filling many cells at once. |
| **Protected range** | Cells only chosen people can edit. |
| **Filter view** | A personal filter that doesn't change what others see. |
| **Version history** | Saved older versions you can view and restore. |
| **Google Form** | An online form whose answers can fill a linked sheet. |
| **2-Step Verification** | A second check (like a phone prompt) when signing in. |

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## Where the facts come from

1. Google Drive Help: Buy more Google storage (15 GB free)
2. Google Account Help: Age requirements on Google Accounts
3. Google Workspace Updates: Doubled cell limits in Google Sheets (20 million)
4. Google Docs Editors Help: Work on Google Docs, Sheets and Slides offline
5. Google Docs Editors Help: Choose where to save form responses
6. Google Docs Editors Help: XLOOKUP function
7. Google Docs Editors Help: UNIQUE function
8. Google Docs Editors Help: GOOGLETRANSLATE
9. Google Workspace Updates: Gemini in Google Sheets (Google AI Pro and Ultra)
10. National Privacy Commission (Philippines): Data Privacy Act of 2012

Storage, age rules, cell limits, offline rules and AI availability were checked on November 21, 2026. Google updates Sheets often, so some menus may have different names or places on your screen — look for the same idea. Google, Google Sheets, Google Forms and Google Drive are trademarks of Google LLC; ToolsKo is not connected to Google. This book is general information, not legal advice. Written by ToolsKo Learn · toolsko.com/learn

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| Book 2 | Excel for Beginners |
| Book 3 | **Google Sheets — this book** |
| Book 4 | Notion |
| Book 5 | Power BI Basics |

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