





Switching to Sheets from Microsoft 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. Now that you're using G Suite, you'll find many similar features—and several additional benefits—when you use Google Sheets.

Feature	 In Excel Based on Office 2013	 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>*Excel Online only, requires Microsoft account</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>*Excel Online only, requires Microsoft account</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 sharing access levels*</p> <ul style="list-style-type: none"> • Recipients can only view (<i>view-only access</i>) • Recipients can edit (<i>full edit access</i>) <p>*Excel Online only, requires Microsoft account</p>	<p>4 sharing access levels</p> <ul style="list-style-type: none"> • Can view (<i>view-only access</i>) • Can edit (<i>full edit access</i>) • Can comment • Is owner (<i>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>*Excel Online only, requires Microsoft account</p>	<p>5 ways to control visibility</p> <ul style="list-style-type: none"> • Specific people or Google Groups • Anyone with the link • Public on the web (<i>searchable on the web</i>) • Anyone in your domain with the link • Your domain (<i>searchable in your domain</i>)
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>*Excel Online only, requires Microsoft account</p>	<ul style="list-style-type: none"> • Access detailed versions of your spreadsheet • Revert to an earlier version • See who made which changes



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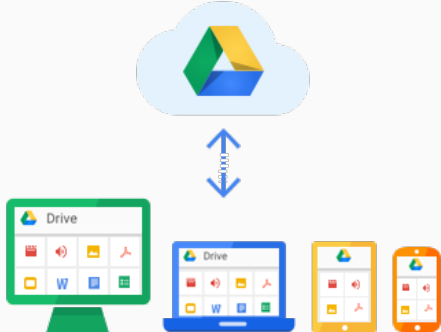

Feature	 In Excel Based on Office 2013	 In Sheets
Security and protection	<ul style="list-style-type: none"> • Disable options to forward, copy, or print spreadsheets* • Protect spreadsheets and ranges with an encrypted password <p><i>*Requires the Windows Rights Management Services (RSM) Client</i></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



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Access your spreadsheets

You can reach Sheets on any computer, smartphone, or tablet. When you change or delete a Sheets spreadsheet from one device, the same change immediately appears on every device so you're always accessing the most up-to-date version.

	 In Excel <i>Based on Office 2013</i>	 In Sheets
On the web	<p>View spreadsheets saved in Microsoft OneDrive™ or Dropbox™ in Excel Online, a scaled-down web version of Excel, at office.live.com.*</p> <p><i>*Requires Microsoft account</i></p>	<p>View your Sheets from any device with an Internet browser, anytime.</p> <ul style="list-style-type: none"> To see just your Sheets, go to sheets.google.com. To see all your stored files (including Docs, Sheets, and Slides), go to drive.google.com. If you don't have Internet access, you can still access Sheets offline. 
On your computer	<p>Open Excel files from where they're saved on your computer.</p>	<p>If you've installed Google Drive for Mac/PC, go to the Drive folder on your computer to open your Sheets.</p> 



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In Excel

Based on Office 2013



In Sheets

On your mobile devices

Install the Excel app, then open, edit, or share an Excel spreadsheet stored in Microsoft OneDrive or Dropbox.

Install the Sheets app, then open, edit, or share any file.



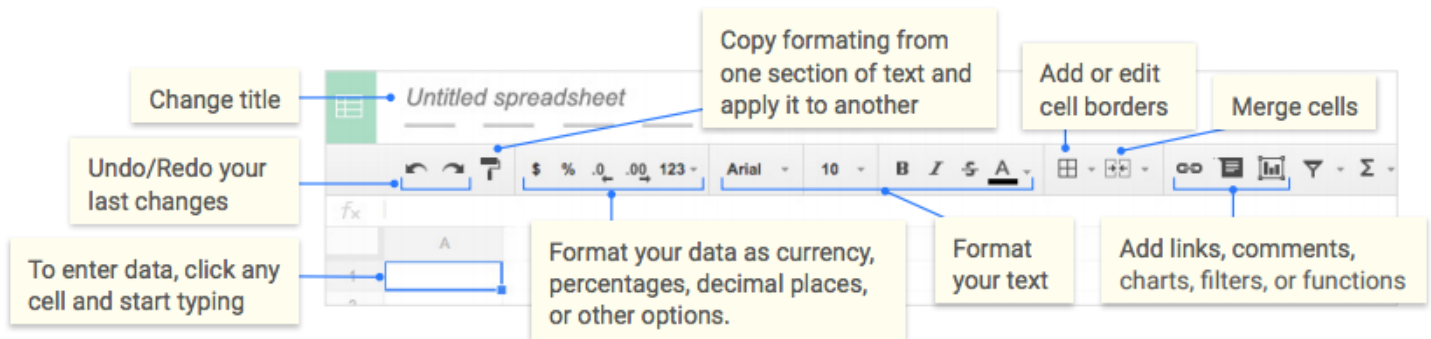


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Work with spreadsheets

Your most important Excel features exist in Sheets, too.

1 Customize your spreadsheet and data.

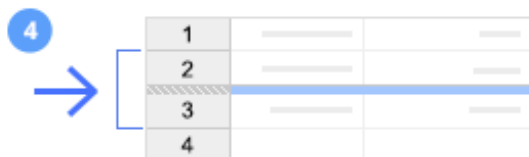
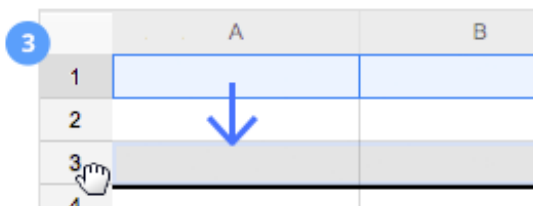
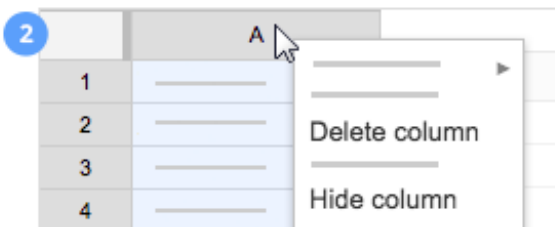
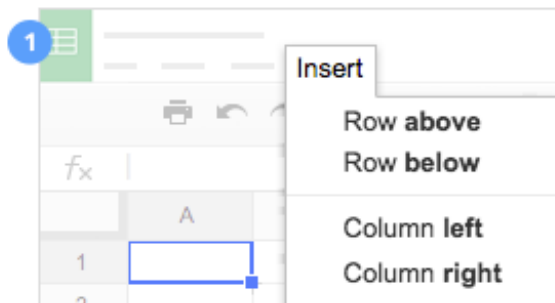




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2 Work with rows and columns.

- 1 **Add rows and columns** Select cells, click **Insert**, and choose where to add the cells.
- 2 **Delete or hide rows and columns** Right-click the row number or column letter and select **Delete** or **Hide**.
- 3 **Move rows and columns** Click the row number or column letter to select it. Then, drag it to a new location.
- 4 **Freeze header rows and columns** Keep some of your data in the same place. On the menu bar, click **View**. Then, choose an option under **Freeze**.



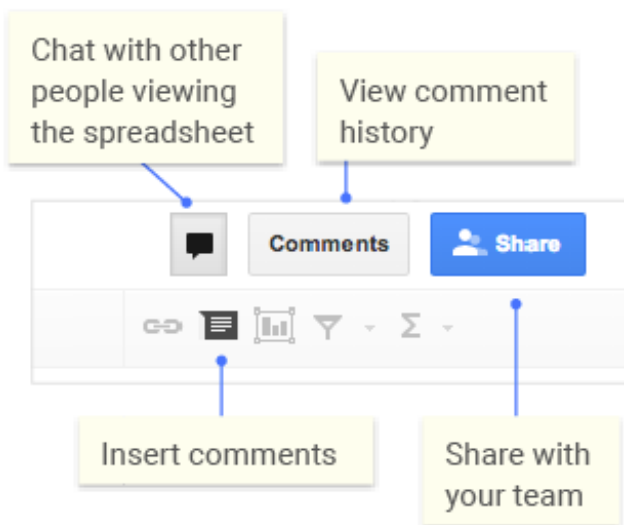


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3 Click  to share your spreadsheet, then choose what collaborators can do. They'll also receive an email notification.

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

4 Collaborate with your team in real-time.





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5 Create different versions and copies of your spreadsheet.

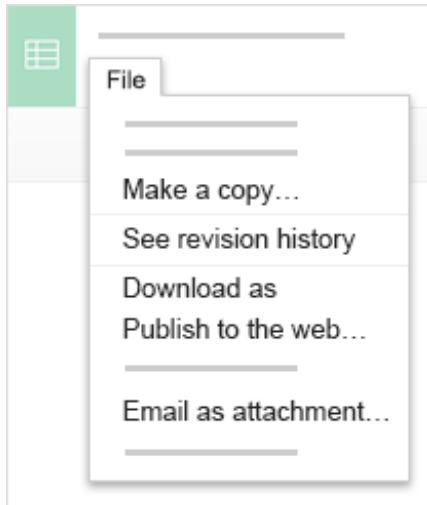
Make a copy Create a duplicate of your spreadsheet. This is a great way to create templates.

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 Microsoft® 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 Microsoft Excel

Work with functions

Your most important Excel functions exist in Sheets, too. Here's a few of the things you can do.

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.
FINDB	Text Returns the position at which a string is first found within text counting each double-character as 2.
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.



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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.



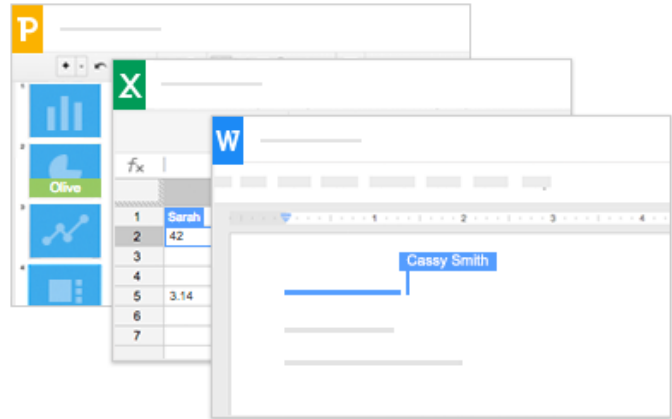
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Do more with Sheets

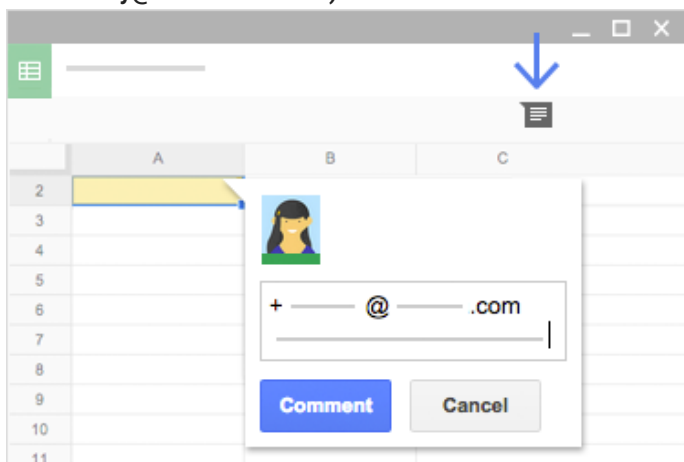
1 Work on your spreadsheet when you're offline. [Learn more](#)



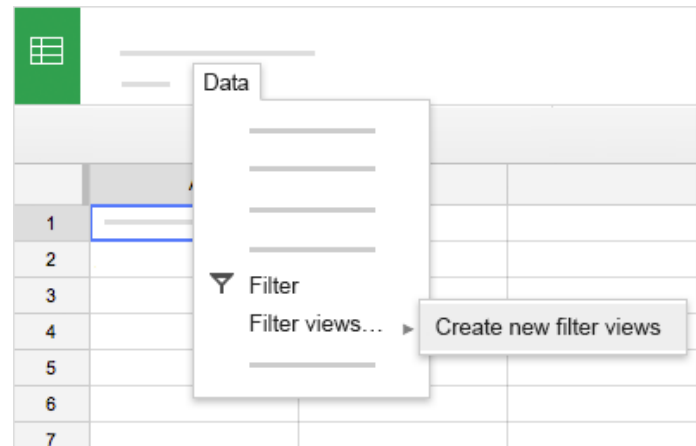
2 Edit Microsoft® Office® files on any device, without installing Office. [Learn more](#)



3 Get targeted feedback on a section of your spreadsheet and send an email notification. In the comment text, type the plus (+) sign and an email address (such as "+cassy@solarmora.com"). [Learn more](#)



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





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



- 6 Use Sheets-only functions to work with imported data from HTML pages, miniature cell-sized charts, historical securities information from Google Finance, and more. [Learn more](#)

