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Google Sheets for Beginners Cheat Sheet

This printable reference sheet covers the cloud-based fundamentals of Google Sheets. Keep it handy to speed up your real-time data collaboration and use web-connected formulas.

1. Cloud Basics Terminology

Term	What it Means	Why it Matters
Google Drive	The cloud storage where your sheets are saved automatically.	No manual saving required.
Version History	A complete history timeline of past changes in the document.	Restore old versions instantly.
Share Menu	The access panel replacing standard email attachments.	Send a live document link instead.
Collaborator	Another user working inside the sheet at the exact same time.	See edits and live cursors.

2. Browser Speed Shortcuts

Action	Windows	Mac	Description
Insert Link	Ctrl + K	Cmd + K	Hyperlink selected text.
Open Version History	Ctrl + Alt + Shift + H	Cmd + Opt + Shift + H	Check previous edits.
Clean Data	Alt + H → I	Ctrl + Opt + H → I	Trim accidental spacing.

Action	Windows	Mac	Description
Show All Formulas	Ctrl + `	Cmd + `	Toggle formula view.

3. Powerful Cloud Formulas

Use internet-connected data structures directly in your browser grid:

- **GOOGLEFINANCE:** Tracks live or historical stock data. Syntax:
`=GOOGLEFINANCE("NASDAQ:GOOG", "price")`
- **SPARKLINE:** Builds a mini trend graph directly inside a single cell. Syntax:
`=SPARKLINE(B2:B12)`
- **GOOGLETRANSLATE:** Translates text using two-letter language codes. Syntax:
`=GOOGLETRANSLATE(A2, "en", "sv")`

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