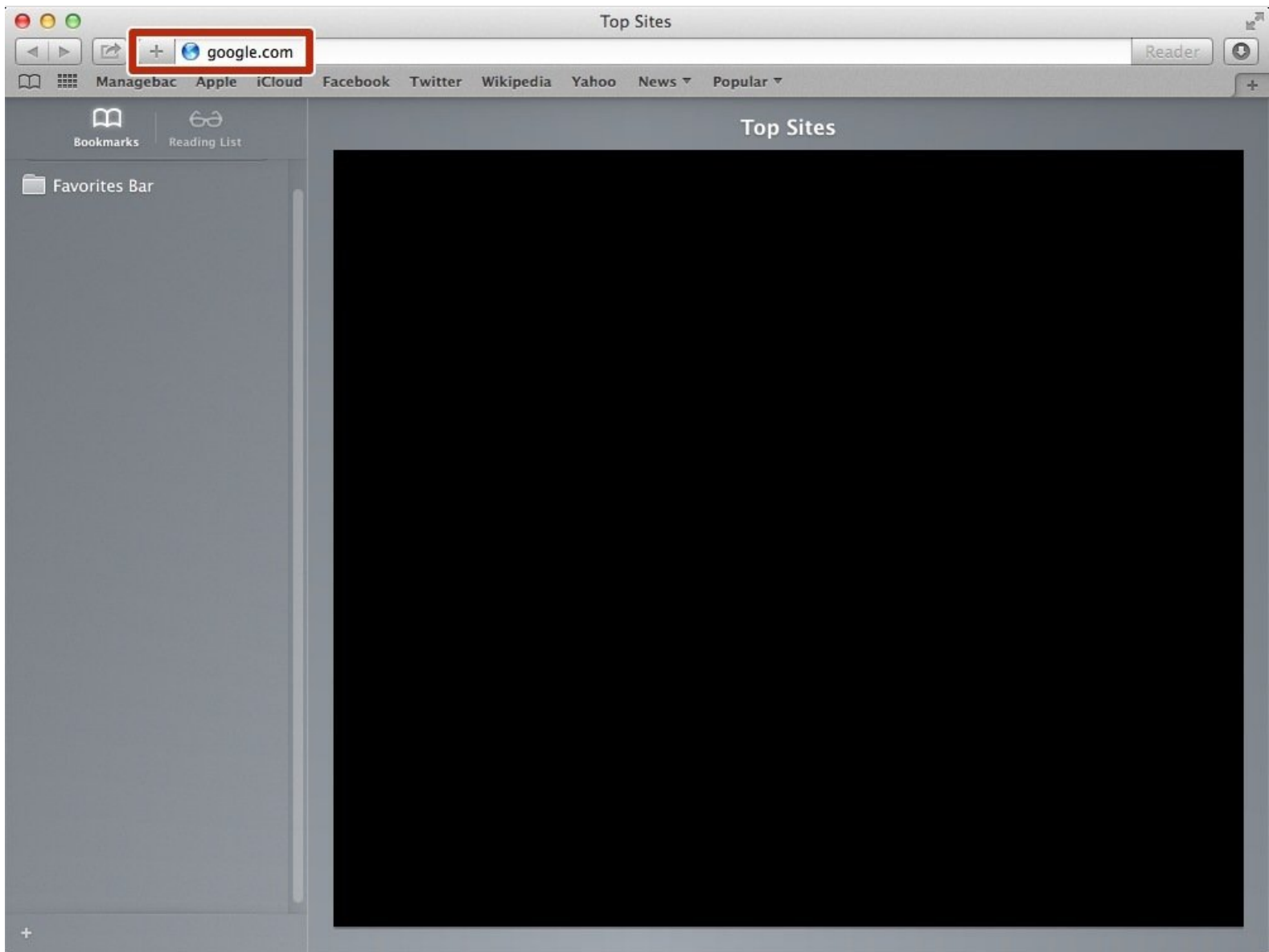


BIS Help Guides

How to Create New Spreadsheet in Google Sheet

Learn how to create new spreadsheet in google sheet.

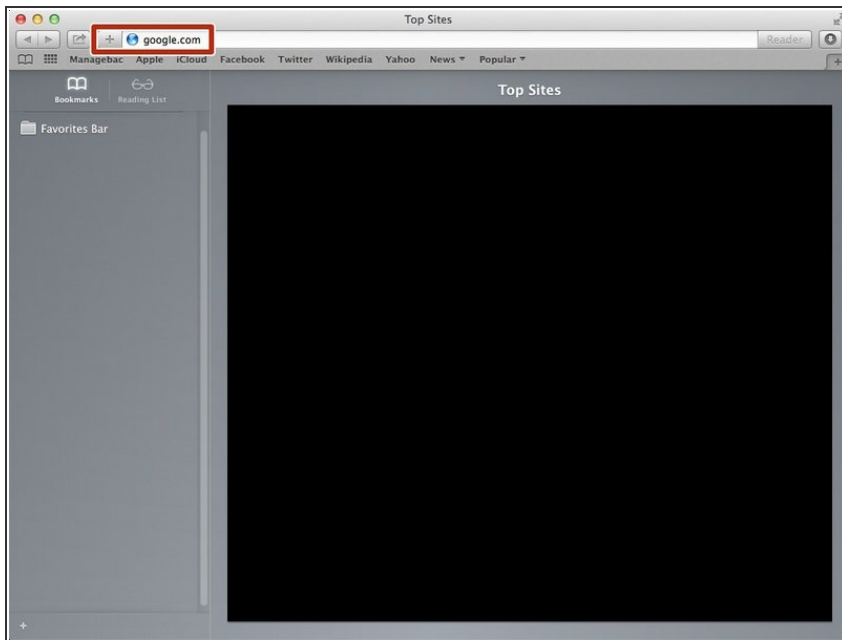
Written By: Mirai



INTRODUCTION

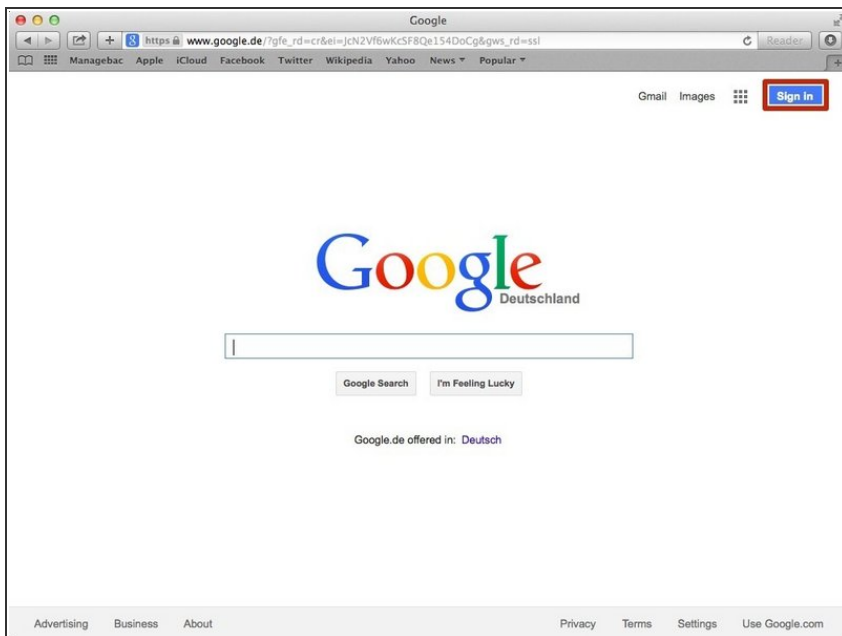
Learn how to create new spreadsheet in google sheet.

Step 1 — How to Access google.com



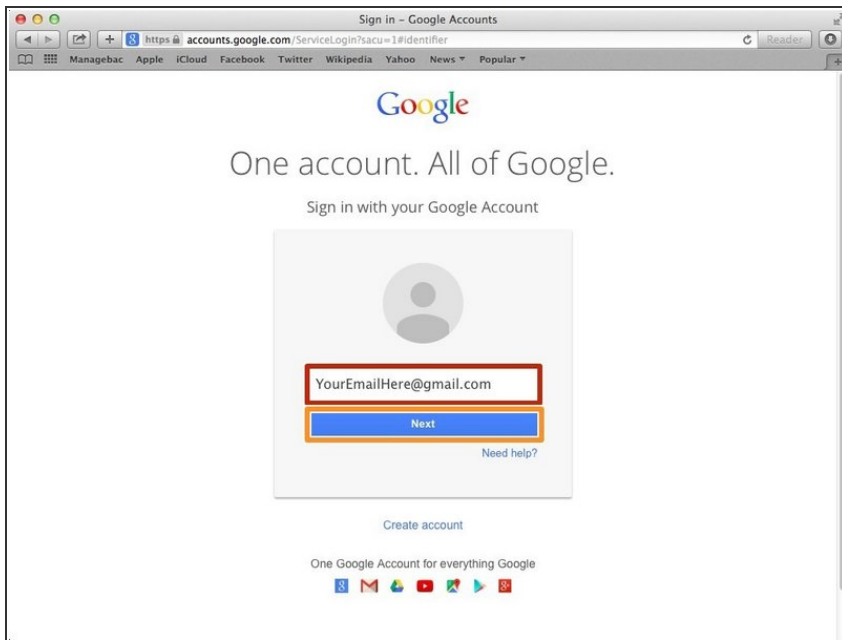
- Typing "google.com" in the address bar to go to the google website

Step 2 — Finding The Sign In Button



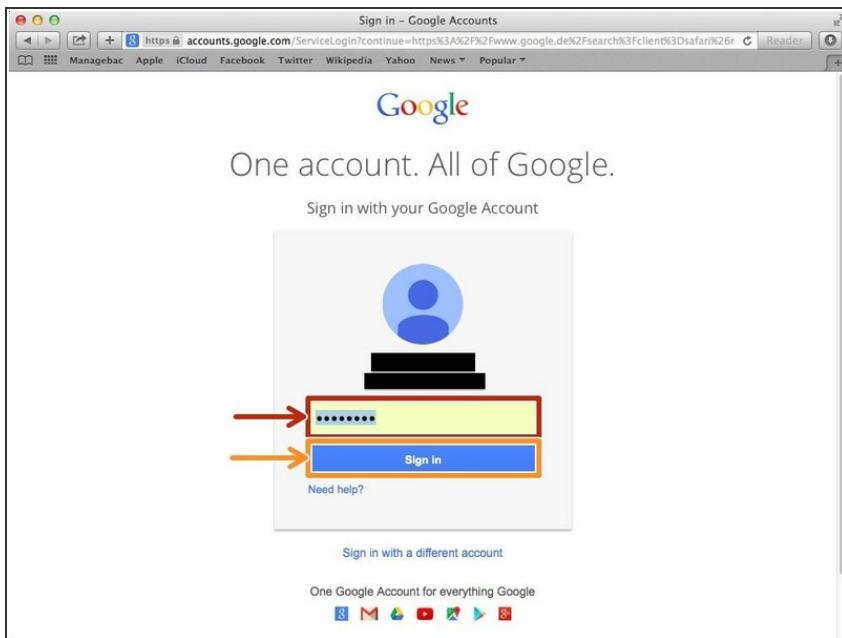
- Click on the "Sign In" button to sign in your google account

Step 3 — Entering Your Email



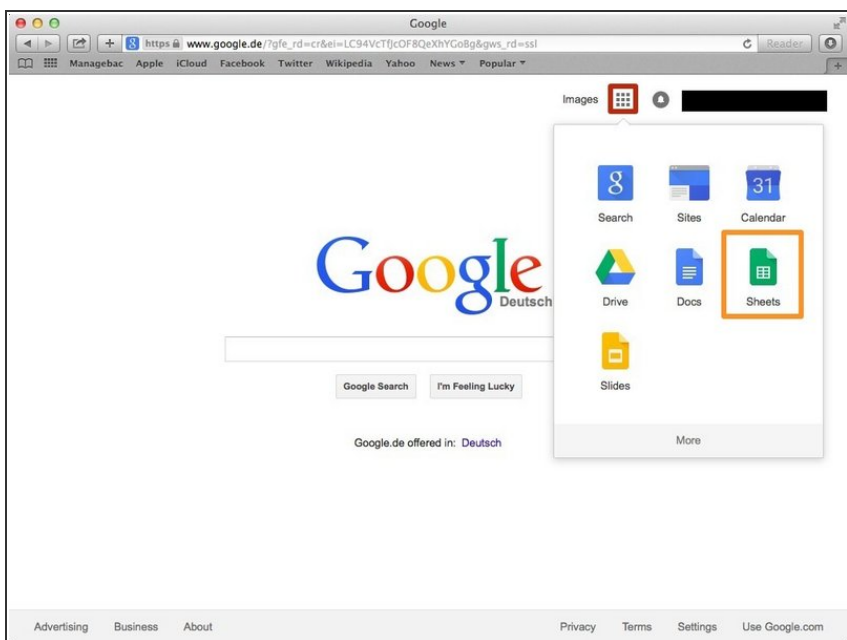
- Type your email address into this box
- Click on the blue "Next" button

Step 4 — Entering In Your Password



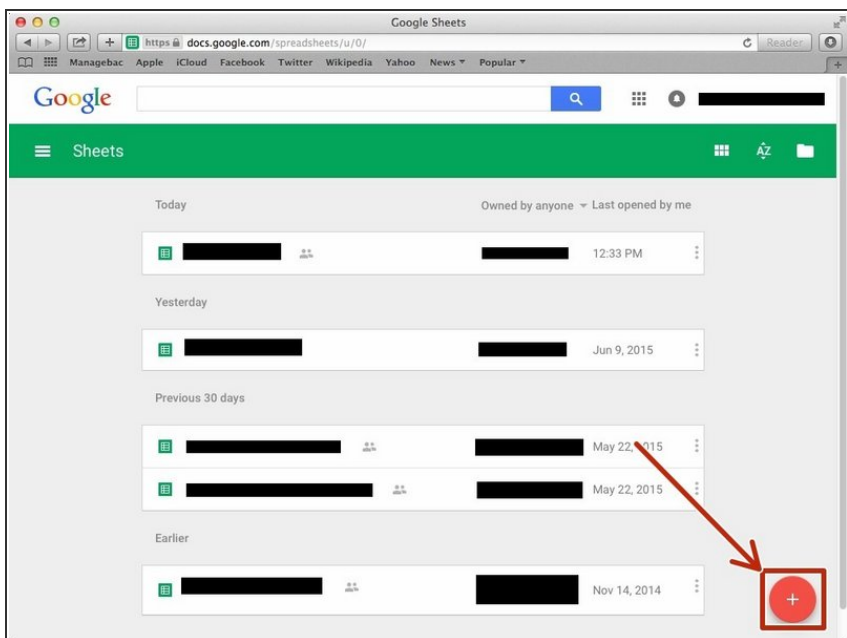
- Type your password into this box
- Click on the blue "Sign In" button

Step 5 — Opening Google Sheet



- Click this button to open a menu of options
- Click on the "Sheet" button

Step 6 — Creating a New Spreadsheet



- Click + button to create new spreadsheet