

# BIS Help Guides

## Basic Operations Using Formulas

Learn how to use basic operations using google sheets.

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Untitled spreadsheet - Google Sheets

https://docs.google.com/spreadsheets/d/1Gx8JwVySPrpQoLtQb1CnPnmMAi5JyTJabB5sTquV8mg/edit#gid=0

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Untitled spreadsheet ☆

s054033@bis-school.com

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fx =SUM(A1+B1)

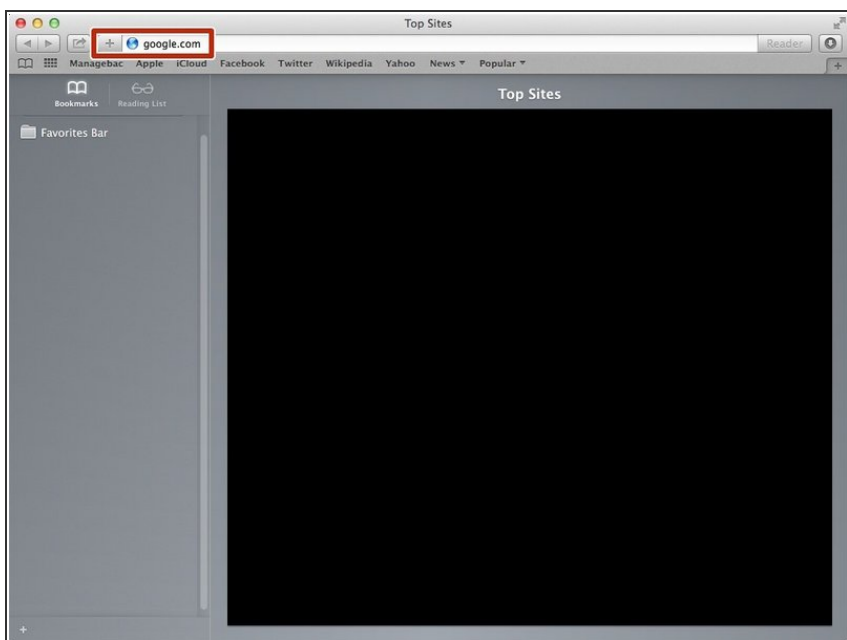
	A	B	C	D	E	F	G	H	I
1	20	52							
2	=SUM(A1+B1)								
3									
4									
5									
6									
7									
8									
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12									
13									
14									
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17									
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19									
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22									
23									

Sheet1

# INTRODUCTION

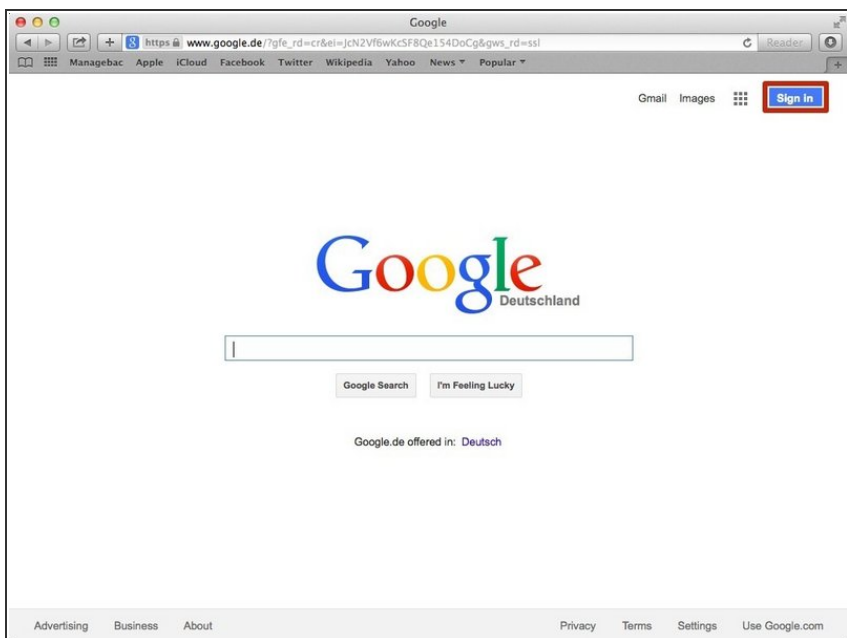
Learn how to use basic operations using google sheets.

## Step 1 — How to Access google.com



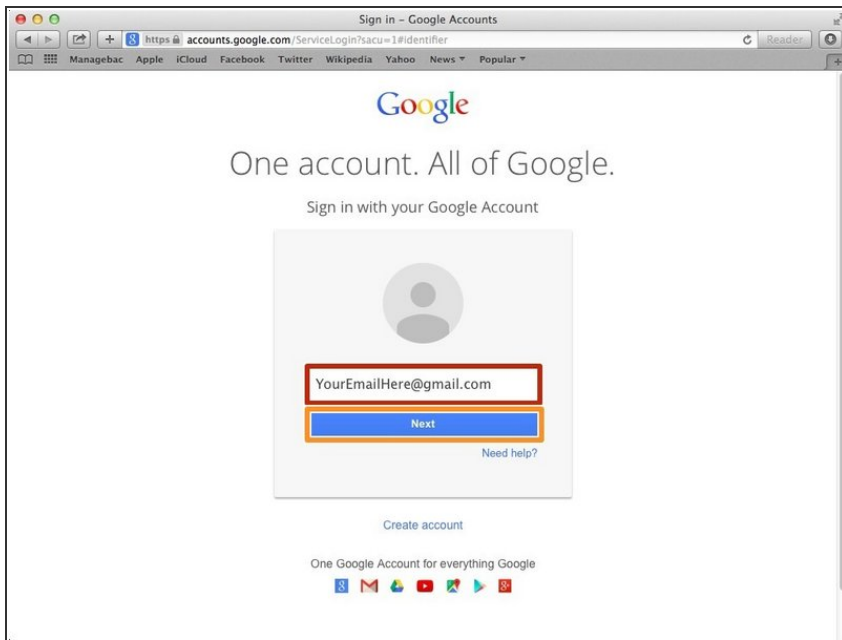
- Typing "google.com" in the address bar to go to the google website

## Step 2 — Finding The Sign In Button



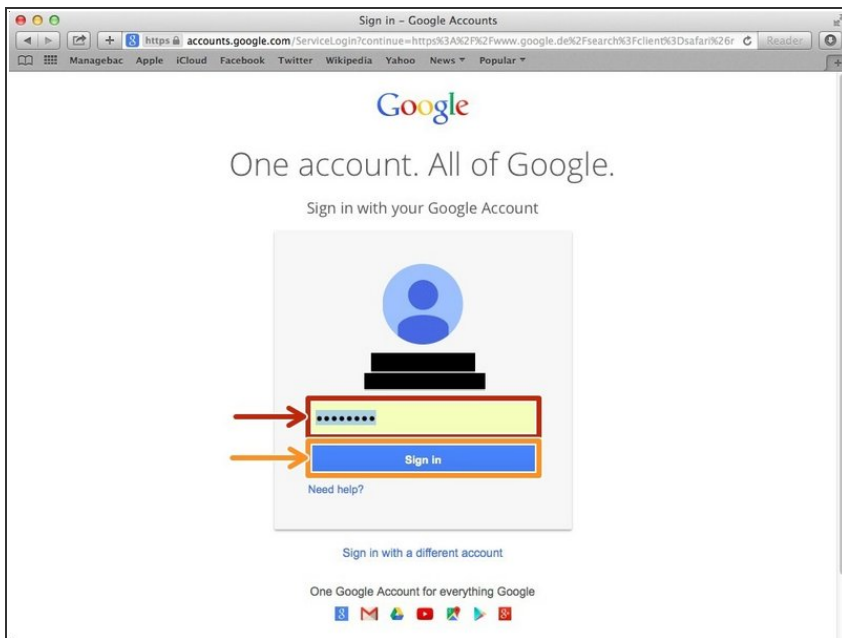
- Click on the "Sign In" button to sign in your google account

## Step 3 — Entering Your Email



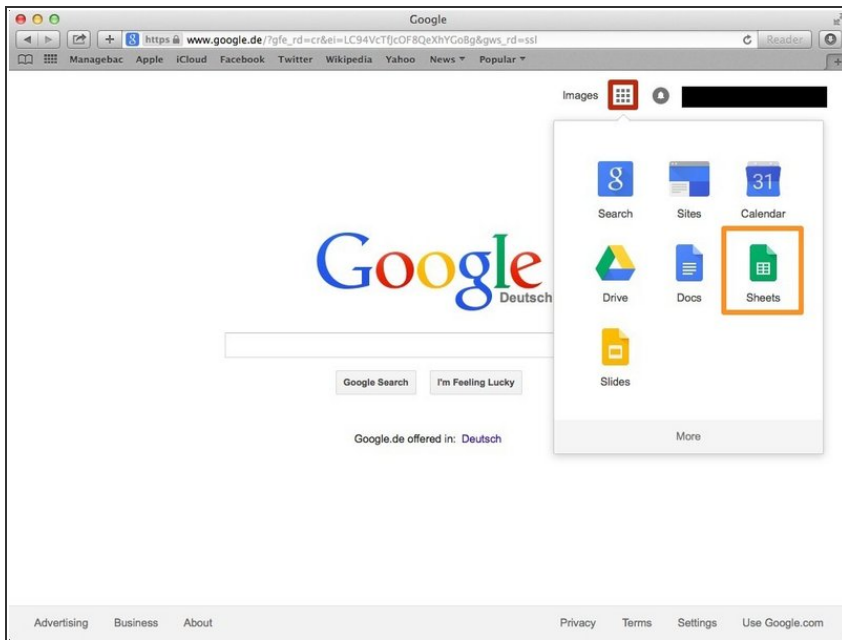
- Type your email address into this box
- Click on the blue "Next" button

## Step 4 — Entering In Your Password



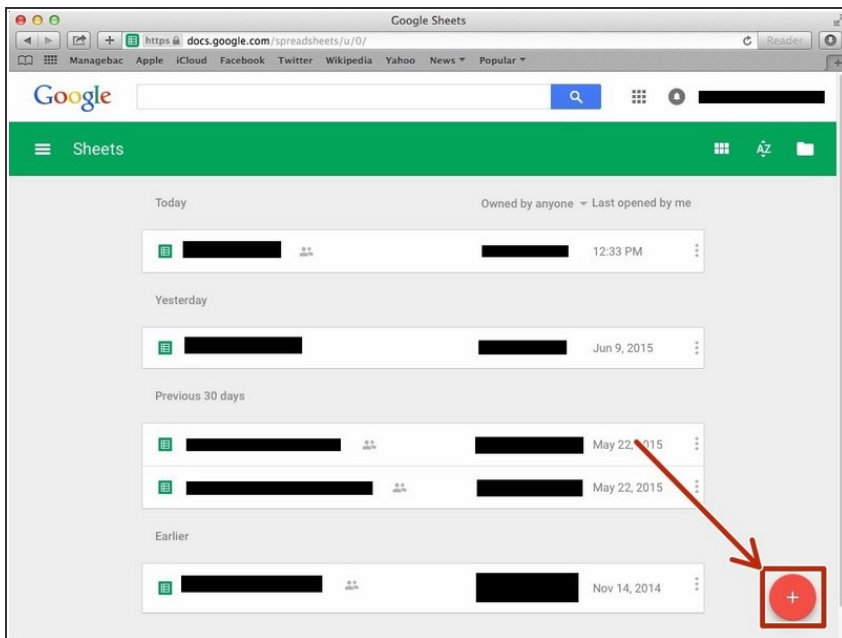
- Type your password into this box
- Click on the blue "Sign In" button

## Step 5 — Opening Google Sheet



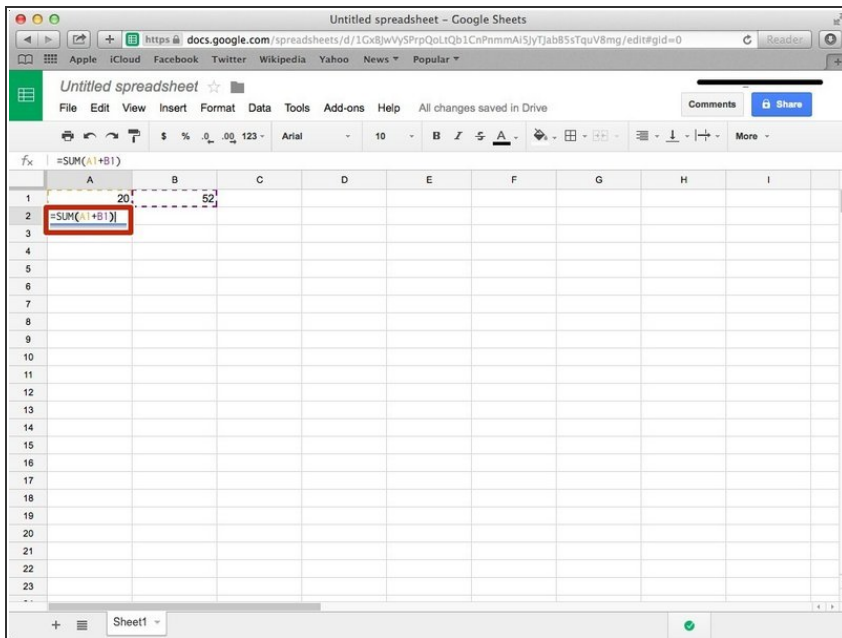
- Click this button to open a menu of options
- Click on the "Sheet" button

## Step 6 — Creating a New Spreadsheet



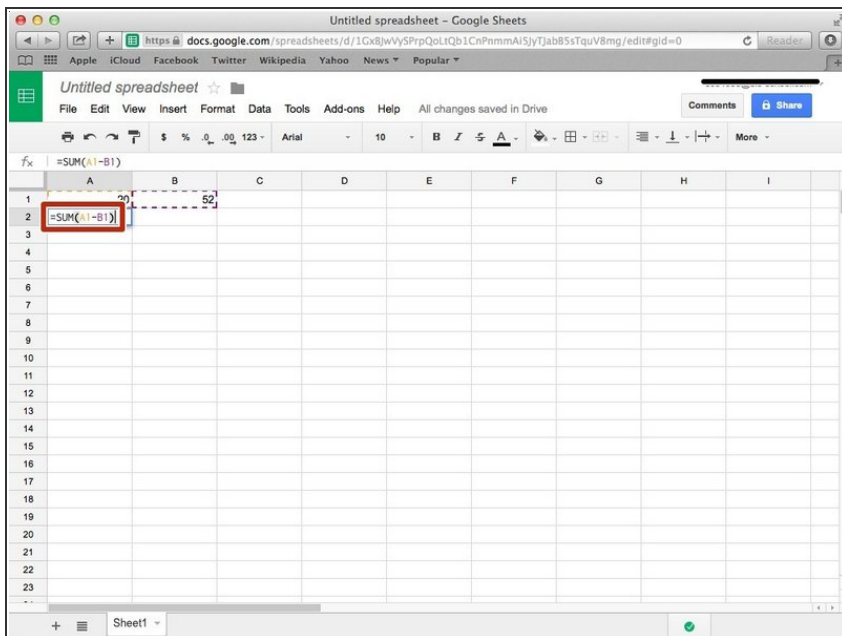
- Click + button to create new spreadsheet

## Step 7 — Using The + Operation



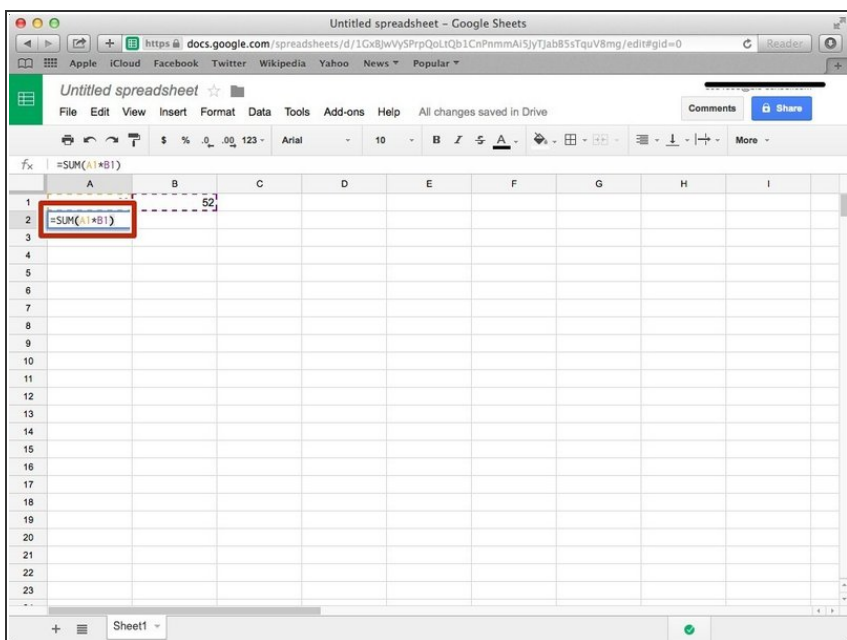
- Type `"=SUM(A1+B1)"` to apply the + operation

## Step 8 — Using The - Operation



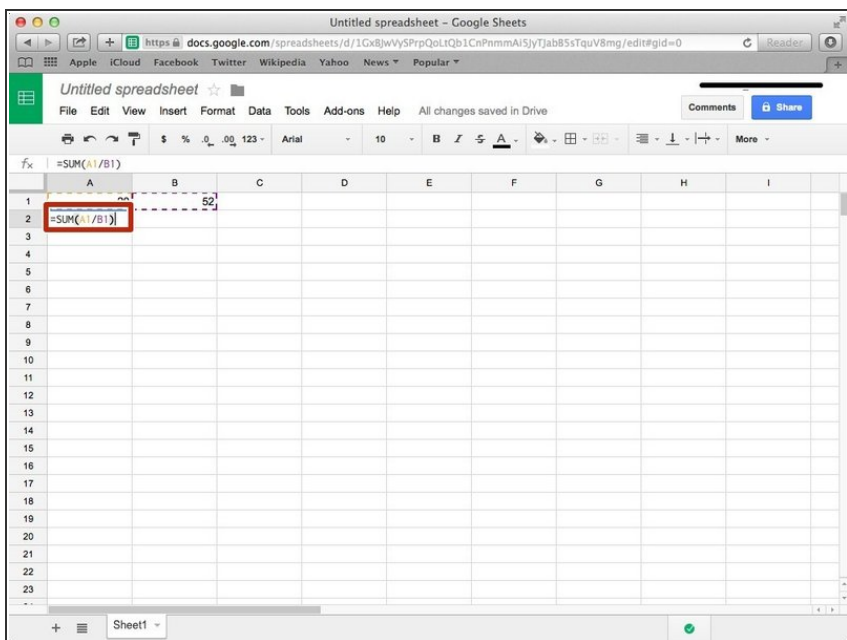
- Type in any box `"=SUM(A1-B1)"` to apply the - operation on the two or more cells you selected

## Step 9 — Using The \* Operation



- Type in any cell "`=SUM(A1*B1)`" to apply the \* operation

## Step 10 — Using the / Operation



- "Type in any cell "`=SUM(A1/B1)`" to apply the / operation