# **BIS Help Guides**

**Basic Operations Using Formulas** 

Learn how to use basic operations using google sheets.

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Basic Operations Using Formulas

#### Guide ID: 159 - Draft: 2015-06-15

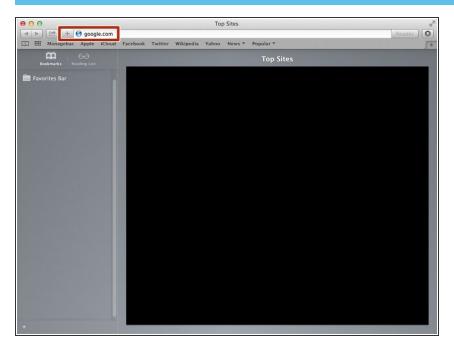
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Basic Operations Using Formulas

## INTRODUCTION

Learn how to use basic operations using google sheets.

#### Step 1 — How to Access google.com



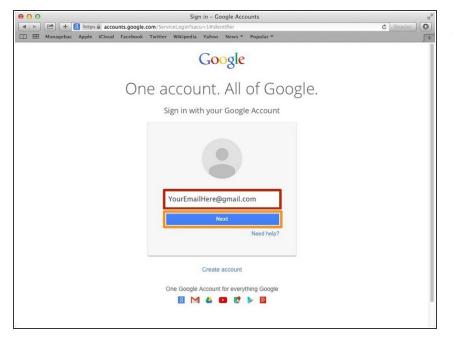
 Typing "google.com" in the address bar to go to the google website

#### Step 2 — Finding The Sign In Button

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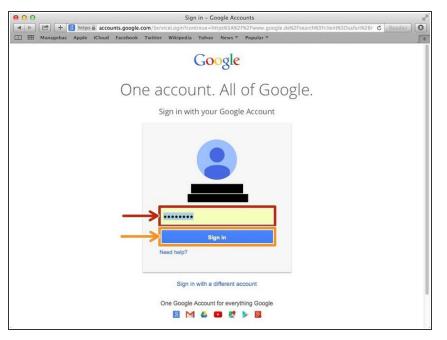
Click on the "Sign In" button to sign in your google account

## Step 3 — Entering Your Email



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

#### Step 4 — Entering In Your Password



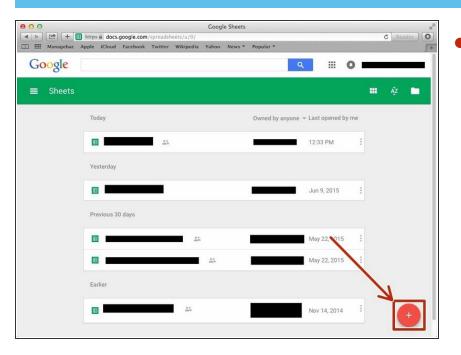
- Type your password into this box
- Click on the blue "Sign In" button

# Step 5 — Opening Google Sheet

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- 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

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

#### Step 8 — Using The - Operation

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## Step 9 — Using The \* Operation

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#### Step 10 — Using the / Operation

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