



Text

Paragraph styles

Align & indent

Line spacing

Columns

Bullets & numbering

Headers & footers

Page numbers

Table

Image

Clear formatting Ctrl+Z

Borders & lines

B Bold Ctrl+B

I Italic Ctrl+I

U Underline Ctrl+U

~~&~~ Strikethrough Alt+Shift+S

X^² Superscript Ctrl+=

X₂ Subscript Ctrl+=

Size (Q) *

Capitalization (J) *

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Google Spreadsheet Manual

Michael Hoelscher

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