

# Google

## SHEETS

**"Get your sheets together"**



**LaTresa Carlisle is a Telecommunications Manager for the Escambia County School District in Pensacola Florida. She also serves on the Florida Association of School Business Officials (FASBO) board as the Emerging Leader.**

**LaTresa has a Bachelor's Degree in Network and Telecommunications Management and has worked in Information Technology for over 20 years. Throughout her career, she has worked as a Business Sales Manager, Tech Support Administrator, Telecommunications Resolution Manager and a Network Infrastructure Specialist. In the Escambia County School District, LaTresa is responsible for the following applications: Specialist for Google Admin, GoGuardian and March Network Camera Systems.**

**LaTresa has been married for 22 years and she and her husband have 4 beautiful children.**

## JACKIE SPARKS

Jackie Sparks, CPA, is the Finance Director of Cook County Board of Education. Jackie started as an auditor with the Georgia Department of Audits and Accounts in 1998, where she worked for over 8 years. After starting a family and deciding she wanted to be closer to home, she took a job near her home as the Finance Director of Cook County Board of Education. Jackie has worked with the board in this capacity since 2007. In 2008 Jackie joined the board of the Georgia Association School Business Officials. She served as GASBO President in 2014, and currently serves as the GASBO Vendor Exhibitor Representative. Jackie has served on the original “OG” SASBO Emerging Leader Group and is currently the SASBO Vice President. Jackie is a proud mama and JiJi, which is her greatest accomplishment.



# EXCEL VS GOOGLE SHEETS

	EXCEL	SHEETS
PRICE	MICROSOFT OFFICE 365 ONLINE IS \$8.25/MONTH	GOOGLE SHEETS IS FREE UNLESS YOU NEED A BUSINESS SUBSCRIPTION THEN ITS \$5/MONTH
COLLABORATION	NO COLLAB AVAILABLE	USERS CAN MAKE REAL TIME CHANGES
SHARING	TRADITIONAL	LINKS OR EMAILS
EASY TO USE	SAVE THE FILE MANUALLY	SAVES AUTOMATICALLY
VIEW HISTORY	NOT AVAILABLE	SEE WHO MADE CHANGES AND WHEN

# Create A Google Sheet

- **MAKE SURE YOU ARE SIGNED IN TO GOOGLE**
- Go to [drive.google.com](https://drive.google.com)
- Click New Folder and Label it Google Sheets...
- Click New Google Sheets
  - Use a template
    - Use a Blank Google Sheet
- Shortcut to open a new sheets is sheets.new in your browser
- [CLICK HERE FOR GOOGLE SHEETS HYPERDOC](#)

# RESOURCES

[Google Workspace Learning Center](#)

[Google Workspace Training](#)

[Teacher Alice Keeler](#)