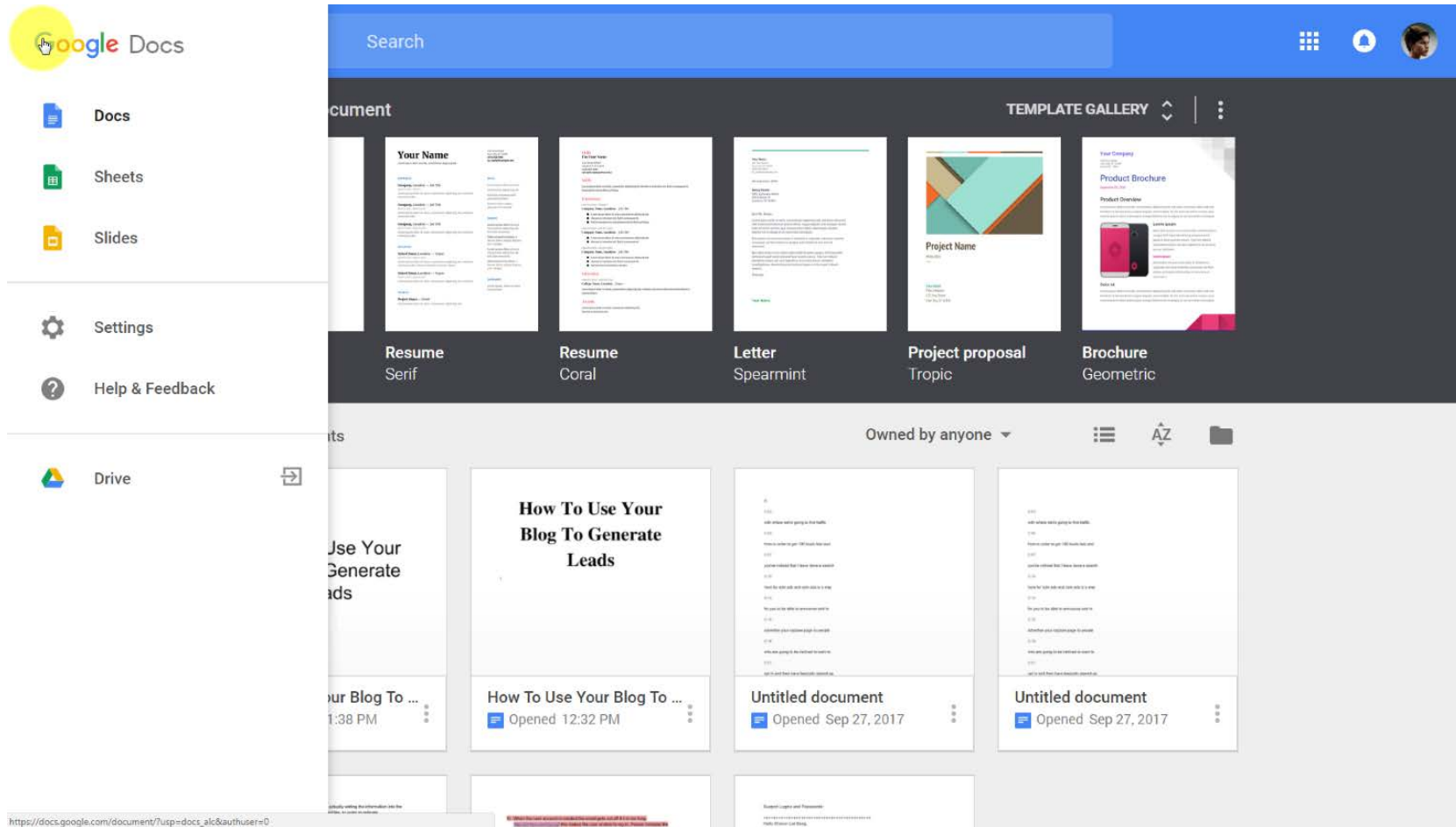
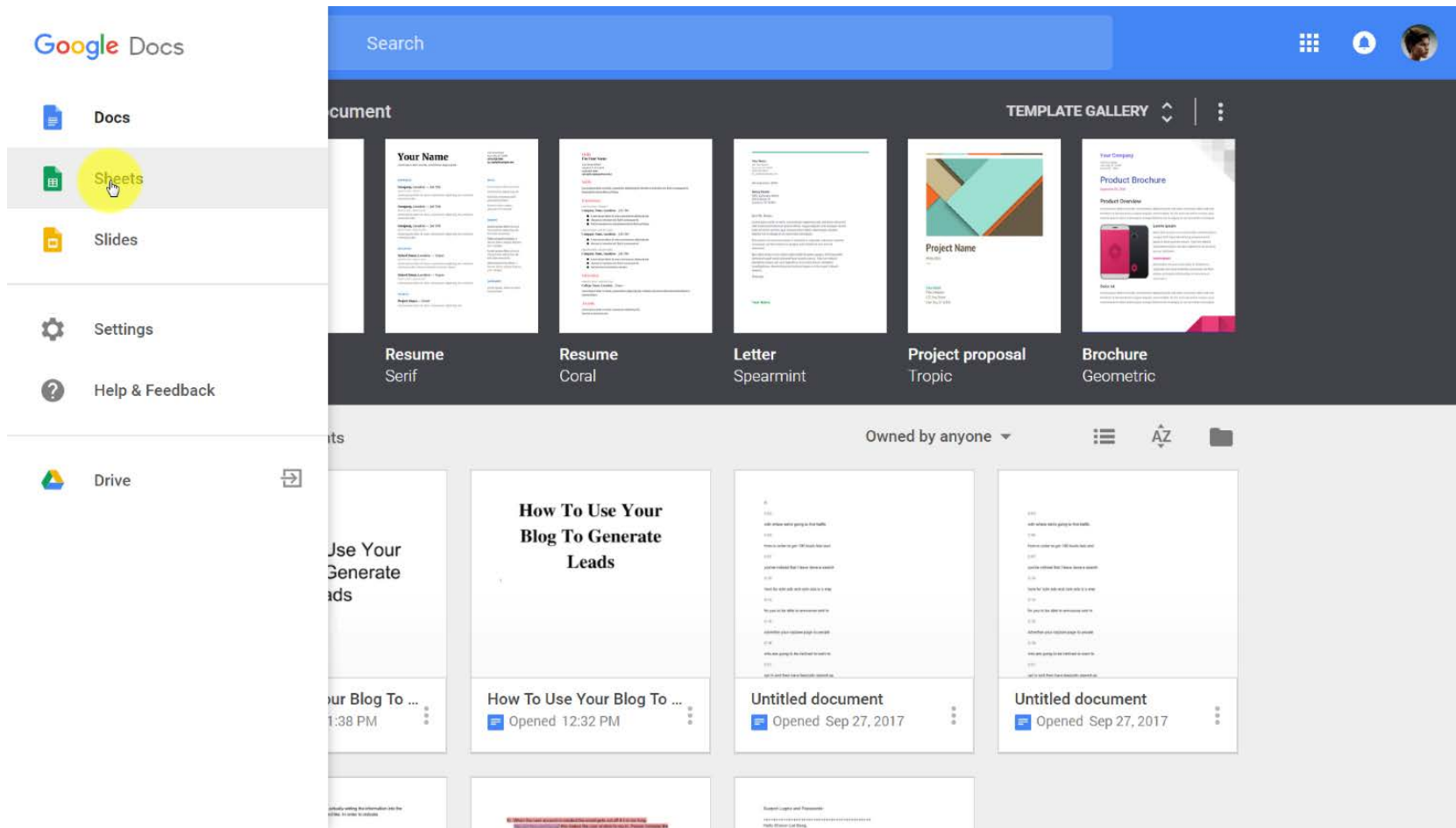


Collaborate with Spreadsheets  
and Microsoft Excel

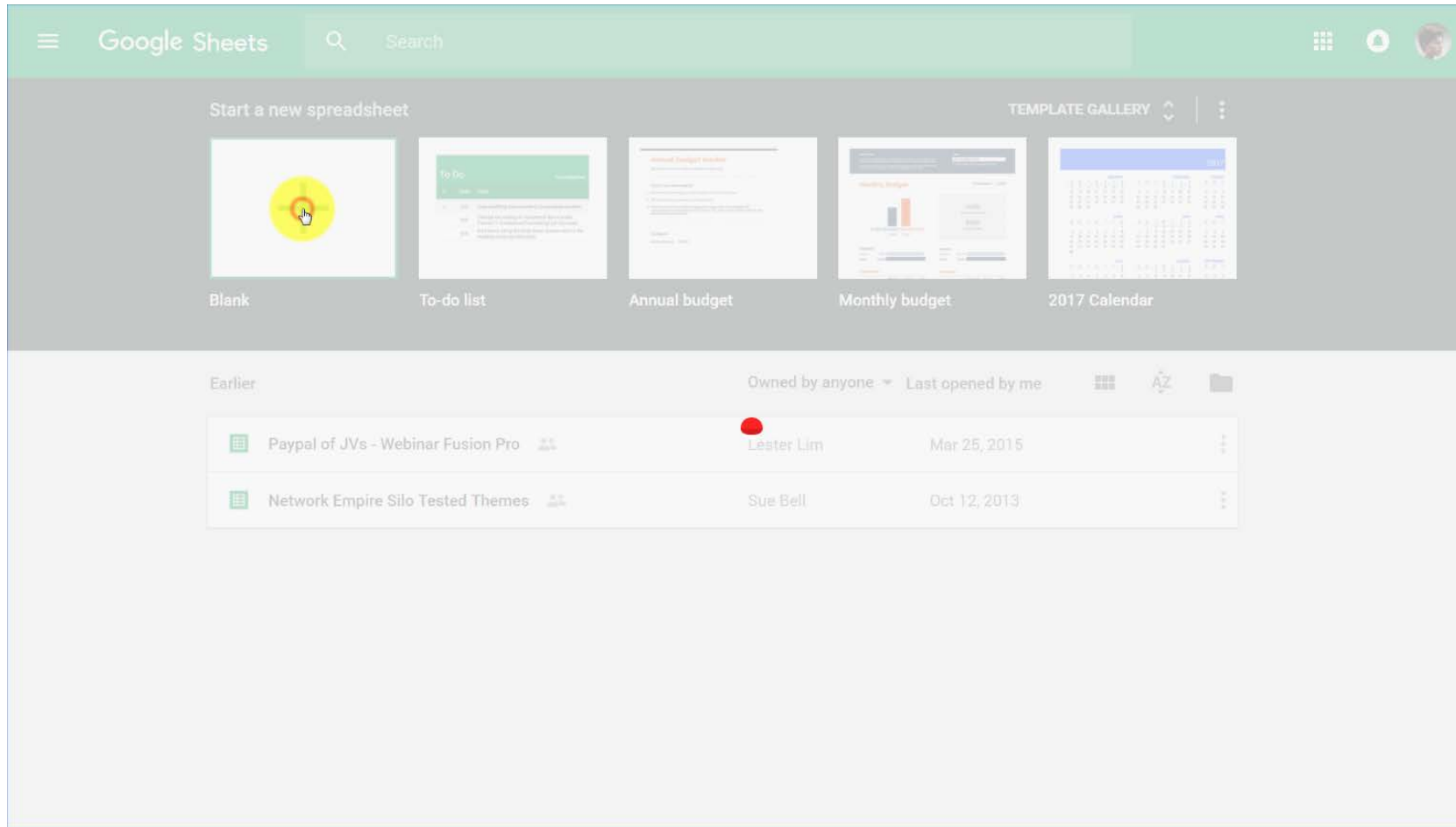
# Open the File Menu



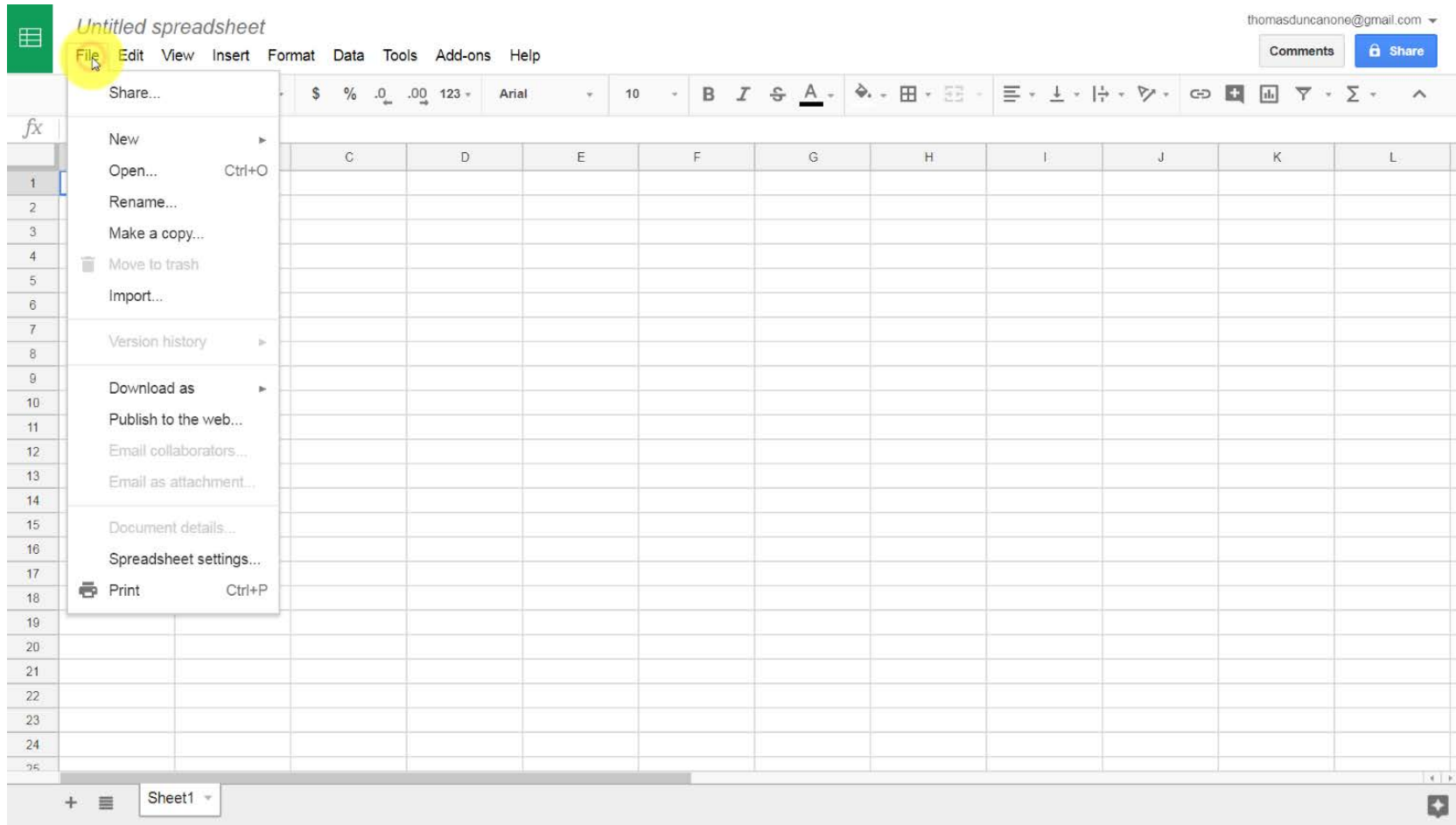
# Open Google Sheets



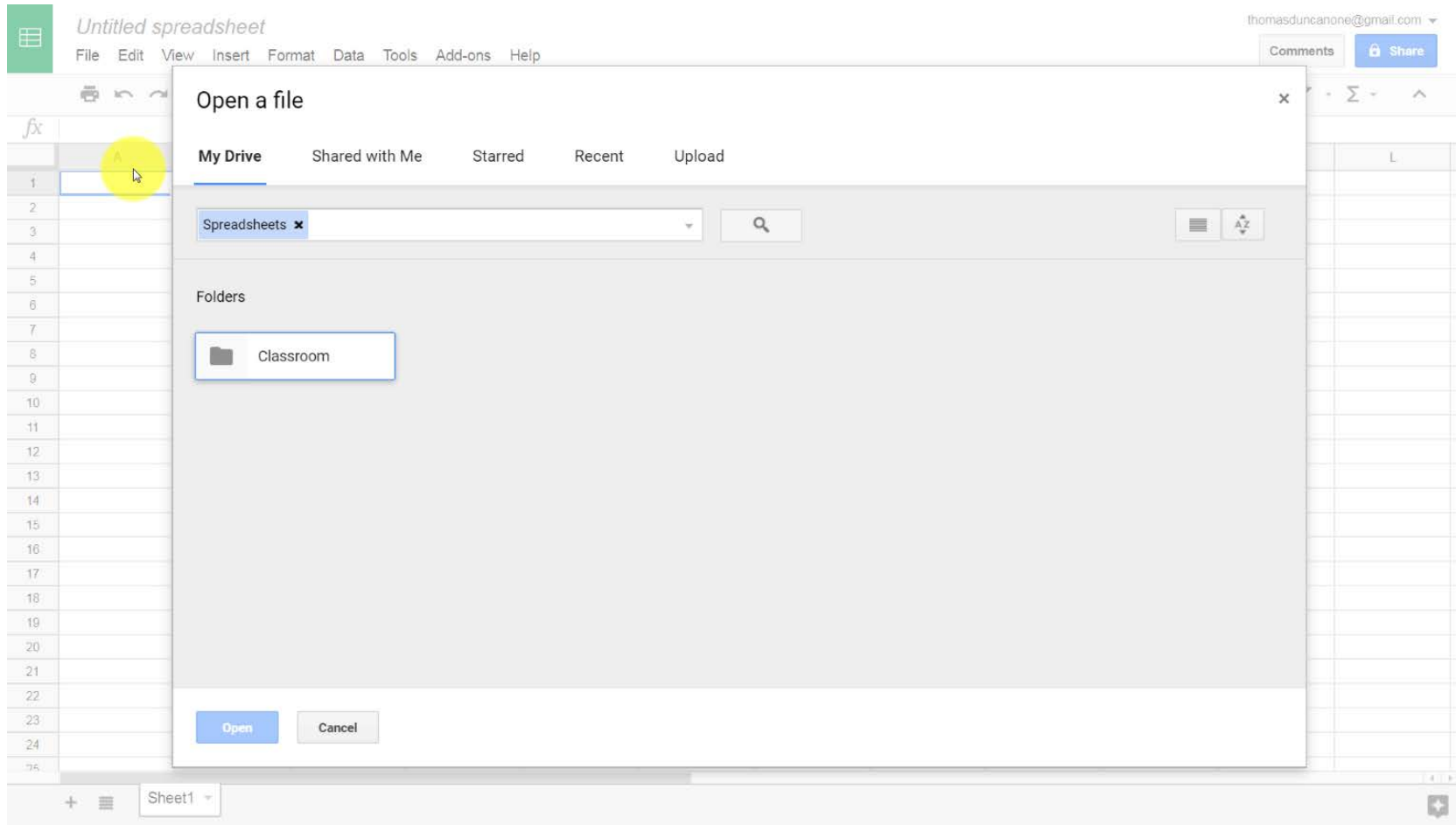
# Open a Blank Spreadsheet



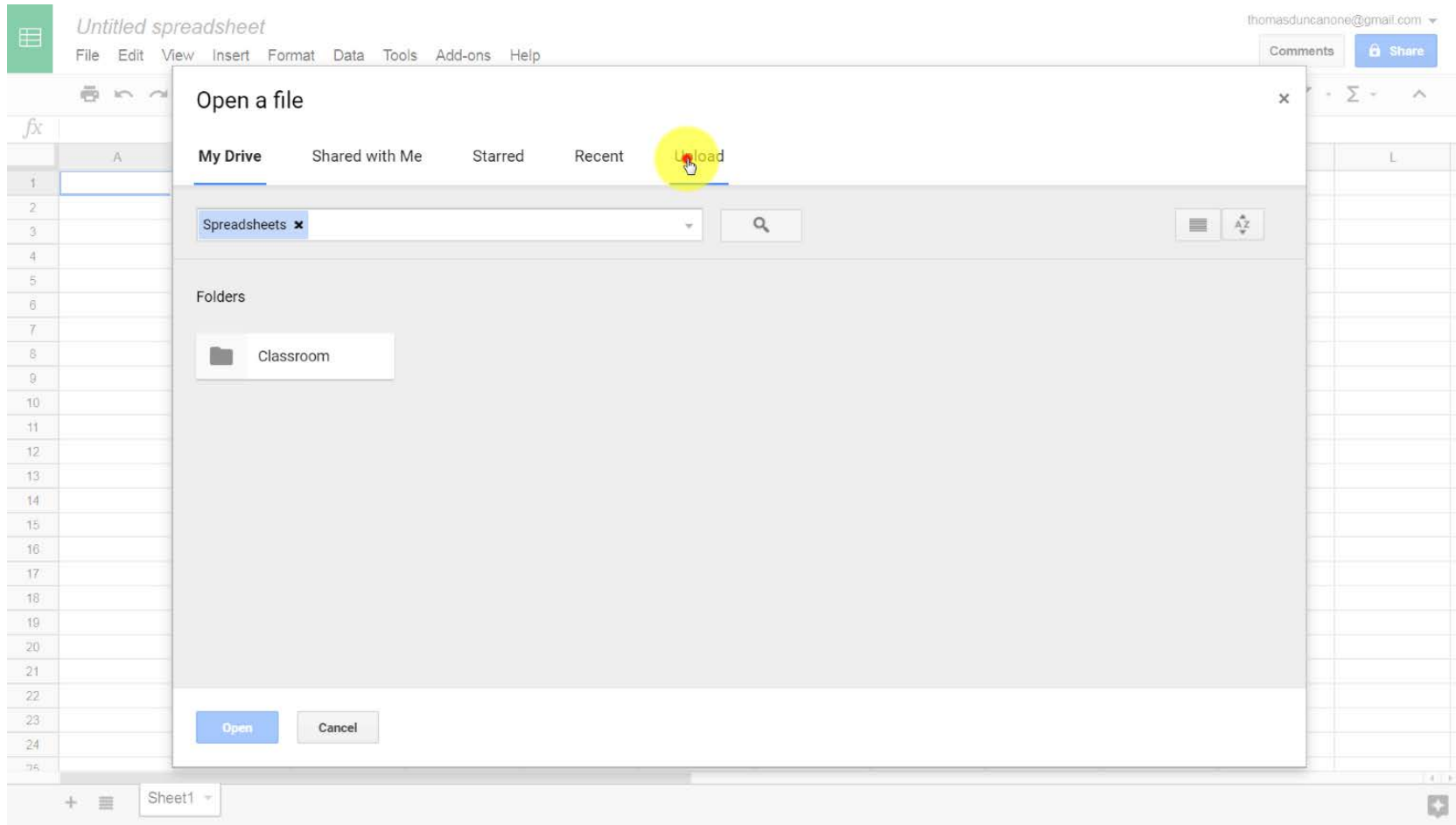
# Go to the File Menu



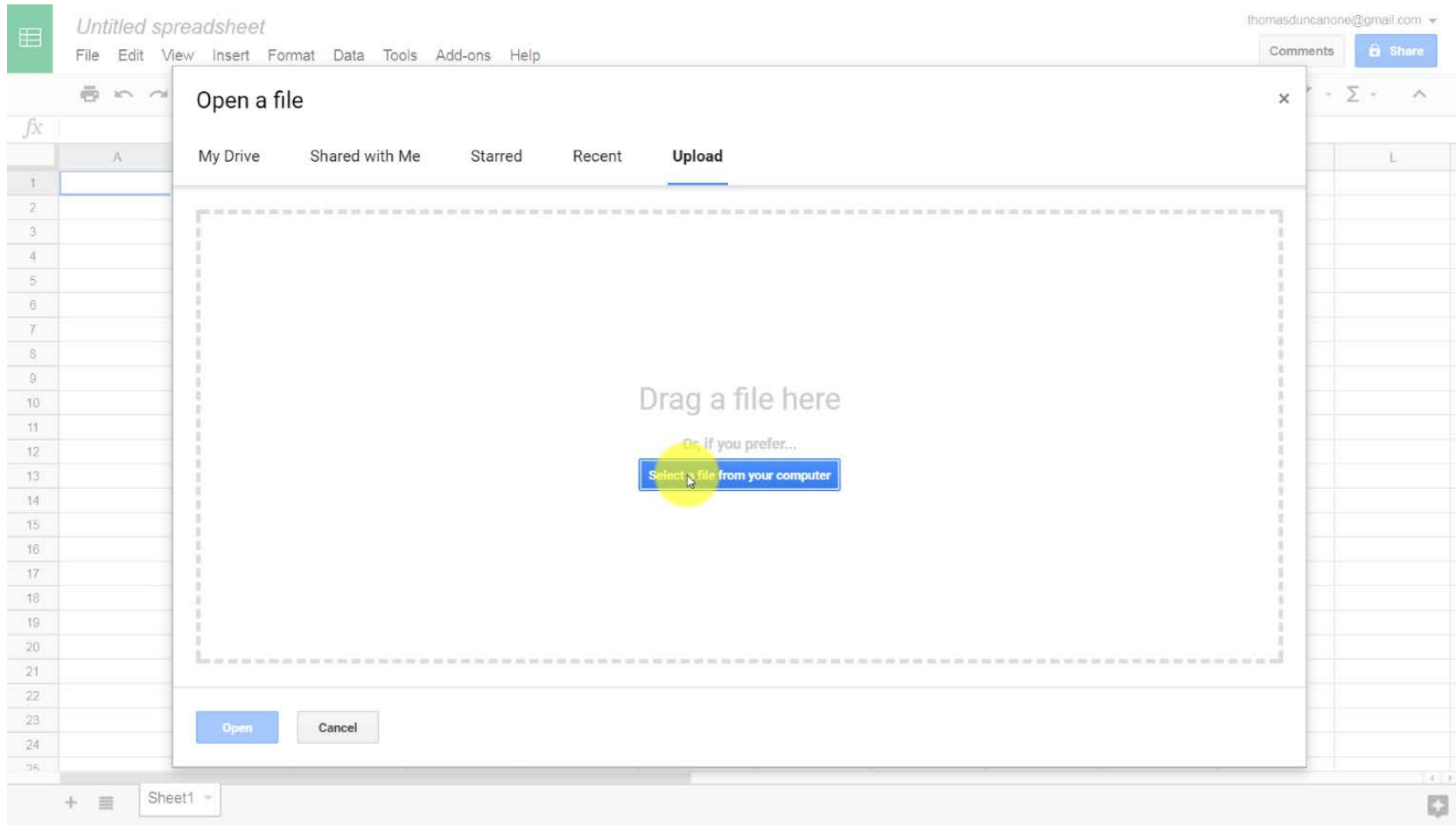
# Click Open



# Click Upload



# Select a Microsoft Excel Spreadsheet





# The Document Will Then Be Open for Collaboration

Startup expenses1

File Edit View Insert Format Data Tools Add-ons Help

Comments Share

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fx

	A	B	C	D	E	F	G	H	I	J	K	L
1		STARTUP EXPENSES		CONTOSO, LTD								
2												
3												
4												
5												
6												
7												
8												
9												
10		STARTUP EXPENSES										
11		BUILDINGS/REAL ESTATE		AMOUNT								
12		Purchase		\$0.00								
13		Construction		\$0.00								
14		Remodeling		\$0.00								
15		Other		\$0.00								
16		Total		\$0.00								
17												
18		LEASEHOLD IMPROVEMENTS		AMOUNT								
19		Item 1		\$0.00								
20		Item 2		\$0.00								

# Re-Download the Document as a New Microsoft Excel Spreadsheet

The screenshot shows the Google Sheets interface for a document titled "Startup expenses1". The "File" menu is open, and the "Download as" option is selected, which has opened a sub-menu. In this sub-menu, the "Microsoft Excel (.xlsx)" option is highlighted with a yellow circle. The spreadsheet content includes a title "EXPENSES" for "CONTOSO, LTD", a text box about business startup costs, and a table with columns for categories and amounts. The table lists "EXPENSES" with a total of \$0.00, and "LEASEHOLD IMPROVEMENTS" with a total of \$0.00. The bottom of the screen shows the "Startup Expenses" tab selected.

	AMOUNT
EXPENSES	
Other	\$0.00
Total	\$0.00
LEASEHOLD IMPROVEMENTS	
Other	\$0.00
Total	\$0.00