

Google Sheets is the perfect tool for organizing data and content. Check out these tips to get started on how to organize everything.

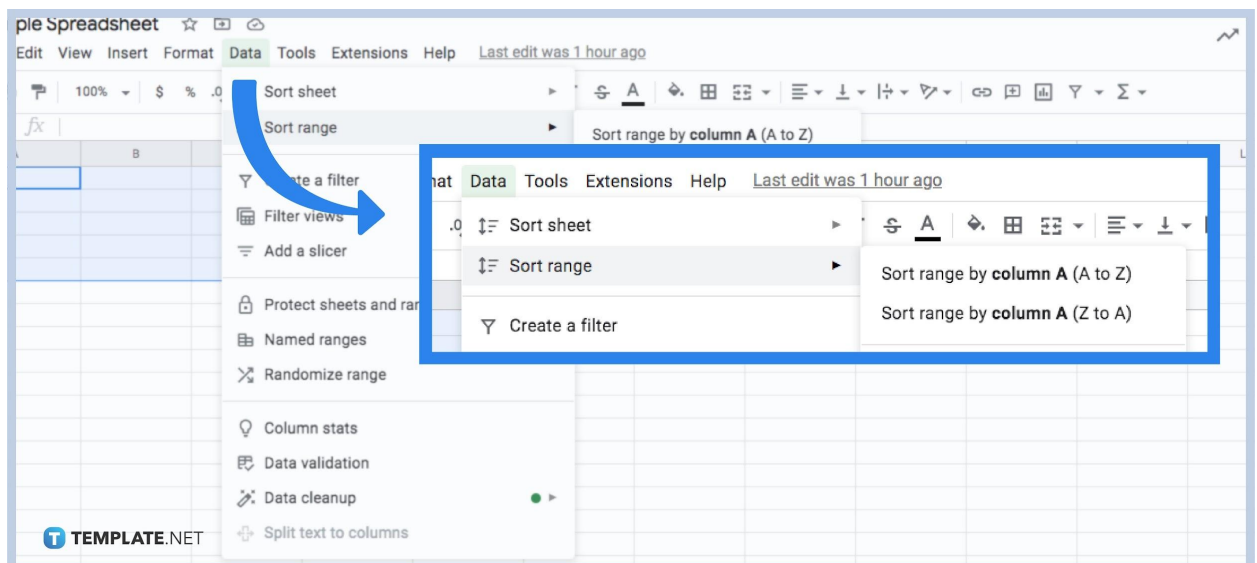
- **Step 1: Organize the Sheet Tabs in Your Google Spreadsheet**

If you need to rearrange your spreadsheet document's tabs, you can click and drag them as you desire. At the bottom of your spreadsheet, hover your cursor over a sheet tab before clicking and holding your left mouse button to reposition the tab. Finally, release your left mouse button when you've chosen your desired spot.

- **Step 2: Create Google Drive Folders to Organize Your Google Sheets**

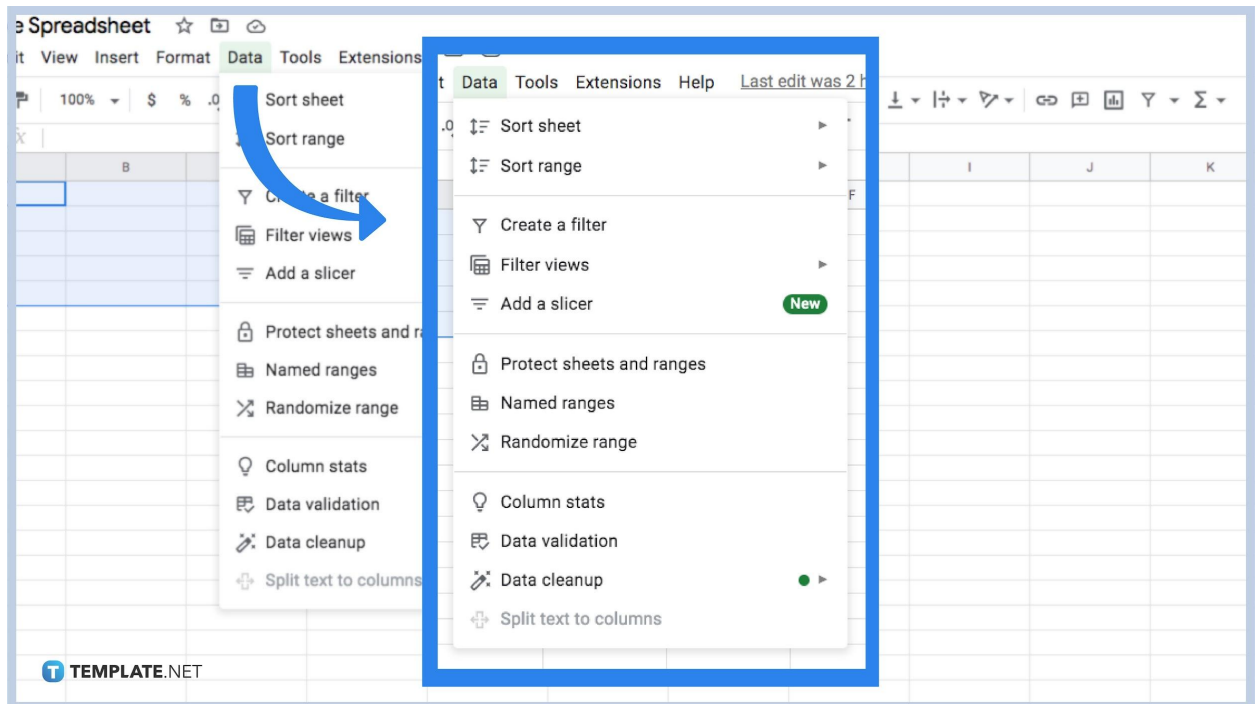
Organize client invoice documents, [Budget Google Sheets Templates](#), and other spreadsheets easily by using folders in Google Drive. On Your Google Drive account's main page, click on the New button (top-left corner) and select Folder in the dropdown list. The New Folder dialog box will appear, where you can type your folder's name.

- **Step 3: Organize Columns in Your Google Spreadsheet**



To sort by multiple columns in Google Sheets, start by clicking and dragging across column headers (A, B, C, etc.) to highlight the columns you wish to organize. With your columns selected, open the Data menu in the menu bar before clicking on Sort Range and selecting Advanced Range Sorting Options. Use these options to organize data in documents like an [Itinerary Google Sheet](#).

- **Step 4: Sort & Filter Your Data in Google Sheets**



Select or highlight a range of cells before opening the Data menu and choosing the Create a Filter option. Click on the arrows that appear at the top row of highlighted cells, using the dropdown list to apply various options for filtering data. You can sort alphabetically, sort by one column, etc.

- **Step 5: Move and Delete Your Spreadsheets in Google Drive**

After locating the desired spreadsheet file in Google Drive, you can simply click and drag it to an existing folder (use the New button to create folders). To delete a spreadsheet file, right-click it and select the trash icon marked as Remove at the bottom of the list. Alternatively, you can click and drag your spreadsheet file to the trash icon located in the top-right corner of your Google Drive page.

How can I instantly highlight all the cells in a Google Sheet tab at once?

If you need to select every cell in your spreadsheet tab, you can simply click on the empty box in-between the column A header and the row 1 header. Clicking on any cell in the sheet will cancel the selection.

How do I select multiple spreadsheet files in Google Drive?

To select more than one spreadsheet file at a time, hold the Ctrl key while clicking on the desired files. Carrying out actions will affect all the chosen files at the same time.

How do I add colors to the cells in my Google spreadsheet?

Start by selecting the desired cell range in your sheet. Next, open the Fill Color menu in the menu bar and pick from one of the coloring options.

How do I shrink or expand a row or column in my Google spreadsheet?

You can simply click and drag the lines in-between rows and columns to shrink or expand them as needed.