

## Digital Wills

What is a [digital will](#)?

Digital Will [Executor](#)

Digital Property [Overview](#)

Digital [estate plan](#) - use checklist

Digital assets [checklist](#)

Free printable [password tracker](#)

[Slides](#)

## Taking Inventory

### Digital Assets [Checklist](#)

## Add or update content in a spreadsheet:

### Add or update data

1. Open a spreadsheet in [Google Sheets](#).
2. Click a cell that's empty, or double-click a cell that isn't empty.
3. Start typing.
4. Optional: To type information into more than one line in a Google Sheets cell, click on the cell in question and type the first line of your content in.
  - a. Then, press Alt + Enter on your keyboard (or Option + Enter if you use a Mac) to get to a new line. Type your info into the second line as well and either use Alt + Enter again or click somewhere else to go to a different cell!
5. When you're done, press Enter.

### Organize data

#### Add rows, columns, and cells:

1. Select the row, column, or cell near where you want to add your new entry.
2. Right-click the highlighted row, column, or cell>Insert>*choose where to insert the new entry*.

#### Delete, clear, or hide rows and columns:

1. Right-click the row number or column letter.
2. Click Delete, Clear, or Hide.

#### Delete cells:

1. Select the cells.
2. Right-click>Delete cells>Shift left or Shift up.

Move rows or columns: Select the row number or column letter and drag it to a new location.

Move cells:

1. Select the cells.
2. Point your cursor to the top of the selected cells until a hand appears.
3. Drag the cells to a new location.

Group rows or columns:

1. Select the rows or columns.
2. Click Data>Group rows or Group columns.

Freeze header rows and columns: Keep a row or column in the same place as you scroll through your spreadsheet. On the menu bar, click View>Freeze and choose an option.

From the print window:

1. Formatting
  - a. show gridlines
  - b. Show notes
2. Headers & footers
  - a. Page numbers
  - b. Workbook title
  - c. Sheet name
  - d. Current date
  - e. Current time