

# Cry for Help

## Computer Tips & Tricks

### Shared Spreadsheet

Have you ever needed to share a list of information with somebody else in the next room or around the world. May be a list of people or jobs to do, and it is an active list such that all people that can see the list need to make changes to it. Well this is now a very simple task.

I have spoken before about Google Docs sitting in a Google Drive, well this is one specific example of how useful this tool can be.

A limitation with MSExcel is that it is not multi-user. In other words, the one file cannot be opened and updated by more than one person at a time. Also, if the people you want to share the file with are across the world – then they also need access to your computer to get to the file. So this is where a Google spreadsheet – sitting on a cloud is the right solution. You can import an existing MSExcel spreadsheet into it and send the file's link to all the people who need access to it. So it now doesn't matter if the participants are in the same building or a different country.

Also, to be really safe, you could download a copy of the file to your computer once per week – in case Google goes out of business. There have been plenty of examples where a cloud based data service has lost client data.

And lastly, it hasn't yet been tested as to how secure these cloud repositories are, so don't put anything too sensitive in your files.

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