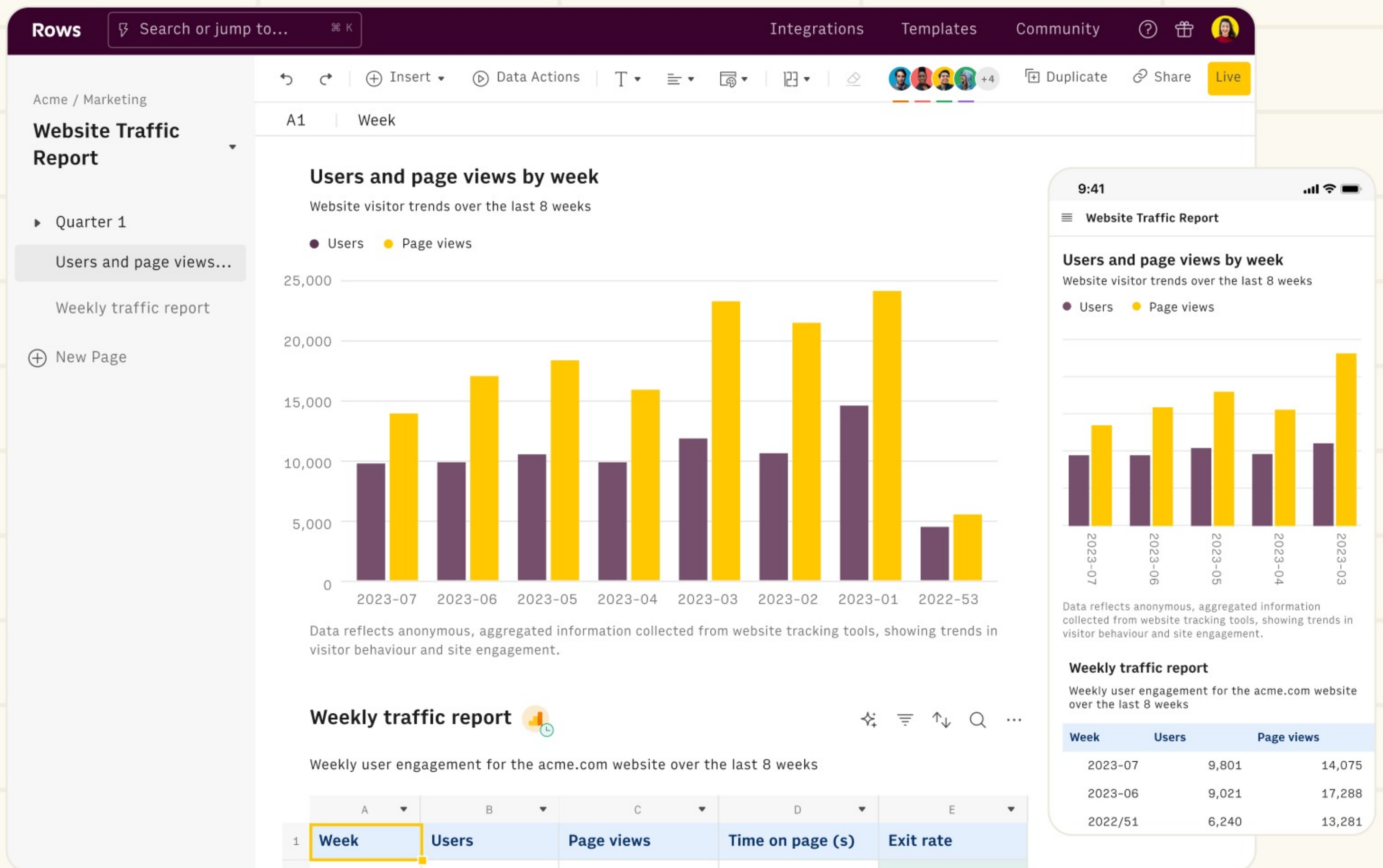


ROWS

The spreadsheet for modern teams



REFERENCE CARD

OCTOBER 2023

A Product of
Rows GmbH

Insert Charts, Tables, Data Tables, Pivot Tables and other interactive elements.

Set Up Actions to import data from Integrations or from your custom API.

Use the formula bar to edit formulas, numbers or the text on cells.

Add new Pages and elements to the spreadsheet.

A Cell.

Rows Search or jump to... ⌘ K

Acme / Marketing

Website Traffic Report

- Quarter 1
 - Users and page views...
 - Weekly traffic report
- Quarter 2
- Quarter 3
- + New Page

A1 | Week

Users and page views by week

Website visitor trends over the last 8 weeks

● Users ● Page views

Week	Users	Page views
2023-07	10,000	14,000
2023-06	10,000	17,000
2023-05	10,500	18,500
2023-04	10,000	16,000
2023-03	12,000	16,000

Data reflects anonymous, aggregated information collected from visitor behaviour and site engagement.

Weekly traffic report

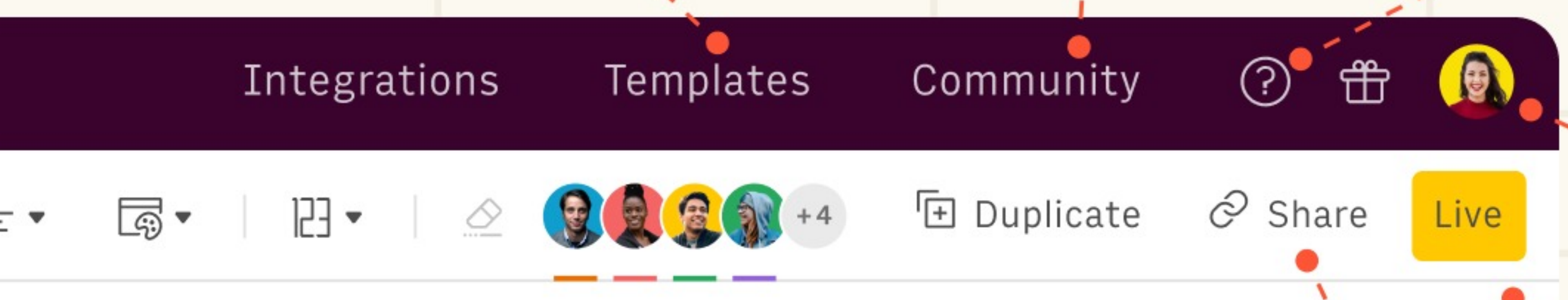
Weekly user engagement for the acme.com website

	A	B	C
1	Week	Users	Page views
2	2023-07	9,801	14,070

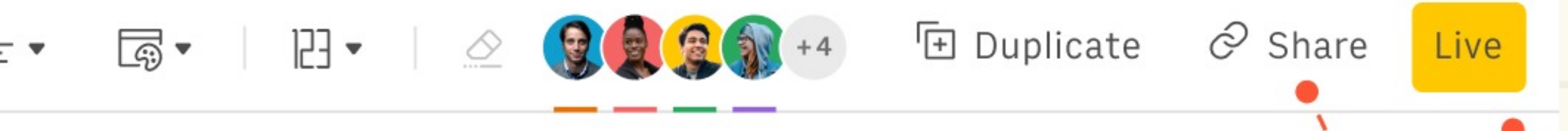
Spreadsheets templates built by Rows that you can install in your account.

A gallery of public spreadsheets built by creators worldwide.

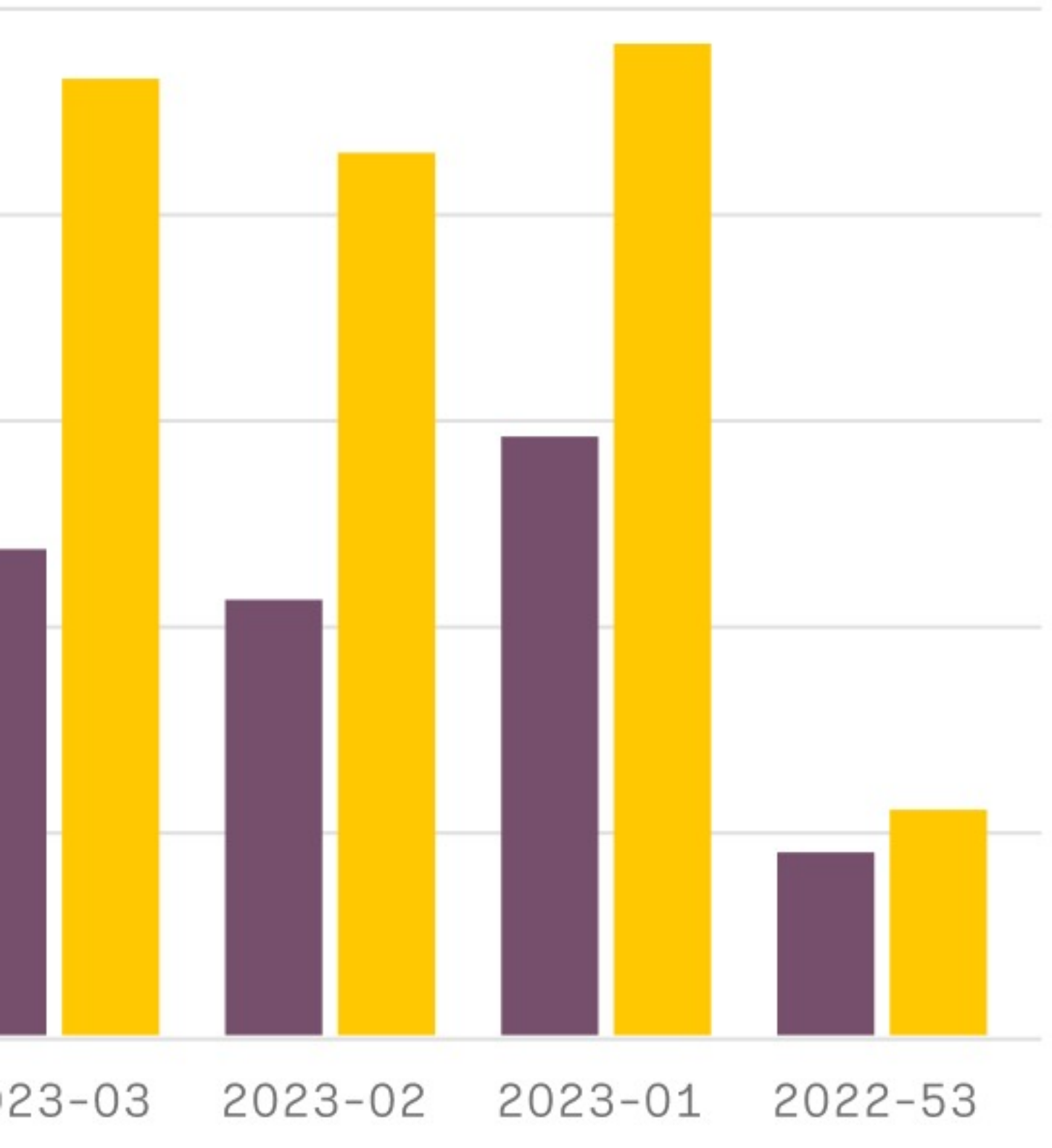
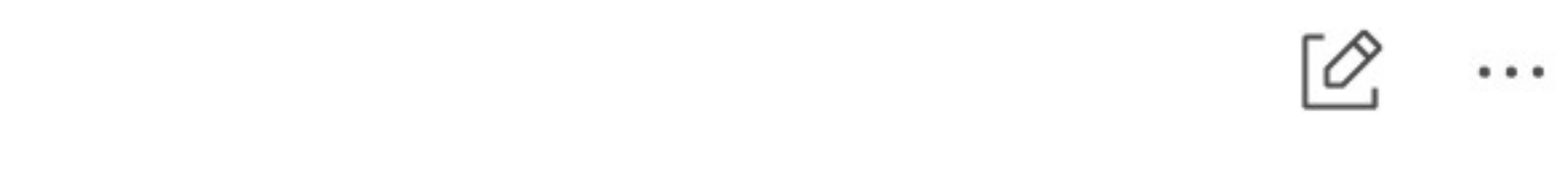
Find product documentation, keyboard shortcuts or reach out to Support.



User settings.



See what the spreadsheet looks like when shared.



Invite people to the spreadsheet, Embed it or publish it in the Community.

from website tracking tools, showing trends in



over the last 8 weeks

	D	E
	Time on page (s)	Exit rate
75	235	57.13%

Open the Table settings to hide gridlines, add a Table subtitle, freeze panes, download as CSV and more.

The AI Analyst ✨ is accessible in any table.

The spreadsheet

The editor

The Rows editor is organized in **Pages**. Pages contain different elements such as **Tables**, **Charts** and **Pivot Tables**.

They are the basic building blocks of a spreadsheet in Rows and can be re-ordered to make your analysis and reports easier to read.

Command K and Shortcuts

Cmd+K is the fastest way to edit, format and organize your spreadsheet. Press Cmd+K (Ctrl+K in Windows) to find helpful shortcuts and complete actions without lifting your fingers from the keyboard.

 > "hide sidebar"

Formulas

In Rows, formulas work identically to those in traditional spreadsheet software. Start by typing = in any cell to find the function you're looking for. Rows includes **hundreds of spreadsheet functions**.

=SUM(A1:A10)

=HLOOKUP("apple", A1:D10, 3, FALSE)

=AVERAGE(A1:A10)

=COUNT(A1:A10)

=TEXT(A1, "0.00")

=CONCATENATE("Hello", " ", "world")

=POW(A1, B1)

=SUMIF(A1:A10, ">50")

=ROUNDING(A1, 5)

=COUNTIF(A1:A10, ">50")

=IF(A1>10, "Greater", "Less or equal")

=DATE(2023,

=MATCH("WORLD", "Hello world")

=CORREL(A1, B5)

=COUNTIFS(A1:A10, ">50", B1:B10, "<100")

=SUBSTITUTE("apple,orange,apple,banana", "apple", "kiwi")

=VLOOKUP("apple", A1:B10, 2, FALSE)

=DATE

=MATCH("apple", A1:A10, 0)

=LEFT(A1, 3)

=SUMIFS(A1:A10, B1:B10, ">50", C1:C10, "<100")

=S

=ROUND(A1, 10)

=SUBSTITUTE(A1, "apple", "orange")

=INDEX(A1:B10, 3, 2)

=IFERROR(A1/B1, "E

=PMT(0.05/12, 36, -1000)

=LEN("Hello world")

=TIMEVALUE("14:30:00")

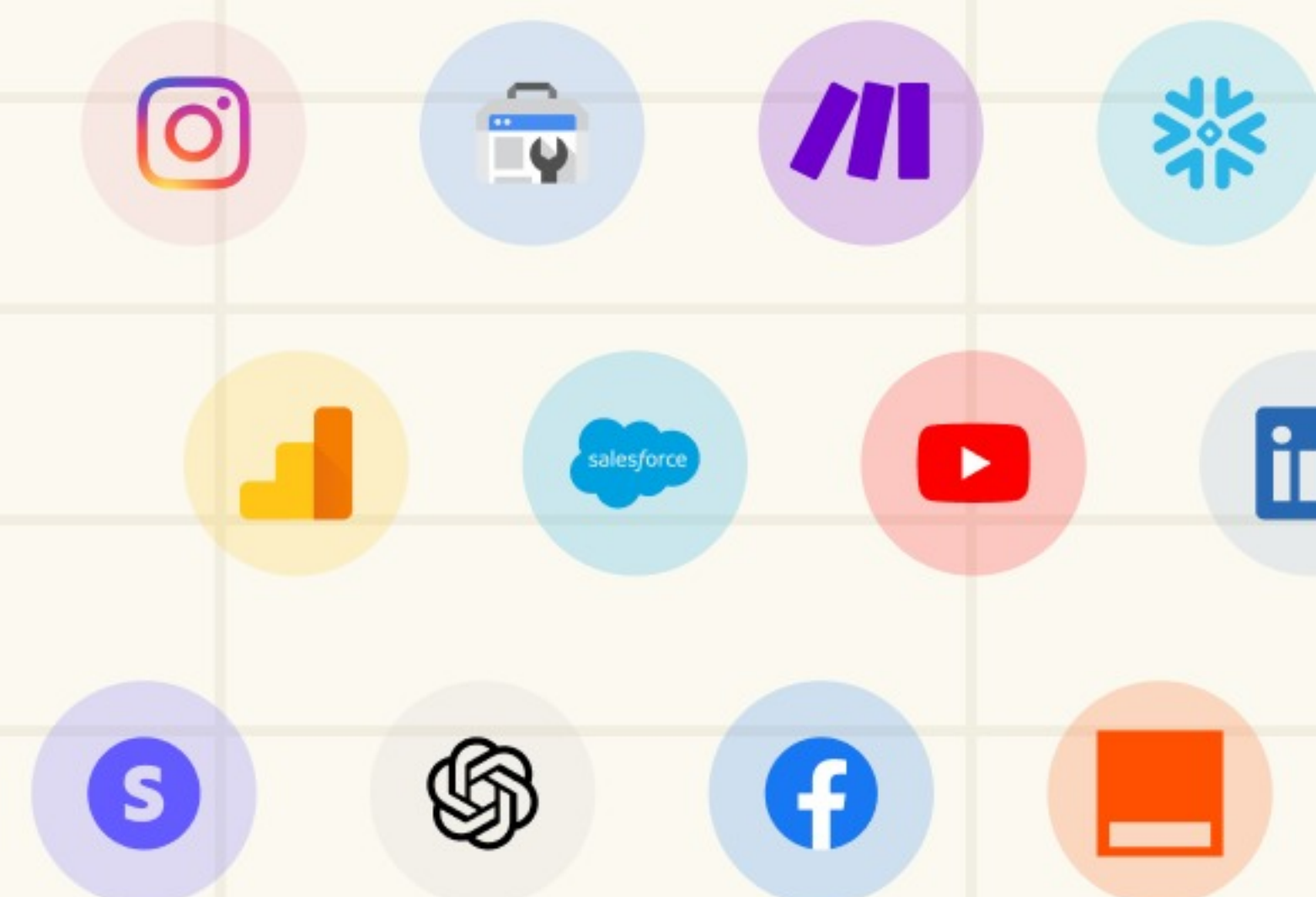
=NETWORKDAYS("2023

Import data

Integrations

Use Integrations to **import data** from any third-party source, including CRMs, databases, marketing tools and AI models like GPT-4.

Open the **Data actions** panel, find a data source, pick an Action and use the Wizard to import the report, dataset or datapoint you're looking for.



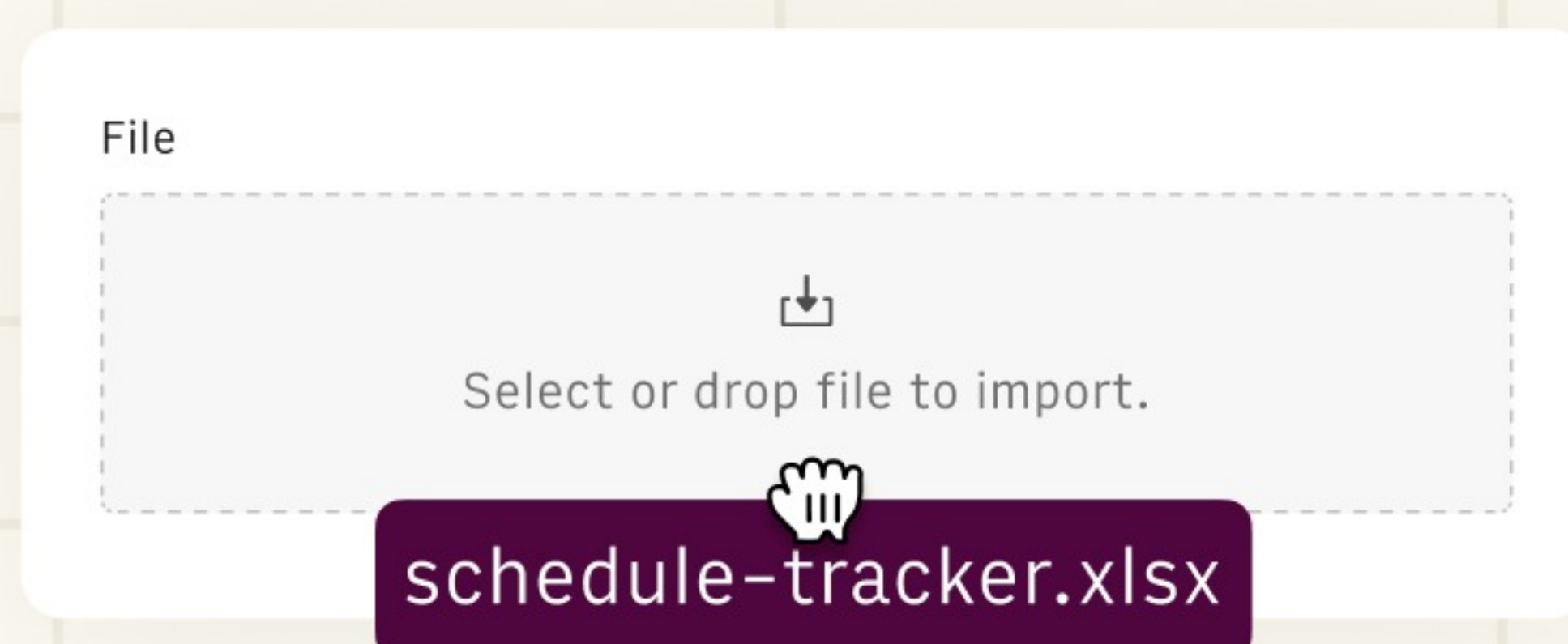
HTTP Requests

Rows supports REST APIs and JSON file format inside cells. Use functions **GET**, **POST**, **PUT** and **PATCH** to send **requests** to external APIs. Then use our special functions **PARSE**, **RANGE2JSON** and **PAIR2JSON** to manipulate JSON objects.

Example  =GET("https://httpbin.org/get")

Files

Use the '**Import file**' button in the dashboard to import **CSV** or **XLSX** files to Rows. You can also import files from within any spreadsheet.



Transforming data

Pivot Tables

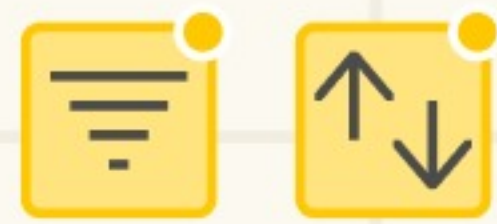
A **Pivot Table** is a data summarization tool that can automatically sort, count, total, or average data, presenting the results in a separate, summarized table. Access Pivot Tables in the **Insert** menu in the format bar.

Charts

Select a range of cells and add a new **Chart** via the **Insert** menu or **CMD+K** shortcut. There are several Chart types and multiple configurations, including adding descriptions, footnotes, and removing grid lines and axis titles. You can also export Charts as high-quality images.



Filter, Sort and Formatting



Filtering and Sorting can be accessed next to the Table settings. Use the format bar at the top of the spreadsheet to change the color, style, and formats of cells. Finally, make cells interactive by adding **Dropdown lists**, **Buttons**, **Checkboxes**, **Links** or **Date pickers**.

AI Analyst
×

Sales report
↻

✦ What 3 products sold the most in the 2023-Q2? ➤

Quick insights

The total number of units sold is 330.

The average unit price is \$ 34.52. ⋮

The maximum discount percentage is 15%.

The minimum total sales amount is \$38.

Deep dives


📊 Total units sold by product

📊 Total sales (\$) by Product

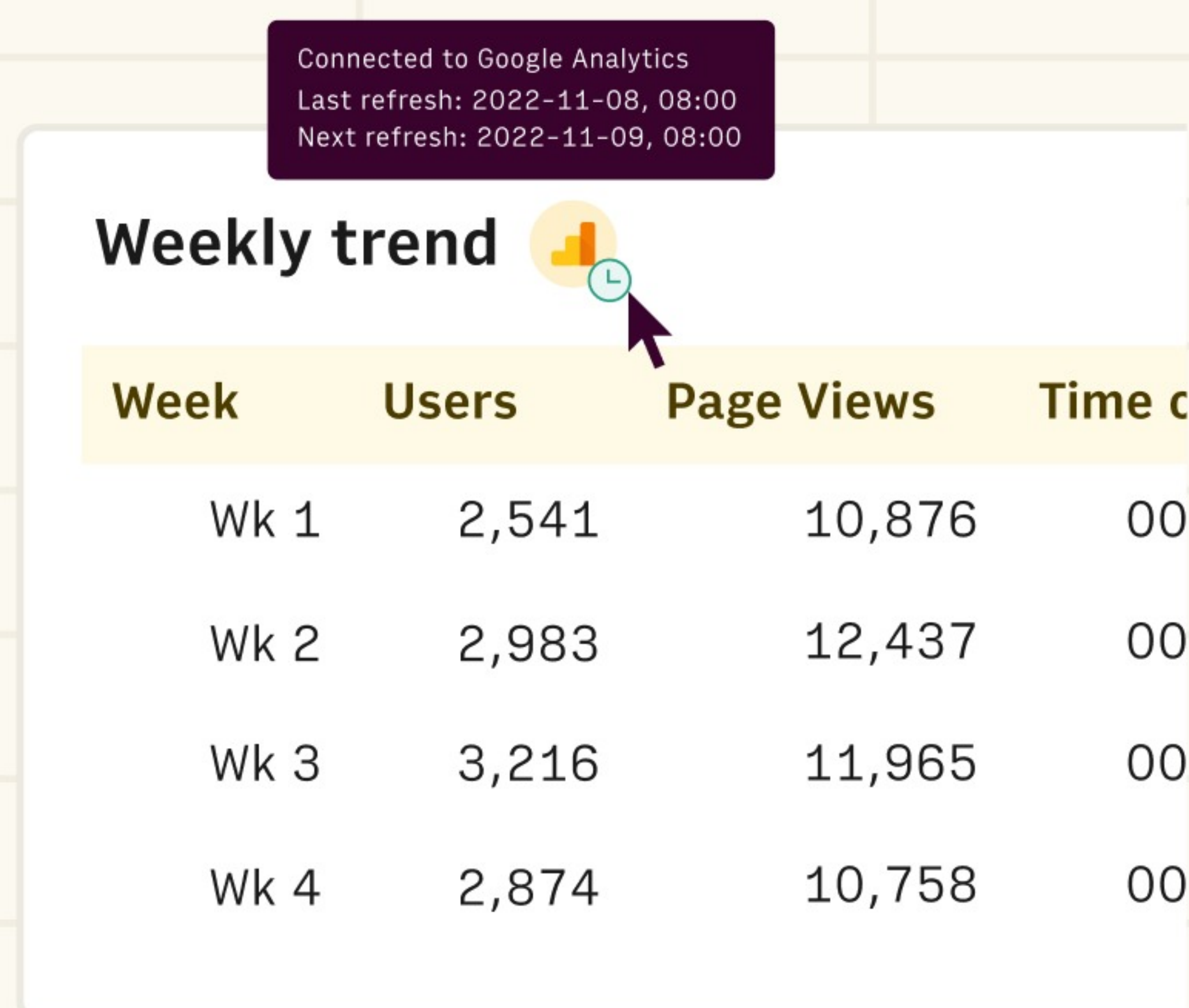
AI Analyst

Use the ✨ icon next to the Table settings to launch the **AI Analyst** ✨. The AI will generate **Quick Insights** and **Deep Dive** analysis, and it can also answer your questions. From the options menu "... " next to each insight, you can choose to insert them into your Spreadsheet, or to get the formula that powers that insight.

Data Tables

Data Tables are one of the most powerful elements of a Rows spreadsheet. They are connected to a data source (an Integration, API or Range of cells) and have their own settings and properties. Click  to edit your Data Table: select the columns for the table, change its orientation, and schedule how often you want the data to be refreshed.

Data Tables also support **Formula Columns**. These are special formulas that are automatically filled for the whole column of data. Right click a cell inside a Data Table to open the options menu. Then, select **Insert column left/ right** and you'll load the panel where you can setup a **Formula Column**.



Sharing

Invite

Use the **Share** function to invite others to your spreadsheet. Invite them as **Guests** for access to a single spreadsheet, or as **Workspace Members** to access to all spreadsheets. Choose whether they can edit the spreadsheet or only view it Live.



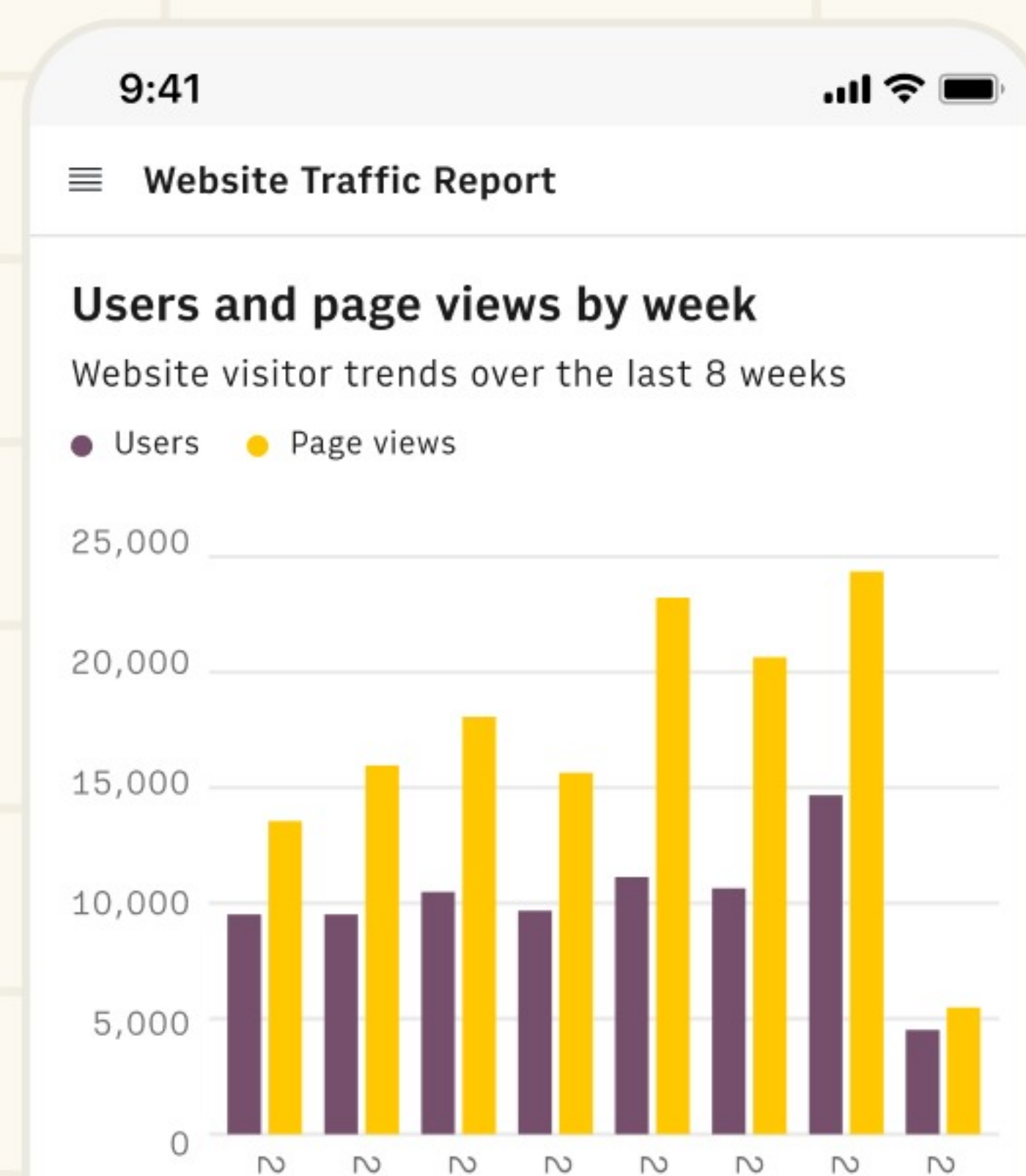
Sophia Brooks



Daniel Mitchell

Live

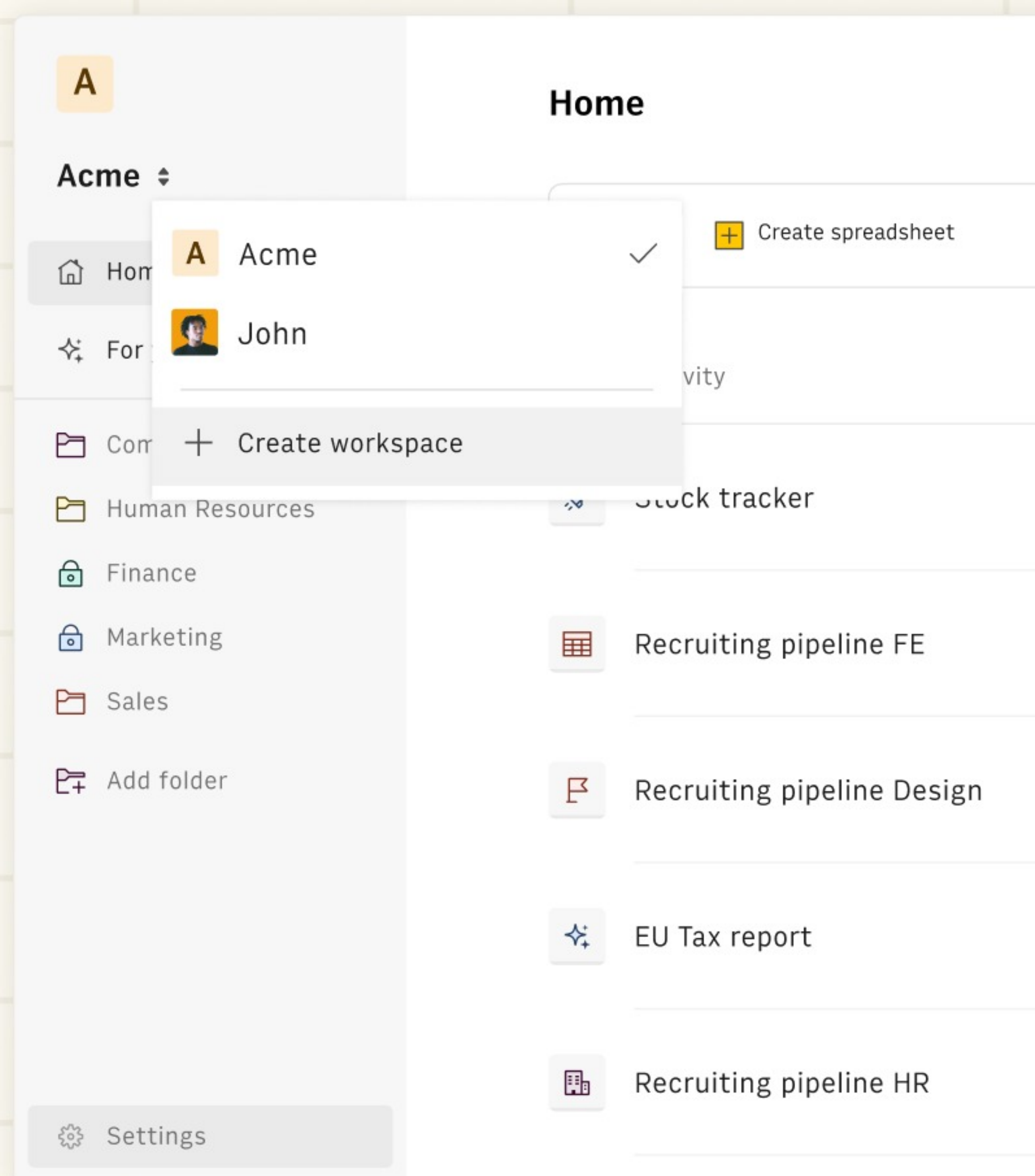
The **Live** mode is the default way non-editors view and use a spreadsheet in Rows. In Live mode visitors can't access the underlying formulas or logic. Instead, they get a mobile-responsive, interactive webpage powered by your spreadsheet.



The workspace

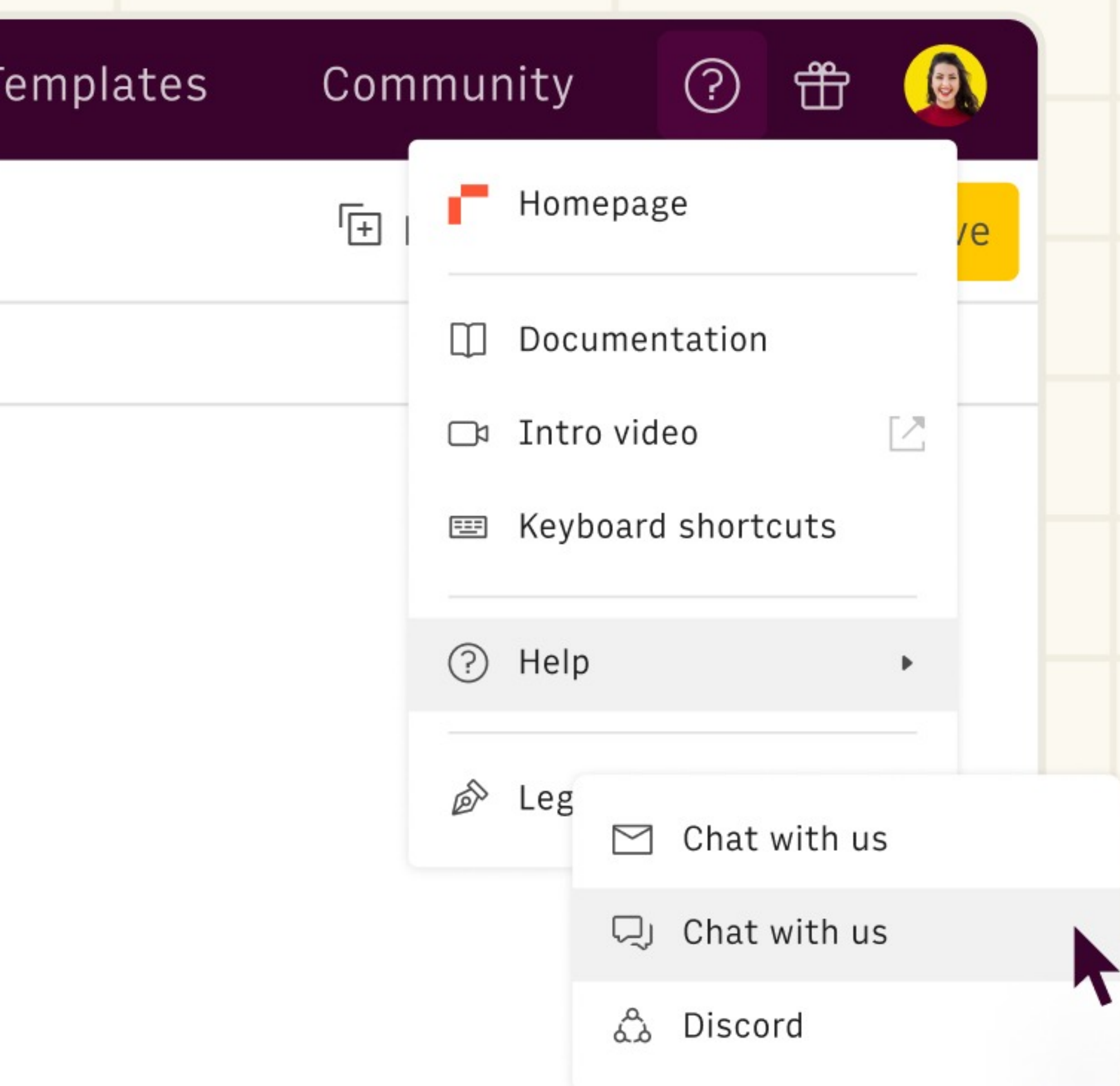
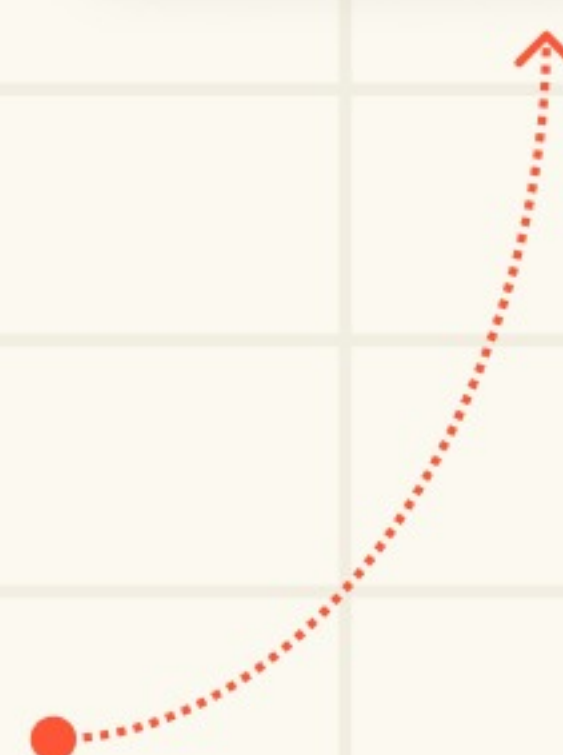
Dashboard

Access the Workspace dashboard by clicking on **Rows** on the top-left corner of the screen. The Workspace lists the spreadsheets and folders of a workspace. You can change or create a new Workspace on **Acme** next to a Workspace name, create new folders in the **Add folder** action or **Invite team members** to your workspace.



Settings

Use **Settings** to manage a workspace. Add a custom avatar and rename the workspace under **About**. Manage the permissions of your **Team**, generate API Keys for the **Rows API** or monitor your **Usage**, **Integrations** and **Billing** details.

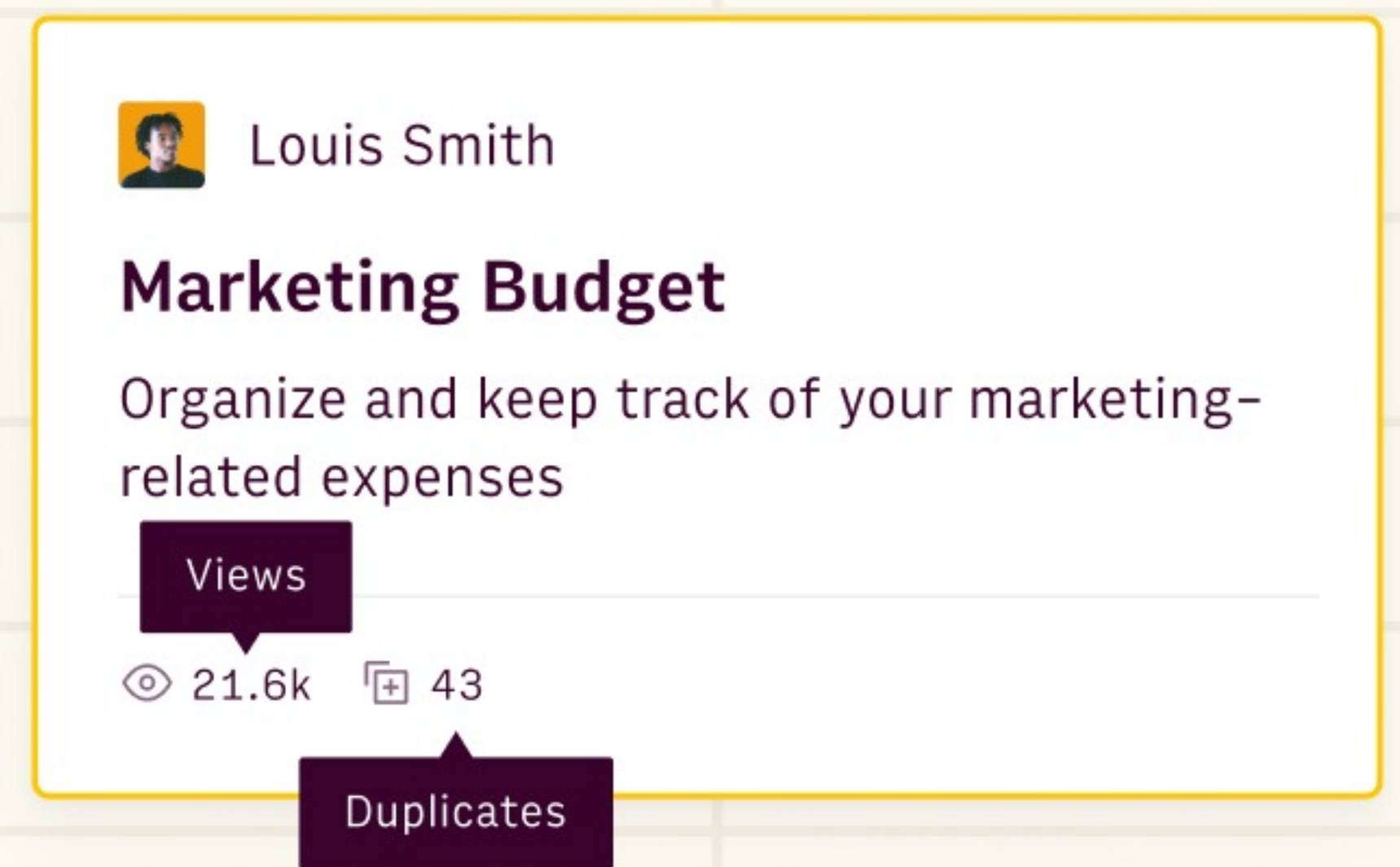


Templates, Docs and Help


Rows has a vast library of resources to help you get started. Explore our gallery of public spreadsheets, divided into two categories: **Templates**, which are created by the Rows team, and **Community**, built and published by anyone. Navigate to the Help section to find product guides in **Documentation**, our **Intro Video** and list of **Keyboard Shortcuts**, or **Chat with us**.

Community

Share spreadsheets in the **Rows Community**. Open the panel “Share” on the top right, then Publish to Community. Published spreadsheets are automatically visible on your public page at `rows.com/workspace_name`, and they're also searchable in `rows.com/community`, the gallery of public spreadsheets built with Rows.

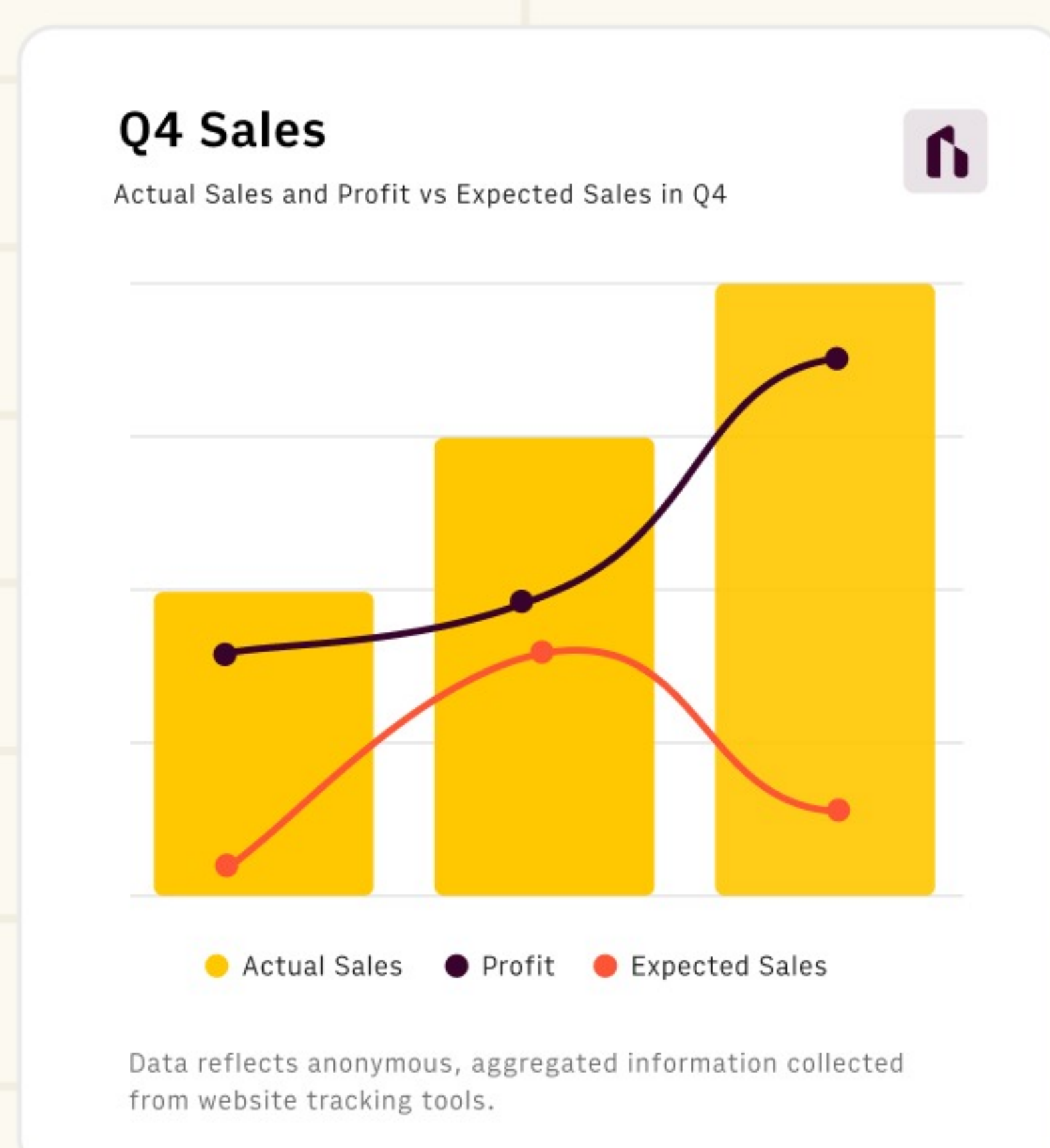
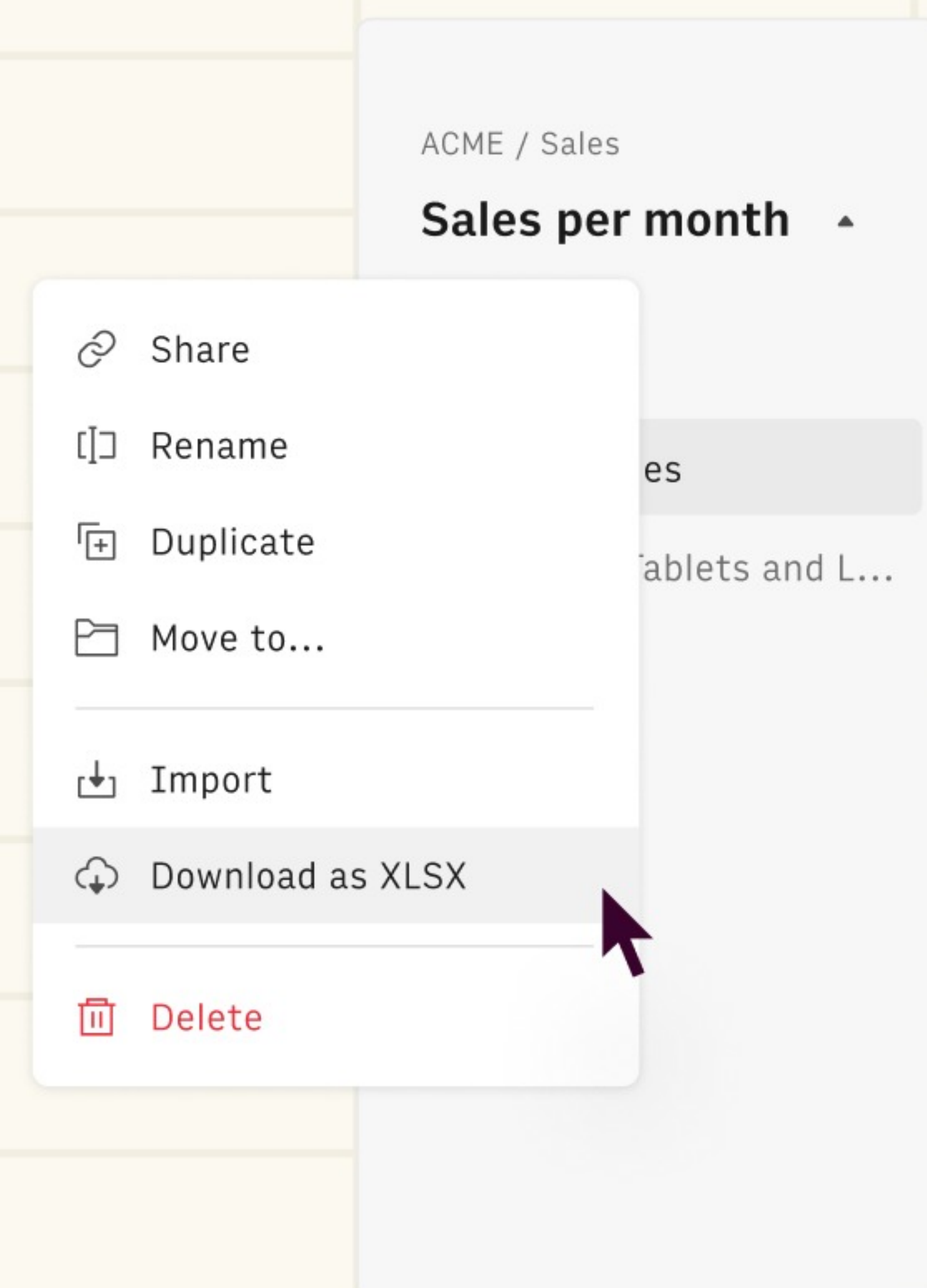


Export

You can export the spreadsheet as **XLSX** by using the  next to your spreadsheet name.

You can also export individual Tables as **CSV** files by using "... " in Table Settings.

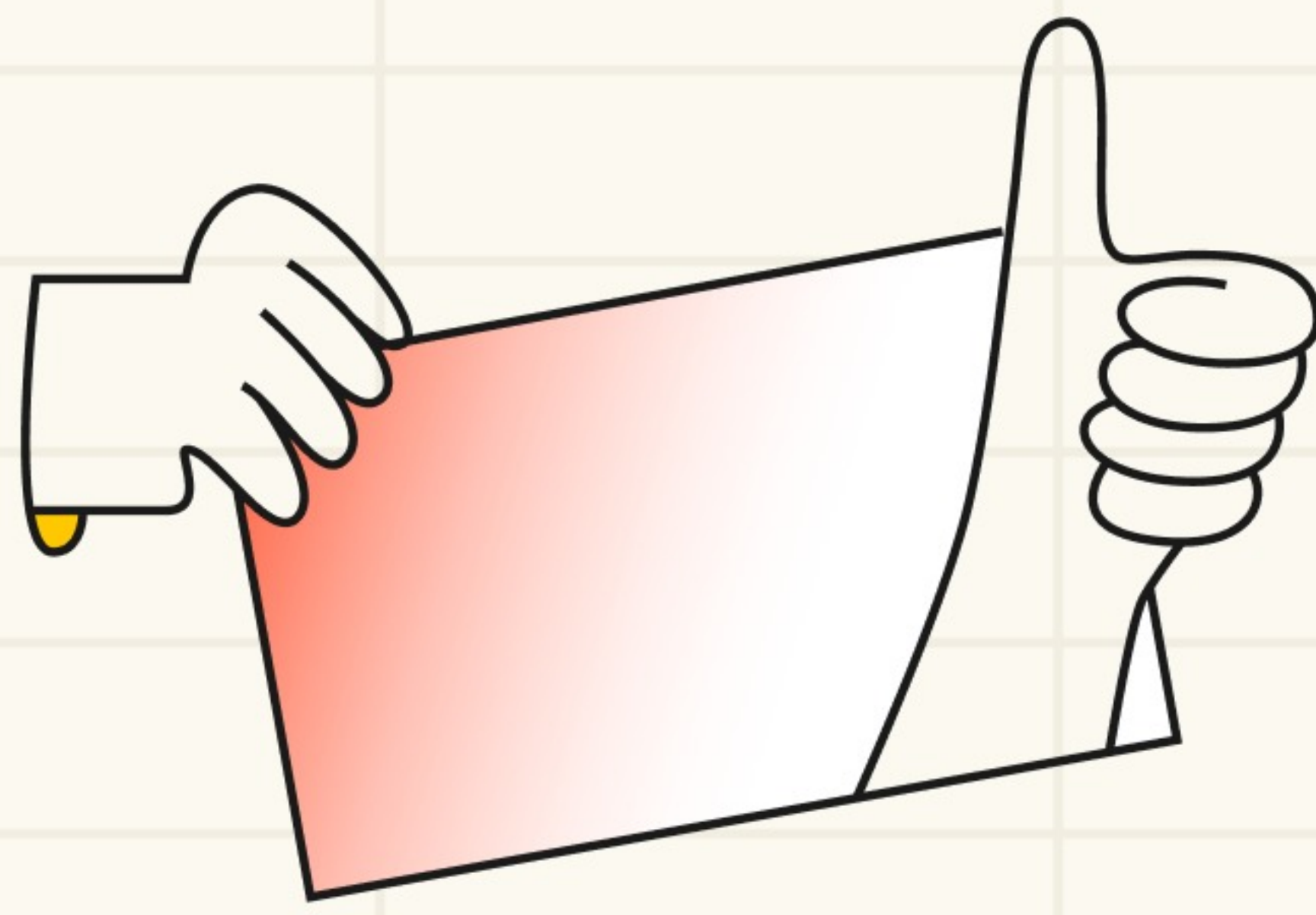
Export Charts as images, or copy them to the clipboard in the Chart settings "...". Click **Save as PNG** to customize the chart title, description, footnotes, background and avatar.



Embed

The **Embed** feature allows you to share specific Charts or Tables across third-party applications such as Notion, a blog, or web page. To access it select **Embed** from the settings "... " of your Chart or Table, copy the URL or iframe code, and paste it into the destination app.

You can alter the iframe code properties to customize the look and feel of the embed.



You've never seen a spreadsheet do this.

Inspired by the great reference cards of
an earlier computer age.

rows.com

