

Google Sheets Advanced – Sample Course Outline

Duration: One Day

This course is for you if you are a frequent Sheets or Excel user and need to learn techniques for using advanced formulas and perform in-depth data analysis.

What will be covered?

- ✔ Using logical functions
- ✔ Working with text and date functions
- ✔ Building Lookup functions
- ✔ Analysing data using Pivot Tables and charts

Features covered

Text Functions

- Splitting text into columns
- Joining text
- Using parts of text values in formulas

Logical functions

- Using the IF function with nesting
- AND and OR functions
- SUMIF and COUNTIF
- SUMIFS and COUNTIFS
- AVERAGEIF and AVERAGEIFS

Lookup functions

- Naming ranges to prepare the data
- Performing a VLOOKUP calculation
- Performing an XLOOKUP calculation
- Using INDEX and MATCH

Data Analysis with Pivot Tables

- Building a Pivot Table
- Amending a Pivot Table
- Charts based in Pivot Tables

Working with dates

- Date functions
- Using dates in formulas

Is Functions

- Testing for text, numbers, blanks and errors