

Google Sheets Introduction – Sample Course Outline

Duration: One Day

This course is for you if you need to professionally present text and numbers on a spreadsheet, perform calculations using formulas and functions and display data in a chart.

What will be covered?

- ✓ Building sheets with text, dates and numbers
- ✓ Calculations with formulas
- ✓ Displaying data in a chart
- ✓ Sorting and filtering data in a list
- ✓ Printing and interactive features

Features covered

Getting started with Sheets

- Creating a new spreadsheet
- Working between excel and sheets
- Working with text, numbers and dates
- Saving time with autofill
- Inserting and renaming worksheets

Formulae

- Building formulae to add, subtract, multiply and divide
- The calculation order and brackets

Functions

- Using AUTOSUM, AVERAGE, MAX and MIN functions
- Using Autofill to copy formulas

Copying Formulae

- Setting Absolute Cell References (\$)

Editing and formatting worksheets

- Formatting text and numbers
- Borders and shading
- Inserting, deleting and hiding columns and rows
- Freezing panes

Charts

- Preparing the data and creating a simple chart
- Customising the chart

Printing worksheets

- Page set up options
- Printing
- Downloading as a PDF

Basic sorting and filtering

- Sorting data in a list
- Filtering data in a list

Interactive features

- Using smart chips