

Google Sheets Beginners Course

Your learning needs are at
the heart of what we do.





Introduction to Google Sheets

Training Course Topics

You can combine [Beginners](#), [Intermediate](#) and [Advanced](#) Google Sheets topics and agendas for a blended step-by-step training curriculum of up to three days in duration.

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught will vary depending upon your learning requirements and upon the version of the software taught.

Module 1: An Introduction to Google Sheets

1. What is Google Sheets?
2. Google Drive and Google Chrome Overview
3. Navigating the Google Sheets environment
4. Opening .Gsheet Files and Excel files
5. Saving .Gsheet files and Google Drive
6. File Management
7. Adding/Deleting Worksheets
8. Renaming, Inserting and Moving Worksheets

Module 2: Spreadsheet Formatting

9. Formatting Numbers
10. Formatting Dates
11. Working with Fonts, Typefaces and Colours
12. Working with Cell Formatting
13. Using the Format Painter

14. Inserting Rows and Columns
15. Moving, Copying and Pasting Data
16. Sorting and Filtering Data
17. Freezing Panes
18. UnDo and ReDo
19. Hide and UnHide

Module 3: Introduction to Google Sheets Charts

20. Chart Types
21. Inserting a Chart
22. Chart Layout and Styles

Module 4: Formulas in Google Sheets

23. Simple Math Calculations
24. Using Autofill
25. Working with Relative and Absolute Cell References
26. Introducing Simple Functions (sum, average, min, max, count, counta)
27. Calculating Values Across Different Worksheets

Module 5: Printing Google Sheets

28. Selecting the Print Area
29. Print First Row
30. Headers and Footers
31. Print Preview
32. Saving as PDF
33. Printing all Worksheets



Module 6: Sharing Google Sheets

- 34. Saving Options
- 35. Sharing Options
- 36. Document Protection
- 37. Sheets Compatibility



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information:***



Print responsibly.