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 <u>Beginners</u>, <u>Intermediate</u> and <u>Advanced</u> Google Sheets topics and agendas for a blended step-by-step training curriculum of up to three days in duration.

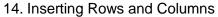
We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught will vary depending upon your learning requirements and upon the version of the software taught.

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



- 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

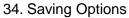
Module 5: Printing Google Sheets

- 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



35. Sharing Options

36. Document Protection

37. Sheets Compatibility



Scan the QR Code for more course information:



