

Google Sheets Intermediate Course

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





Intermediate Google Sheets training course topics

You can combine [Beginners](#), [Intermediate](#) and [Advanced](#) Sheets topics for a blended training programme 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: Functions and Formulas in Google Sheets

1. Working with Name Ranges
2. The IF Function
3. The COUNTIF Function
4. The VLOOKUP Function and Index/ Match
5. Nesting and Concatenating Functions
6. The Filter Function
7. The Query Function

Module 2: Google Sheets Pivot Tables

8. What are Pivot Tables?
9. Creating a Sheets Pivot Table
10. Date Fields and Calculated Fields
11. Slicers and Filters
12. Drill Down

Module 3: Google Sheets Data Filtering

13. What are Filters and Why to Use Them?
14. Sorting and Filtering
15. Performing Simple Searches
16. Filtering by Condition
17. Working with User-Defined Formulas
18. Working with Filter Views
19. Removing Filters

Module 4: Charts in Google Sheets

20. Applying Styles and Formatting to your Charts
21. Working with Pie Charts
22. Working with Bar Charts
23. Working with Line Charts
24. Working with Scatter Charts

Module 5: Google Sheets References

25. Annotating Sheets with Comments
26. Inserting, Editing and Deleting Hyperlinks
27. Google Sheets Templates

Module 6: Google Sheets Add-ons

28. What are Add-ons and Where to Find Them?
29. Installing Add-ons
30. Removing Add-ons

Module 7: Google Sheets Macros

31. What are Macros?
32. Record a Macro



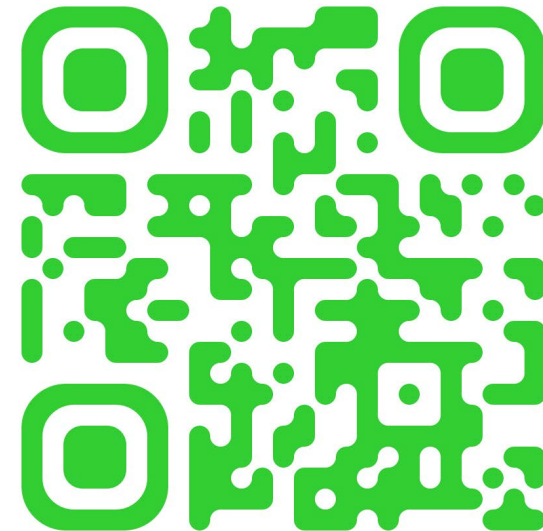
- 33. Run a Macro
- 34. Edit a Macro



Module 8: Google Sheets Smart Features

- 35. Power Tools
- 36. SmartFill
- 37. Smart Cleanup
- 38. The TRIM function

***Scan the QR Code
for more course
information:***



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