

Complete Guide to Google Sheets

Duration: 8 hours

Course Overview:

Target Audience:

Module 1: Spreadsheet Basics

- Introduction
- Pre work: Creating a Google drive account
- Pre work: Creating a copy of my spreadsheet templates!
- Spreadsheet basics
- Toolbar walkthrough
- Data types in Spreadsheets
- Navigating Spreadsheets with shortcuts
- Simple formatting tricks – beautify your Spreadsheets

Module 2: Introduction to functions

- Get familiar with SUM, COUNT, AVERAGE, COUNTA, MIN, MAX
- Activity

Module 3: Conditional Functions

- IF Statement
- AND / OR statements
- IF's and nesting IF
- Conditional formatting
- Conditional arithmetic functions (eg: SUMIF)

Module 4: Pivot Tables, Sorting & Filtering

- Introduction to raw data and the new section format
- Pivot tables
- Sorting and filtering

Module 5: Charts & graphs

- Creating charts and graphs in Google Sheets

Module 6: Data Validation & introduction to Dynamic Models

- Data validation
- Creating basic dynamic models

- Data validation and intermediate modelling

Module 7: Errors, IF Error and Creating named ranges

- Errors that we need to know and how to fix them
- IFERROR formula
- Named ranges

Module 8: VLOOKUP, Lookup and Index Match

- Vlookup
- Hlookup
- Index Match

Module 9: Text functions

- Adding words together and changing their case
- Extracting first and last names from a cell
- Left function
- Right function
- Len function
- Trim function

Module 10: Date & time functions

- Edate, EOMonth
- Interactive calendar

Module 11: Rounding and Randomizing

- Randomizing using RAND and RANDBETWEEN
- ROUND, ROUNDUP and ROUNDDOWN

Module 12: Google Finance and Google Translate

- Introduction to GOOGLEFINANCE
- Introduction to GOOGLETRANSLATE

Module 13: Query

- Pull spreadsheets together from ALL OVER the google sheets universe
- Introduction to SQL
- Building QUERY() in your spreadsheet
- QUERY() and IMPORTRANGE()
- Cell references using QUERY()

