

Mastering Google Sheets

Duration: 8 hours

Course Overview:

This Google Sheets Mastery course is designed to take participants from spreadsheet basics to advanced data management and analysis. The course covers essential spreadsheet functions, formatting techniques, and data organization strategies, progressing to powerful tools like pivot tables, conditional logic, lookup functions, and dynamic models.

Target Audience:

This course is designed for:

- Professionals who need to manage, analyze, and visualize data efficiently.
- Students and researchers looking to improve their spreadsheet proficiency for academic or project work.
- Small business owners and entrepreneurs seeking to track finances, inventory, and business metrics.
- Administrative personnel handling large datasets and reports.
- Beginners looking to build a solid foundation in Google Sheets, as well as intermediate users aiming to enhance their skills with advanced features.

Module 1: Spreadsheet Fundamentals

- Introduction
- Pre-Work: Copying spreadsheet templates
- Understanding spreadsheet basics
- Toolbar overview
- Data types in spreadsheets
- Navigating spreadsheets efficiently with shortcuts
- Formatting techniques to enhance spreadsheet appearance

Module 2: Essential Functions

- Introduction to fundamental functions: SUM, COUNT, AVERAGE, COUNTA, MIN, MAX

- Hands-on activity

Module 3: Conditional Functions & Logic

- Understanding IF statements
- Using AND/OR for logical operations
- Nesting multiple IF statements
- Applying conditional formatting
- Conditional arithmetic functions (SUMIF, COUNTIF)

Module 4: Data Organization & Analysis

- Working with raw data and tables
- Creating and using Pivot Tables
- Sorting and filtering data effectively

Module 5: Visualizing Data

- Designing charts and graphs in Google Sheets

Module 6: Data Validation & Dynamic Models

- Setting up data validation rules
- Intermediate data validation techniques

Module 7: Error Handling & Named Ranges

- Identifying and troubleshooting common spreadsheet errors
- Using the IFERROR function
- Creating and utilizing named ranges

Module 8: Advanced Lookup Functions

- VLOOKUP and HLOOKUP explained
- Understanding Index Match for dynamic data retrieval

Module 9: Text Manipulation Functions

- Concatenating text and modifying case
- Extracting first and last names from a cell
- Using LEFT, RIGHT, LEN, and TRIM functions

Module 10: Rounding & Randomization

- Generating random values using RAND and RANDBETWEEN

- Applying ROUND, ROUNDUP, and ROUNDDOWN functions