

Complete Guide to Google Sheets

Learn to build, analyse and automate spreadsheets in Google Sheets, from basic formulas to pivot tables, lookups and QUERY().

8 Hours

DURATION

13

MODULES

44

TOPICS

1

HANDS-ON ACTIVITY

COURSE OVERVIEW

This course covers the fundamentals of Google Sheets, including the toolbar, data types, navigation and formatting, before moving into core functions such as SUM, COUNT and AVERAGE, and conditional functions like IF, AND/OR and SUMIF. It then covers pivot tables, sorting and filtering, charts and graphs, data validation and dynamic modelling, error handling with IFERROR, and named ranges. Later modules address VLOOKUP, HLOOKUP and Index Match, text functions, date and time functions, rounding and randomising, GOOGLEFINANCE and GOOGLETRANSLATE, finishing with building and applying the QUERY() function alongside IMPORTRANGE().

WHO THIS COURSE IS FOR

Spreadsheet Users

Data Analysts

Business Analysts

Administrative Staff

Finance Professionals

Report Creators

LEARNING OBJECTIVES

- Navigate Google Sheets using shortcuts and formatting tools
- Apply core functions such as SUM, COUNT and AVERAGE
- Build conditional formulas using IF, AND/OR and SUMIF
- Create pivot tables and apply sorting and filtering
- Design charts and graphs to represent data
- Implement data validation and basic dynamic models
- Resolve formula errors using IFERROR and named ranges
- Apply VLOOKUP, HLOOKUP, Index Match and QUERY() functions

13 Modules, 44 Topics

01

Spreadsheet Basics

TOPICS

- 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

02

Introduction to Functions

TOPICS

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

ACTIVITY

- Activity

03

Conditional Functions

TOPICS

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

04

Pivot Tables, Sorting & Filtering

TOPICS

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

05

Charts & Graphs

TOPICS

Creating charts and graphs in Google Sheets

06

Data Validation & Introduction to Dynamic Models

TOPICS

Data validation · Creating basic dynamic models ·
Data validation and intermediate modelling

07

Errors, IF Error and Creating Named Ranges

TOPICS

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

08

VLOOKUP, Lookup and Index Match

TOPICS

Vlookup · Hlookup · Index Match

09

Text Functions

TOPICS

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

10

Date & Time Functions

TOPICS

Edate, EOMonth · Interactive calendar

11

Rounding and Randomizing

TOPICS

Randomizing using RAND and RANDBETWEEN ·
ROUND, ROUNDUP and ROUNDDOWN

12

Google Finance and Google Translate

TOPICS

Introduction to GOOGLFINANCE · Introduction to GOOGLETRANSLATE

Query

TOPICS

- 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()

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Hands-on exercises throughout the course
- Delivery by certified instructors and subject matter experts
- Course completion certificate from Koenig

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Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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