



Google Sheets Intermediate

Students on this Google Sheets Intermediate 1 day course will build on their existing skills to gain a deeper understanding of Google Sheets analysis by exploring IF functions and Lookup formulas. You will also explore conditional formatting to enhance visual representation of data as well as tips and shortcuts to help you save time in your daily tasks.

This course is designed for participants who already have a good understanding of the fundamentals of Google Sheets and wish to progress to the next level.

Course Details

Skill Level:	Intermediate
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	6 students (at Keystroke) 10 students (Your Office)

Course Content

Cell Referencing

- What are Relative and Absolute References?
- Relative References
- Absolute References

Linking and 3D Formulas

- Thinking in 3 Dimensions
- Working with Multiple Worksheets
- Building 3D Formulas
- Linking with IMPORTRANGE

Checking Formulas

- Checking the References
- Breaking it up
- Check the Arguments
- Walk Through the Order of Operations

Sorting and Filtering

- Types of Sorting
- Creating Filters
- Applying Multiple Filters

IF Functions

- Logical Functions
- Using True and False
- Using Comparison Operators

Nested IF Functions

- Building Nested Functions

Choose Function

- Using the Choose Function

Lookup Functions

- Using Lookup Functions
- Lookup
- VLookup
- HLookup

Index and Match Functions

- Using Index
- Using Match
- Using Index and Match Together

Conditional Formatting

- About Conditional Formatting
- Applying Conditional Formatting
- Colour Scale Function



Brendon was very knowledgeable and answered questions sufficiently.

He took the time to ensure the course content was understood by all.

B. Wharton