



# Google Sheets Introduction

Participants on this Google Sheets Introduction 1 day course will gain an understanding of the fundamentals of Google Sheets, including creating and managing workbooks, using simple formulas, before moving on to formatting workbooks for presentation and printing. You will receive a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Google Sheets, however, people with limited exposure to the software and those who are currently using spreadsheets created by others will also benefit from attending this course.

## Course Details

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

## Course Content

### Google Sheets Orientation

- Introduction to Google Sheets
- The Google Sheets Interface
- Worksheet Tabs
- Understanding Cells and Content
- Freezing Rows & Columns
- How to Save a Google Sheet
- Using Help

### Basic Workbook Techniques

- Create a New Google Sheet
- Name the Spreadsheet
- Editing Data Methods
- Selecting Cells and Range
- Modifying Columns, Rows & Cells
- Insert, Delete and Moving Rows & Columns

### Using Formulas in Google Sheets

- Formulas
- The Order of Operations
- Functions vs Formulas
- SUM Function
- Functions Button Options
- Using the Fill Handle
- Using the Fill Handle to Continue a Series

### Managing Worksheets

- Copy and Paste Cells
- Working with Multiple Sheets
- Using Multiple Sheets
- Naming Worksheets

### Formatting Efficiently

- Overview of Formatting
- Formatting Cells
- Cell Borders and Background Colours
- Number Formats
- Date Formats
- Increasing and Decreasing Decimals
- Using the Paint Format Command
- Sheet Tab Colour

### Preparing to Print

- Print Previewing

**“ Training was very well set out and informative. Exactly what I wanted and needed for my position in the company. ”**

W. Tan