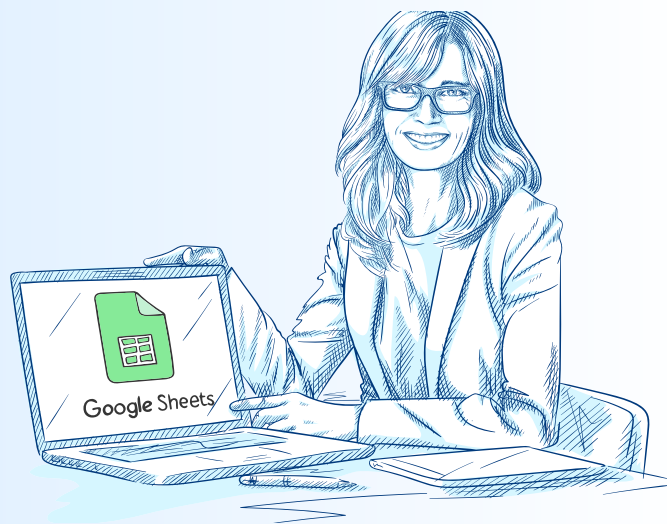


Google Sheets Introduction


Ever stared at rows and columns wondering how to make sense of it all? This Google Sheets course transforms spreadsheet skeptics into data dynamos.


Whether you're new to spreadsheets or exploring on your own, you'll master basic calculations and professional formatting techniques.




What You'll Get With This Course

 **Live Instructor-Led Training**
Highly experienced and approachable trainers

 **Comprehensive Materials**
PDF manual and training files included!

 **eCertificate of Completion**
Proudly recognise your achievement

 **Lifetime Support**
Expert help, always within reach

Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

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