



Google Sheets Essentials & beyond

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Course Content

General Outline

This course covers the 'full range' of the important basics in using Google's online, 'cloud'-based spreadsheet app.

In our course, you'll learn how to:

- ⇒ Access Google Spreadsheet.
- ⇒ Create, edit and format an online spreadsheet.
- ⇒ Add formulas and data.
- ⇒ Create and edit charts.
- ⇒ Use lots of shortcuts.
- ⇒ Use data analysis tools, such as sorting, Pivot table reports
- ⇒ Control the entry and formatting of data through data validation and conditional formatting.
- ⇒ Download spreadsheets in the format you want.
- ⇒ Share documents, view their changes, add comments.
- ⇒ Access the documents/files from virtually any device, such as your PC/laptop, iPad, or other tablet and smartphone.

The course also covers how to use Google Drive to store and manage your files.

We cater for all students in this course, whether they have been self-taught, have been using Google Sheets for a while, or have no experience at all. You can also bring along your specific questions.

Detailed Course Outcomes

Create, Edit & Format a Spreadsheet:

- Upload other file types as Google Sheet files.
- Enter data and formulas.
- Navigate with mouse and keys.
- Change displays and freeze parts of spreadsheets.
- Edit a spreadsheet (add, remove rows, columns).
- Cut, paste and copy formulas.
- Format a spreadsheet.
- Create and edit charts.

Print the spreadsheet and charts.



Duration & Rate (inc GST):

- ◆ 1 day public course (\$319) OR
- ◆ 3 x 1-hour online (\$132) OR
- ◆ Closed / Onsite (inquire)

Prerequisites:

No experience with Google Docs is assumed nor required. Users should be familiar with using a Windows PC.

Public Course Includes*

- ◆ Use of a computer for hands-on exercises.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

* Inquire re details.

How to Book:

- ◆ Phone us on (02) 6041 2711.
- ◆ Email us on office@classtraining.com.au.
- ◆ Book online at www.classtraining.com.au.

Detailed Course Outcomes

Create, Edit & Format a Spreadsheet:

- Upload other file types as Google Sheet files.
- Enter data and formulas.
- Navigate with mouse and keys.
- Change displays and freeze parts of spreadsheets.
- Edit a spreadsheet (add, remove rows, columns).
- Cut, paste and copy formulas.
- Format a spreadsheet.
- Create and edit charts.
- Print the spreadsheet and charts.

Analyse, Report & Protect Data Better:

- Use sheets, calculate across sheets.
- Sort, arrange and filter data.
- Create, edit & work with Pivot table reports.
- Apply data validation and conditional formatting to data.
- Apply data-entry protection to spreadsheets.

Share Documents & Collaborate With Others

- Upload, store and synchronise files with Google Drive.
- Create folders to store files better.
- Share and collaborate on documents.
- Add comments and personal notes to documents.
- View changes from other authors.
- Convert/download files to different types (MS Word, Excel, PDF, etc).

Course Delivery Options:

This course can be delivered:

- ◆ as a 1-day public course with maximum ten (10) participants.
- ◆ onsite in your training rooms, and with optional laptops/notebooks.
- ◆ as one-on-one executive or small group courses.
- ◆ as 3 x 1-hour live, interactive webinars for up to 100 participants.

Content of course can be customised to meet specific requirements that best suit you and your personnel.

The course has simple-to-follow, hands-on exercises. An extensive training manual of step-by-step instructions is yours to keep.

Course Includes:

All participants receive the following:

- ◆ Use of a fast PC – one person per PC.
- ◆ An extensive training manual of step-by-step exercises.
- ◆ Refreshments.
- ◆ Certificate of attendance listing the outcomes covered.
- ◆ Support via phone, fax or e-mail for content covered.
- ◆ Support from our online Help Desk and Knowledgebase.
- ◆ Answers to your specific queries.

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- Phone us on (02) 6041 2711
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