



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.

You'll learn lots of shortcuts to create, edit and format your spreadsheets, such as budgets, sales, payroll, asset management, and more.

How to use formulas better, format your information quickly, and how to create charts and graphs is covered as well.

There's plenty of time to ask your own questions and you'll get lots of practice with the hands-on exercises.

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.



Delivery & Duration

- ◆ 1 day public course, **OR**
3 x 1-hour online **OR**
Closed / Onsite (inquire)
- ◆ For rates and dates, visit:
[classtraining.com.au/
coursedates/12-google-sheets-essentials-beyond/](http://classtraining.com.au/coursedates/12-google-sheets-essentials-beyond/)

Detailed Course Outcomes

- Access Google Spreadsheet.
- Manage folders** better in Google Drive.
- Create, edit and format a '**cloud-based**' spreadsheet.
- Work with important formulas — **SUM, AVERAGE**, etc.
- Create and edit **charts**.
- Use **shortcuts** to navigate and manipulate information.
- Change **displays** and freeze parts of spreadsheets
- Work with more detailed formulas — **IF, LOOKUP**, etc.
- Use data analysis tools, such as **sorting** and **filtering**.
- Use **Pivot tables** to report the data you want.
- Control the entry and formatting of data through **data validation** and **conditional formatting**.
- Download spreadsheets** in the format you want.
- Share** spreadsheets, view changes, add comments.
- See different/previous versions and drafts** of your spreadsheet documents.
- Specific questions from attendees answered.

Prerequisites

No experience with **Google Sheets** is assumed nor required.

Public Course Includes*

- ◆ Computer for hands-on skills.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

* Inquire re details.

Online Sessions Include

- ◆ PDF workbook of instructions.
- ◆ Interactivity: ask your questions.
- ◆ Access to recording of session.
- ◆ After-course support.

How to Book

- ◆ Phone: **(02) 6041 2711**
- ◆ Email:
office@classtraining.com.au
- ◆ Book online:
[classtraining.com.au/
coursedates/12-google-sheets-essentials-beyond/](http://classtraining.com.au/coursedates/12-google-sheets-essentials-beyond/)

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