Google Sheets

Course code: GSHEETS

The course shows how to effectively work with Google Sheets using advanced tools such as the artificial intelligence function - Explore. This allows you to analyze data and automatically generate formulas or graphs. The course also covers quick data entry, formatting, and using formulas, and will gradually move on to more advanced features, including pivot tables, conditional formatting, and charting. You'll also learn to share and collaborate on real-time spreadsheets with different permission levels. The course is suitable for anyone who wants to improve their productivity in Google Sheets, from beginners to advanced users.

Who is the course intended for

The Google Sheets course is intended for a wide range of people users, including:

- Beginners:
- Those who have no or minimal experience with spreadsheets and want to learn the basics of working with Google Sheets.
- Advanced users:
- People who already have experience with others spreadsheet tools such as Microsoft Excel and want to learn advanced features and capabilities of Google Sheets.
- Professionals:
- Those who need to effectively manage and analyze data in your work, for example in the field of finance, marketing or project management.

The course is therefore suitable for anyone who wants to improve their skills skills in working with spreadsheets and take advantage of the advantages that Google Sheets offers, such as collaboration is easy and accessible from anywhere.

Course Outline

Price for Google Sheets
- What is Google Workspace
- Price for Business

Inserting and data format
- Inserting text, numbers and dates
- Cell formatting
- "Magic" corner
- Smart fill

Real-time collaboration
- Work on sheets simultaneously with others
- Use of comments and suggestions
- Version history

Sharing
- Publication of information on the website
- Setting permission levels

Explore - Artificial intelligence in tables
- Automatic creation of graphs and visualizations
- Let your data be filtered and sorted
- Painless pivot tables
- Generating basic formulas for tables

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Google Sheets

Basic formulas and functions
- Understanding cell references
- Fix bugs in AI patterns
- Using the SUM, AVERAGE, and COUNT formulas
- Using IF and VLOOKUP functions

Data validation
- Setting rules for data validation
- Creating drop-down lists

Conditional formatting
- Using conditional formatting rules
- Color an entire row based on information in one column

Pivot tables
- Creating pivot tables to summarize data

Charts
- Creating different types of graphs (bar, line, pie)
- Customizing the appearance of graphs

Data import and export
- Download data from Google Finance
- Downloading data from websites
- Import data from other sources (e.g. CSV, Excel)
- Data export to various formats

Add-ons
- Exploring and using popular add-ons for Google Sheets

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