# Google Workspace - Sheets Advanced Training

Duration: **1 Day**

BILGINÇ IT Academy
info@bilginc.com
bilginc.com

## Overview

This instructor-led, hands-on course is designed for users who want to develop their Google Sheets skills to an advanced level.

Throughout the programme, participants learn how to analyse and manipulate data using more sophisticated formulas and functions. The course also explores advanced spreadsheet capabilities including Conditional Formatting, Data Validation, Sheet Protection, and Macros.

The training builds on the knowledge developed at Google Sheets Intermediate level. Learners gain practical experience automating repetitive work, controlling user input, protecting selected areas of a spreadsheet, applying advanced logical and lookup functions, working with Array Formulas, and importing information from other sources.

By the end of the course, participants will be able to manage more complex spreadsheet solutions, perform advanced analysis, and create more controlled and automated workflows within Google Sheets.

## Prerequisites

Participants should:

- Be confident IT users,
- Be comfortable using a web browser,
- Have knowledge equivalent to Google Sheets Intermediate,
- Have intermediate to advanced experience with Google Sheets or Microsoft Excel.

For virtual delivery, an additional screen is recommended so that participants can work through practical activities while viewing the training content.

## Who Should Attend

This course is particularly suitable for:

- Users who want to take their Google Sheets skills to an advanced level,
- Participants who have completed Google Sheets Intermediate or have equivalent knowledge,
- Professionals who perform advanced spreadsheet analysis,
- Users who want to apply automation, validation, protection, and advanced formulas in Google Sheets.

The programme is designed for Google Workspace users and practical activities can be completed using Google Chrome.

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## What You Will Learn

By the end of this course, participants will be able to:

- Automate repetitive Google Sheets processes using Macros,
- Change spreadsheet appearance based on conditions with Conditional Formatting,
- Restrict user input using Data Validation,
- Create Dynamic Validation Lists,
- Protect Sheets and Cell Ranges,
- Keep selected cells editable within protected sheets,
- Share protected spreadsheets securely with other users,
- Use advanced Date & Time, Logical, and Lookup Functions,
- Work with Array Formulas,
- Create Sparklines for in-cell visual analysis,
- Import data from other Google Sheets and web sources,
- Use Google-specific functions for more advanced data analysis.

## Outline

### Module 1 – Automating Tasks in Sheets with Macros

- Understanding what a Macro is
- Common uses for Macros
- Recording Macros
- Capturing repetitive tasks
- Relative Macros
- Absolute Macros
- Comparing Relative and Absolute Macro behaviour
- Running a Macro
- Editing existing Macros
- Deleting Macros
- Creating automation within spreadsheet workflows

### Module 2 – Formatting Cells with Conditional Formatting

- Introduction to Conditional Formatting
- Applying formatting to a Cell Range
- Creating multiple Conditional Formats
- Using several rules together
- Applying Colour Scales
- Comparing values visually
- Creating Conditional Formatting with Formulas
- Applying formatting based on more complex conditions

### Module 3 – Using Data Validation to Restrict User Entry

- Understanding Data Validation
- Restricting user entry with Numbers
- Applying Text-based criteria
- Preventing invalid input

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- Dropdown List Validation
- Creating standard dropdown lists
- Building Dynamic Validation Lists
- Creating lists that update as source data changes
- Using validation to improve data quality

### Module 4 – Google Sheet Protection and Sharing

- Protecting a Cell Range
- Protecting an entire Google Sheet
- Defining Editable Ranges within a protected sheet
- Combining protected and editable areas
- Managing editing permissions
- Sharing a protected Sheet with a colleague
- Balancing collaboration with data protection

### Module 5 – Advanced Formulas and Functions

- Advanced Date and Time Functions
- Analysing date and time information
- Logical Functions
- Building formulas with multiple conditions
- Lookup Functions
- Searching and matching information
- Working with more advanced lookup scenarios
- Array Formulas
- Processing multiple cells with a single formula
- Combining functions for advanced analysis

### Module 6 – Working with Sparklines

- What are Sparklines?
- Use cases for in-cell visualisations
- Inserting Sparklines into a Google Sheet
- Displaying trends within individual cells
- Changing Sparkline Options
- Adjusting Sparkline appearance and behaviour
- Using Sparklines for quick visual comparison in larger tables

### Module 7 – Importing and Exporting Data

- Working with data across multiple Google Sheets files
- Importing a selected Data Range from another Google Sheet
- Using Import Functions
- Connecting spreadsheet sources
- Importing information from a Web Page
- Bringing web-based data into Google Sheets
- Using imported information for further analysis

### Hands-On Learning

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Participants complete practical exercises throughout the programme using realistic spreadsheet scenarios.

Activities include:

- Recording and running Macros,
- Creating Conditional Formatting rules,
- Applying Data Validation,
- Managing permissions on Protected Sheets,
- Using Advanced Functions and Array Formulas,
- Creating Sparklines,
- Importing data from external sources.

This hands-on approach helps learners apply the advanced features of Google Sheets directly to their everyday work.