

Google Apps - Sheets Advanced

Learn via: **Classroom/Virtual**

Duration: **1 Day**

Overview

In this hands-on instructor led course, you will learn about the Google Sheets app to an advanced level.

Following the course, delegates will be confident in analysing and manipulating their data in Google sheets using various advanced formulas and functions. You will cover more advanced sheets functionality like conditional formatting, data validation and sheet protection. This course builds on the knowledge from the intermediate Google sheets course ([QAGSITM](#)).

Prerequisites

- Competent IT user
- Experience in web browsing
- Must have attended the Google sheets intermediate course (QAGSITM) or have the equivalent knowledge
- Intermediate to advanced knowledge of Google sheets or Excel spreadsheets

What You Will Learn

- Use conditional formatting to change the appearance of a Google sheet
- Utilise data validation to restrict user entry within a Google sheet
- Protect a Google sheet whilst allowing certain cells to remain editable
- Share a Google sheet
- Use advanced Date & Time, Logical, Lookup functions to analyse data
- Understand and use Array formulas
- Work with Sparklines
- Use the Google Import & Export functions
- Use Google specific functions to analyse data
- Understand additional add-ins available to enhance Google sheets functionality

Outline

Module 1 - Automating Tasks in Sheets with Macros

- What is a Macro
- Record Macros
- Comparing Relative and Absolute Macros
- Running a Macro
- Edit or Delete a Macro

Module 2 - Formatting Cells with Conditional Formatting

- Add Conditional Formatting to a Range of Cells
- Add Multiple Conditional Formats
- Apply a Conditional Format with Colour Scales
- Apply Conditional Format with Formulas

Module 3 - Use Data Validation to Restrict User Entry

- Restrict User Entry with Numbers
- Restrict User Entry with Text
- Dropdown List Validation
- Creating Dynamic Validation Lists

Module 4 - Google Sheet Protection and Sharing

- Protecting a Cell Range
- Protecting a Google Sheet
- Applying an Editable Range to a Protected Sheet
- Share a Protected Sheet with a Colleague

Module 5 - Advanced Formulas and Functions

- Date and Time Functions
- Logical Functions – IF, AND, OR, SUMIFS
- Lookup Functions – Index, Match
- Array Formulas in Sheets

Module 6 - Working with Sparklines

- What are Sparklines
- Insert Sparklines into a Google Sheet
- Change Sparkline Options

Module 7 - Importing and Exporting

- Importing a Range of Data from another Google Sheet
- Importing Data from a Web Page