Google Workspace - Sheets Essentials Training

Duration: **1 Day**

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Overview

This instructor-led, hands-on course is designed for users who want to build a solid foundation in Google Sheets.

Throughout the programme, participants become familiar with the Google Sheets interface, create new spreadsheets, modify existing data, and apply basic formatting. They also learn how to build simple formulas and use common functions for everyday spreadsheet tasks.

By the end of the course, learners will be able to navigate Google Sheets confidently, enter and edit data, perform basic calculations, manage worksheets, and prepare spreadsheets for printing.

Prerequisites

Participants should be able to:

- Use a mouse,
- Type and work with a keyboard,
- Use a web browser,
- Open, close, minimise, and maximise windows.

Previous experience with Microsoft Office or similar applications can be useful but is not required. Basic familiarity with Google Drive may also make the course easier to follow.

For remote delivery, an additional screen is recommended so participants can view the training materials while completing practical activities.

Who Should Attend

This course is particularly suitable for:

- New Google Sheets users,
- Learners who want to develop basic spreadsheet creation and editing skills,
- Users beginning to work with Google Workspace,
- Professionals who need to enter, format, and calculate data using Google Sheets.

The course 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:

- Access Google Sheets and navigate the main interface,
- Create a basic worksheet,
- Enter and modify spreadsheet data,
- Use common commands including Cut, Copy, Paste, Find, and Replace,
- Create Relative and Absolute Formulas,
- Use basic Google Sheets Functions,
- Apply cell, font, and number formatting,
- Manage worksheets,
- Use Freeze Panes,
- Configure printing and Print Preview options.

Outline

Module 1: Getting Started with Google Sheets

- Introduction to Google Chrome and Google Drive
- Exploring the Google Sheets environment
- Working with Google Chrome
- Signing in to Google Workspace
- Accessing Google Sheets
- Navigating within worksheets
- Selecting cells and cell ranges
- Opening a Google Workbook
- Saving files
- Closing a workbook

Module 2: Modifying a Google Sheet

- Using Cut, Copy, and Paste
- Moving and duplicating data
- AutoFill Options
- Find and Replace
- Spell Check
- Undo and Redo
- Inserting Rows and Columns
- Deleting data and cells
- Adjusting Column Width
- Changing Row Height
- Hiding Rows and Columns
- Using Hide and Unhide options

Module 3: Using Formulas and Functions

- Introduction to formulas in Google Sheets
- Creating Relative Formulas
- Performing calculations with cell references

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- Inserting Google Functions
- Copying formulas to other cells
- Understanding Absolute References
- Creating Absolute Formulas
- Comparing Relative and Absolute reference use cases

Module 4: Formatting a Google Sheet

- Font Formatting
- Changing font and text size
- Applying Bold, Italic, and other basic text formats
- Adding Borders to cells
- Applying Cell Colours
- Cell Alignment
- Horizontal and Vertical Alignment
- Number Formatting
- Working with number, currency, percentage, and date formats

Module 5: Managing Google Sheets

- Managing Sheets within a workbook
- Adding new Sheets
- Renaming Sheets
- Reordering and moving Sheets
- Deleting unnecessary Sheets
- Using Freeze Panes
- Freezing Rows and Columns
- Navigating larger worksheets more efficiently

Module 6: Printing Google Sheets

- Printing Options
- Selecting the area to print
- Page Orientation
- Margin settings
- Print Preview
- Reviewing a worksheet before printing
- Preparing spreadsheet layout for print

Hands-On Learning

Participants complete practical exercises throughout the course using Google Sheets. Core tasks such as entering data, creating formulas, applying formatting, managing worksheets, and preparing spreadsheets for printing are reinforced through guided activities.

This practical approach helps learners become confident using Google Sheets independently for everyday work.