Google Workspace - Sheets Intermediate Training

Duration: **1 Day**

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Overview

This instructor-led, hands-on course is designed for users who want to move beyond the fundamentals of Google Sheets and develop stronger spreadsheet analysis skills.

Throughout the course, participants learn how to organise, examine, and interpret data more effectively using formulas, functions, and a range of built-in analysis tools.

The programme covers named ranges, advanced cell references, date and time functions, text functions, IF and VLOOKUP, as well as sorting, filtering, charts, and Pivot Tables.

By the end of the course, learners will be more confident working with larger datasets, performing common business analysis tasks, and presenting information in a clear and meaningful way using Google Sheets.

Prerequisites

Before attending the course, participants should be able to:

- Use a mouse and keyboard confidently,
- Work comfortably with a web browser,
- Open, close, minimise, and maximise windows,
- Use the fundamental features of Google Sheets,
- Work with Google Drive and common Google applications,
- Demonstrate knowledge equivalent to Google Sheets Introduction and Google Workspace - Cloud Essentials.

For virtual delivery, a dual-monitor setup may be required to make it easier to follow demonstrations while completing practical exercises.

Who Should Attend

This course is suitable for:

- Users who already have a basic knowledge of Google Sheets,
- Participants who have completed Google Sheets Essentials or have equivalent experience,
- Professionals who regularly work with spreadsheets in Google Workspace,
- Users who want to improve their data organisation, analysis, and reporting skills.

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, learners will be able to:

- Use Named Ranges to simplify spreadsheet management and formulas,
- Apply Mixed References effectively,
- Work with useful date and time functions,
- Clean and reorganise spreadsheet data using Text Functions,
- Build conditional calculations using the Logical IF function,
- Use VLOOKUP to find and compare information,
- Analyse lists using Sorting and Filtering tools,
- Create different analytical views with Filter Views,
- Present information visually using Charts,
- Summarise and analyse larger datasets with Pivot Tables,
- Extend Pivot Table analysis by using Calculated Fields.

Outline

Module 1: Working with Advanced Functions

- Creating and using Range Names
- Making formulas easier to manage with Named Ranges
- Understanding Relative, Absolute, and Mixed References
- Working with Mixed References
- Using specialised functions
- Working with date and time functions
- Cleaning and organising information with Text Functions
- Applying the Logical IF function
- Looking up and comparing information with VLOOKUP

Module 2: Data and List Management

- Organising data with Sorting
- Displaying selected records using Filtering
- Creating and working with Filter Views
- Grouping Rows and Columns
- Managing larger lists more efficiently
- Using Explore features
- Working with Database Functions
- Analysing structured lists and datasets

Module 3: Working with Charts

- Creating Charts from spreadsheet data
- Editing chart data and settings
- Formatting chart appearance
- Exploring different Chart Types
- Selecting appropriate charts for different types of information
- Presenting analysis visually

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Module 4: Analysing Data with Pivot Tables

- Understanding why Pivot Tables are useful
- Creating a Pivot Table from existing data
- Working with Row, Column, and Value fields
- Adding Date Fields
- Analysing date-based information
- Filtering Pivot Table results
- Using drill-down to investigate underlying data
- Adding Calculated Fields
- Summarising and comparing larger datasets

Module 5: Templates and Collaborative Content

- Working with Google Templates
- Making use of existing templates
- Creating Hyperlinks within spreadsheets
- Adding Notes
- Working with Comments
- Using spreadsheet features that support explanation and collaboration

Hands-On Learning

The course combines instructor guidance with practical exercises. Participants work with sample datasets and apply formulas, filters, charts, and Pivot Tables to reinforce the techniques introduced during each module.

This practical approach helps learners transfer their new Google Sheets skills directly into everyday data management, analysis, and reporting activities.