

Google Apps - Sheets Intermediate

Learn via: **Classroom / Virtual Classroom / Online**

Duration: **1 Gün**

Overview

Bir eğitimden tarafından verilen bu uygulamalı eğitimde, Google Sheets uygulamasını başlangıç seviyesinde öğrenebileceksiniz.

Bu eğitimin ardından katılımcılar, birçok formül ve fonksiyonu kullanarak verilerini Google elektronik tablolarında rahatça analiz edebileceklerdir.

Prerequisites

- Use a mouse
- Type and use a keyboard
- Experience in web browsing
- Work with windows - minimise, maximise, open and close
- Have attended the Google Sheets Introduction course or have equivalent knowledge
- Basic knowledge of Google drive and Google apps or equivalent knowledge is necessary
- Have attended the G-Suite for Business course or have equivalent knowledge

What You Will Learn

- Use named ranges to streamline their spreadsheets
- Understand and use some date and time functions
- Use text functions to clean up a spreadsheet
- Use the Logical IF function
- Utilise the VLOOKUP function to compare data
- Use filtering options to analyse lists
- Work with Charts to present data visually
- Analyse large amounts of data using Pivot Tables

Outline

Module 1: Working with Advanced Functions

- Working with Range Names
- Mixed References
- Using Specialised Functions

Module 2: Database Management

- Sorting
- Filtering
- Filter Views
- Grouping Rows and Columns
- Explore
- Database Functions

Module 3: Working with Charts

- Creating Charts
- Editing and Formatting
- Exploring Chart Types

Module 4: Working with Pivot Tables

- Why Use a Pivot Table?
- How to Create a Pivot Table

- Adding a Date Field
- Filter and Drill
- Adding a Calculated Field

Module 5: Templates

- Working with Google Templates
- Creating a Hyperlink
- Notes and Comments