

Google Apps - Sheets Essentials

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

Duration: **1 Gün**

Overview

In this hands-on instructor led course, you will learn about the basics of the Google sheets app.

Following the course, delegates will be confident in navigating, creating and modifying a Google sheet. Delegates will also learn about basic formatting and create basic formulas and functions.

Prerequisites

- Use a mouse
- Type and use a keyboard
- Experience in web browsing
- Work with windows - minimise, maximise, open and close
- Basic skills with Microsoft Office applications, or equivalent, are recommended, but not mandatory
- Basic knowledge of Google drive and what it does is recommended, although not necessary

What You Will Learn

- Get started with Google sheets
- Create a basic worksheet
- Modify a Google sheet
- Use formulas and functions
- Format a Google worksheet
- Manage worksheets
- Set up printing options

Outline

Module 1: Getting Started with Google Sheets

- Introduction to Google Chrome / Google Drive
- Google Sheet Environment
- Introducing Google Chrome
- Logging in to your G Suite Tools
- Accessing Google Sheets
- Navigate and Selecting Cells in Worksheets
- Open, Save and Close a Google Workbook

Module 2: Modifying a Google Sheet

- Cut, Copy and Paste Commands
- AutoFill Options
- Find and Replace
- Spell Check
- Undo and Redo Commands
- Insert and Delete Options
- Column Width and Row Height
- Hide and Unhide Options

Module 3: Using Formulas and Functions

- Create Relative Formulas
- Insert Google Functions
- Copying a Formula

- Creating an Absolute Formulas

Module 4: Formatting a Google Sheet

- Font Formatting
- Add Borders and Colours to Cells
- Cell Alignment
- Number Formatting

Module 5: Managing Google Sheets

- Managing Sheets
- Freeze Panes

Module 6: Printing Google Sheets

- Printing Options
- Print Preview Options