

1 DAY

GOOGLE SHEETS ADVANCED



Corporate IT Course

LEARNING OUTCOMES

- Master advanced formulas, including nested IFs, AND/OR logic, IFERROR, and named ranges for precise calculations.
- Use lookup functions like VLOOKUP, HLOOKUP, INDEX, and MATCH to efficiently find and cross-reference data.
- Extract, filter, and query data to uncover insights and make informed decisions.
- Create and customise Pivot Tables and Pivot Charts to summarise, analyse, and visualise large datasets.
- Apply data validation, filters, and slicers to maintain accuracy and explore data dynamically.

COURSE OVERVIEW

Take your Google Sheets skills to the next level! This advanced course will show you how to master complex formulas, analyse data like a pro, and create dynamic Pivot Tables and charts. You'll learn powerful functions and data tools that make managing large datasets easier, faster, and more accurate. By the end, you'll be able to turn raw data into clear, actionable insights that drive smarter business decisions.

TOPICS COVERED IN THIS COURSE

Expanding Your Functions Toolbox

Build on your basic functions' knowledge with advanced formulas. Learn to use nested IF statements, AND/OR logic, IFERROR, and range names to streamline calculations and handle errors efficiently.

Lookup Functions

Master VLOOKUP, HLOOKUP, INDEX, and MATCH to search and retrieve data across your spreadsheets with accuracy and speed.

Data Validation

Control the type of data entered into your sheets by setting rules and restrictions, ensuring data consistency and reducing errors.

Querying Your Data

Learn to extract specific information using the powerful QUERY function, enabling more flexible and dynamic data analysis.

Pivot Tables Basics

Discover how to summarise and analyse large datasets by creating Pivot Tables that provide clear insights quickly.

Customising Pivot Tables

Enhance your Pivot Tables by changing their layout, grouping data, and formatting to improve readability and reporting.

Pivot Charts

Visualise your Pivot Table data by creating dynamic charts that update automatically as your data changes.

Filtering and Slicing

Apply filters and slicers to Pivot Tables to explore and analyse subsets of data efficiently, making it easier to identify trends and patterns.