

GOOGLE SHEETS INTERMEDIATE



Corporate IT Course

LEARNING OUTCOMES

- Understand basic and advanced formulas, including SUM, AVERAGE, IF statements, and COUNT functions, as well as using relative and absolute references.
- Learn to organise, move, copy, and calculate across multiple sheets to manage data effectively.
- Apply conditional formatting and filtering techniques to identify trends, highlight key information, and work with large datasets efficiently.
- Create dynamic charts that update automatically with your data to visualise insights clearly and professionally.
- Combine formulas, formatting, and charts to produce accurate, professional spreadsheets ready for real-world business use.

COURSE OVERVIEW

This Google Sheets course equips you with the skills to create efficient, professional spreadsheets. You'll master formulas, calculations across sheets, conditional formatting, and data visualisation with charts. By the end, you'll confidently manage and analyse data to make smarter, faster decisions.

TOPICS COVERED IN THIS COURSE

Introduction to Formulas and Functions

Refresher on basic formulas, statistical functions (Average, Max, Min, Count), relative and absolute references, and creating and using range names.

Working with Sheets

Learn to manage sheets effectively—delete, move, copy—and perform calculations across multiple sheets and workbooks.

Advanced Formulas

Use SUMIF, COUNTIF, SUMIFS, COUNTIFS, IF statements, and essential text, date, and time functions to handle complex calculations.

Conditional Formatting

Highlight important data with rules, formulas, and duplicate detection to make key insights stand out.

Managing Lists

Freeze rows and columns, sort and filter data, and use filter views to organise and analyse large datasets efficiently.

Dynamic Charts

Create charts that automatically update as your data changes, enabling clear and impactful visualisation.

Data Analysis Essentials

Summarise, analyse, and interpret data quickly to spot trends, patterns, and anomalies for better decision-making.

Practical Application

Combine all techniques to produce professional, efficient, and accurate spreadsheets ready for real-world business use.