

GOOGLE SHEETS INTRODUCTION



Corporate IT Course

LEARNING OUTCOMES

- Gain the ability to efficiently organise and manage spreadsheets, including creating, renaming, sharing, and importing/exporting files.
- Develop confidence in entering, editing, and formatting data for clarity and professional presentation.
- Master essential formulas and calculations, including SUM, AutoSum, and statistical functions, to streamline your data analysis.
- Learn to create, format, and customise charts to visually represent data for better insights and decision-making.
- Understand page layout and printing options, and effectively collaborate by sharing and managing spreadsheets with others.

COURSE OVERVIEW

Boost your productivity and master Google Sheets with this hands-on introduction course. You'll learn how to organise and manage spreadsheets efficiently, enter and format data with ease, and use essential formulas to perform calculations quickly. Discover how to create clear, professional charts, enhance your data visually, and prepare your sheets for sharing or printing. By the end of the course, you'll have the confidence and skills to work smarter, collaborate effectively, and present your data with impact.

TOPICS COVERED IN THIS COURSE

Organising Your Spreadsheets

Learn to create, rename, share, and manage multiple spreadsheets. Import and export Excel files and handle adding or deleting sheets efficiently.

Entering Data Efficiently

Master inserting, deleting, and moving cells, rows, and columns. Work confidently with dates, times, and essential copy/paste functions.

Formatting and Presenting Data

Apply font styles, borders, shading, number formats, and alignment options to make your data clear, professional, and easy to read.

Basic Calculations

Create formulas using BODMAS rules, SUM, AutoSum, and statistical functions such as Average, Max, and Min to streamline calculations.

Advanced Formulas

Explore range names, IF statements, and functions to simplify complex calculations and reduce errors.

Visualising Data with Charts

Turn your data into charts, adjust layouts, add/remove elements, format effectively, and combine charts for powerful visual insights.

Page Layout and Printing

Set page margins, orientation, headers, footers, and control print areas for professional, print-ready sheets.

Sharing and Collaboration

Learn tips for sharing sheets, managing permissions, and collaborating efficiently with your team in real-time.