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| <p><b>INTRODUCTION</b></p> <p><b>Duration:</b>1 Day (8:30am – 3:30 pm)</p> <p><b>Objective:</b><br/>To gain an understanding of the potential of Google Sheets. Be able to create basic formulas apply formatting and print successfully.</p> <p><b>Essential:</b><br/>Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key.</p> <p><b>Learning Outcomes</b><br/>By the end of the day you will be able to:<br/>Have an understanding of what Google Sheets is capable of. Create your own spread sheets, apply formatting, perform basic Formulas/Functions and print.</p> | <p><b>Module 1</b><br/><b>Getting Started</b><br/>Using Google Dive sheet icon<br/>Getting to Know the Environment<br/>Icon awareness<br/>Work with sheets<br/>Using Templates<br/>Saving<br/>Open files using Google Drive<br/>Download Files from Google Drive</p> <p><b>Module 2</b><br/><b>Navigating</b><br/>Cell Pointers<br/>Navigation Techniques<br/>Selection Techniques<br/>Freezing Panes<br/>Zoom</p> <p><b>Module 3</b><br/><b>Editing Worksheets</b><br/>Entering Data<br/>Editing Data<br/>Undo &amp; Re Do<br/>Deleting Data<br/>Deleting Columns &amp; Rows<br/>Inserting Columns &amp; rows<br/>Change Column Width<br/>Hide/Unhide Columns</p> | <p><b>Module 4</b><br/><b>Automated Features</b><br/>Auto Fill<br/>Recover Sheets<br/>Revision History</p> <p><b>Module 5</b><br/><b>Formulas &amp; Functions</b><br/>Basic Formulas<br/>Basic Functions:- Sum, Average, Max, Min, Count, Counta<br/>Auto Calculate<br/>Relative Cell Referencing<br/>Basic Absolute Cell referencing</p> | <p><b>Module 6</b><br/><b>Formatting Cells</b><br/>Font Formatting<br/>Conditional Formatting<br/>Format Dates and Currency<br/>Formatting %<br/>Decimals<br/>Using Clear all<br/>Using Format Painter<br/>Merge Cells, Text Wrap<br/>Apply Borders<br/>Cut, Copy, Paste<br/>Paste Special</p> <p><b>Module 7</b><br/><b>Printing</b><br/>Print – Selection, active sheet</p> |
| <p><b>INTERMEDIATE</b></p> <p><b>Duration:</b>1 Day (8:30 - 3:30pm)</p> <p><b>Objective:</b><br/>To become familiar with functions and working with multiple sheets.</p> <p><b>Essential:</b><br/>An awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key.<br/>Completed Introduction or equivalent.</p> <p><b>Learning outcome</b><br/>By the end of the Day you will be able to:<br/>Understand Absolute cell references, have a greater understanding of Functions &amp; linking sheets. You will be more confident in manipulating data.</p>  | <p><b>Module 1</b><br/><b>Cell Referencing</b><br/>Mixed Absolute Cell Referencing</p> <p><b>Module 2</b><br/><b>Range Names</b><br/>Creating a Range Name<br/>Using range names in Functions<br/>Delete Range Names</p> <p><b>Module 3</b><br/><b>Functions</b><br/>Basic IF Function<br/>SumIf, CountIf<br/>If Function<br/>Vlookup</p>  | <p><b>Module 4</b><br/><b>Working with Sheets</b><br/>Create Multiple Sheets using Group mode<br/>Naming/<br/>Deleting/Inserting<br/>Moving/Copying<br/>Linking sheets<br/>3D Formulas</p>  | <p><b>Module 5</b><br/><b>Working with Data</b><br/>Sorting/Filtering<br/>Sheet Protection<br/>Workbook Protection</p> <p><b>Module 6</b><br/><b>Graphs</b><br/>Creating Graphs<br/>Manipulating Graphs<br/>Advanced Edits</p>  |

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| <b>ADVANCED</b>  | <p><b>Module 1</b><br/><b>Functions</b><br/>Nested If Functions<br/>IF with And/Or/Not<br/>IsBlank, IsText, IsError<br/>IFError</p> <p><b>Module 2</b><br/><b>Complex Functions</b><br/>Hlookup<br/>Choose ,Index, Match,</p> <p><b>Module 3</b><br/><b>Clean up Functions</b><br/>Using Text to Column<br/>Upper case<br/>Lower case<br/>Left/Right<br/>Trim<br/>Len<br/>Concatenate<br/>Text</p> | <p><b>Module 4</b><br/><b>Workbook Tools</b><br/>Validation Rules<br/>Creating List</p> <p><b>Module 5</b><br/><b>Pivot Tables</b><br/>Creating Pivot Tables<br/>Group data<br/>Create Calculated fields<br/>Creating a Pivot Chart</p> |
| <p><b>Duration:</b>1 Day (8:30 – 3:30 pm)</p> <p><b>Objective:</b><br/>To create templates with complex formulas.<br/>Manipulate and analyse data.</p> <p><b>Essential:</b><br/>An awareness of keys on keyboard e.g.:<br/>Shift, spacebar, and Enter key. Completed<br/>Introduction and Intermediate or equivalent.</p> <p><b>Learning Outcome</b><br/>By the end of the Day you will be able to:<br/>create complex functions, manipulate data.</p> |  |   |