

## Google sheet Course Outline – 1 day (8 hrs)

- How to begin with Google sheets - from installing to using it.
- How to use features like Cut paste, copy paste, insert rows, insert columns, sort data ,filter data
- How to insert sheets, delete, rename sheets, protect the data
- How to create duplicate copies of sheets or google sheet as a whole.
- How to share sheets with other colleagues in office
- How to set up the language based on your country
- How to use Filter Views
- Learn Sort and filter functions.
- How to lookup the data using VLOOKUP , MATCH , TRIM and INDEX functions
- How to join more than one function and make a single large complex formula
- How to use LARGE, SMALL function with other functions like FILTER and SORT
- How to use logical functions like IF, IFAND, IFOR and new function IFS with the difference between them
- How to use Error handlers like IFERROR & IFISERROR. - Use them with other lookup functions
- Know your Date and Time functions
- How to use INDIRECT Function - the most amazing and helpful function in sheets
- How to define Name range and their practical use in G sheets
- How to create drop down and dynamic drop down - two or three level dynamic drop down with the help of INDEX and FILTER
- How to restrict data from entering anything you do not want by using data validation features
- Practical Quizzes time to time to monitor your preference
- How to do data analysis using Charts - Basic to advance - column chart, line chart, pie , doughnut chart, combo chart, scorecard chart, table chart etc.
- How to control data using SLICERS
- How to summarize data using Pivots and Slicers.
- How to use conditional formatting.