

Course Description

This course is intended for students who wish to gain the foundational understanding of Google Sheets that is necessary to create and work with online spreadsheets.

Learning Objectives

- Get Started with Google Sheets
- Perform calculations
- Modify a spreadsheet
- Format a spreadsheet
- Print Spreadsheets

Getting Started with Google Sheets

- Navigate the Google Sheets User Interface
 - Google Home Screen
 - Google Sheets Interface
 - Spreadsheet
 - Cells
 - Mouse Navigation
 - Keyboard Navigation
 - Basic Data Entry
 - Entering Data by Editing
- Use Google Sheets Commands
 - Toolbar
 - Toolbar Shortcuts
- Create, Save and Download a Basic Spreadsheet
 - Templates
 - Save
 - Download As
- Spreadsheet Settings
 - General Settings
 - Calculation Settings
- Enter Cell Data
 - Cell Content
 - Copy, Cut, and Paste
 - Undo and Redo
 - AutoFill
 - Autocomplete
 - Clear Data
- Use Google Sheets' Help

Managing Workbooks

- Manage Sheets
 - Tab Formatting Options
 - Methods of Repositioning Sheets
 - The Hide and Unhide Sheets Options
- Manage Workbook and Sheet Views
 - View Menu
 - Freeze Command
 - Gridlines
 - Formula Bar
 - Zoom

Developing a Google Slides Presentation

- Select a Presentation Type
 - Templates
 - Themes
- Edit Text
 - Text Boxes
 - Border
 - Text Selection Methods
 - The Quick Access Toolbar
 - Cut, Copy, and Paste Options
- Building a Presentation
 - The Slide Size and Orientation Settings
 - Slide Layouts
 - Types of Slide Layouts
 - Choosing a Slide Layout
 - Changing the Layout for an Existing Slide
 - Background Styles

Formatting a Worksheet

- Apply Text Formats
 - Fonts
 - The Font Group
 - Add Additional Fonts
 - Custom Colors
 - Hyperlinks
 - The Paint Format
- Apply Number Formats
 - Number Format Categories
 - Custom Number Formats
- Align Cell Contents
 - The Text Wrapping Command
 - Text Rotation
 - The Merge Options
- Apply Styles
 - Alternating Colors
- Adding Borders and Colors
 - Border Options
 - Fill Color Options
- Apply Basic Conditional Formatting
 - Rule Conditions
 - Multiple Rules
- Create and Use Templates

Performing Calculations

- Create Worksheet Formulas
 - Formulas
 - Formula Bar
 - Elements of Formulas
 - Common Mathematical Operators
 - The Order of Operations
- Insert Functions
 - Functions
 - The Function Library
 - Cell and Range Reference Entry
 - Commonly Used Functions
 - Basic Function Syntax
 - Function AutoComplete
- Reuse Formulas and Functions
 - Formulas and the Cut, Copy, and Paste Commands
 - Drag-and-Drop Editing
 - Paste Special
 - References
 - Relative References
 - Absolute References
 - AutoFill and Formulas
 - Spreadsheet Reference

Modifying a Spreadsheet

- Insert, Delete, and Adjust Cells, Columns and Rows
 - The Insert and Delete Options
 - Width and Height Adjustments
 - The Hide and Unhide Commands
- Search for and Replace Data
 - The Find Command
 - The Find and Replace Command
- Use Proofing Tools
 - Spell Check
 - Personal Dictionary