

Course Description

This course is intended for students who already have foundational understanding and skills of Google Sheets and who wish to use Google Sheets in a higher-level functionality to analyze and present data.

Learning Objectives

- Work with functions.
- Work with lists.
- Analyze data.
- Visualize data with charts.
- Use Pivot Charts.

Working with Functions

- Working with Ranges
 - Names and the Named Range Box
 - Cell and Range Names in Formulas
 - Manually Entering Cell or Range Names
 - The Formula AutoComplete Method
- Use Specialized Functions
 - Function Categories
 - Sheets Function Reference
 - Comparison Operator Basics
 - Function Syntax
 - Automatic Workbook Calculation
- Work with Logical Functions
 - Logical Values
 - Comparison Operators
 - IF, AND, OR, NOT Functions
 - Nesting Functions
 - Nesting Function Syntax
 - Guidelines for Combining Functions
- Work with Date & Time Functions
 - The TODAY Function
 - The NOW Function
 - The DATE Function
 - The NETWORKDAYS Function
 - The WEEKDAY Function
 - The WORKDAY Function
 - The ISOWEEKNUM Function
- Work with Text Functions
 - The LEFT Function
 - The FIND Function
 - The RIGHT Function
 - The Test to Columns Feature
 - The MID Function
 - The CONCATENATE Function
 - Concatenate character
 - The UPPER Function
 - The LOWER Function
 - The PROPER Function

Working with lists

- Sort Data
 - Clean Data
 - Multiple Column Sorting
 - Sort Sheet
 - Sort Range
- Filter Data
 - Filter View
 - Save a Filter as a Filter View
- Query Data with Database Functions
 - Database Functions
 - Query Function Syntax
 - Making Sense of the Syntax
 - Where Clause Combinations
- Subtotal Data
- The SUBTOTAL Function

Visualizing Data with Charts

- Create Charts
 - Chart Basics
 - Chart Types
 - Chart Insertion Methods
 - Suggested Charts
 - The Chart Editor Sidebar
- Modify and Format Charts
 - Modification vs. Formatting
 - Chart Elements
 - Chart Element Guidelines
 - The Chart Tools Buttons
- Use Advance (sic) Chart Features
 - Dual-Axis Charts
 - Trendlines
 - Trendline Types
 - Suggestions for Chart and Analysis

Analyzing Data

- Create and Modify Tables
 - Tables
 - Table Components
 - Formatting
 - Alternating Colors
- Apply Intermediate Conditional Formatting
 - Using Conditional Formatting
 - Conditional Formatting Rules
 - Multiple Rules
 - Rule Precedence
- Apply Advanced Conditional Formatting
 - Apply Advanced Conditional Formatting
 - Custom Conditional Formats
 - Custom Formulas with Conditional Formatting
 - Conditional Formatting Rules
 - Cell Reference and Conditional Formatting
 - Guidelines for Applying Conditional Formatting to Cells Based on Values in Other Cells

Using Pivot Tables and Pivot Charts

- Create a Pivot Table
 - Pivoting
 - Pivot Tables
 - Smart Pivot Table
 - Transactional Data
 - Inserting a Pivot Table in Google Sheets
 - Learning the Report Editor
- Analyze Pivot Table Data
 - Start with Questions, End with Structure
- Present Data with Pivot Tables
 - Present Data with Pivot Charts
 - The Pivot Tables Fields Task Pane
 - Grouping