

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

- 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

Perform 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

Format 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

Manage 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

Print Spreadsheets

- Preview and Print a Spreadsheet
 - Print Options
 - Print Preview
- Set Up the Page Layout
 - Paper Size
 - Orientation
 - Margins
 - Scaling

Modify 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