

Complete Guide to Google Sheets Course

Course Duration: 8 Hours

Course code: CGGS

1. Course Overview

This course is designed to help learners master Google Sheets from beginner to advanced levels. It covers data handling, formulas, functions, data analysis, automation, and visualization techniques. Learners will gain practical skills to manage data efficiently, create reports, and automate workflows for business, finance, and analytics use cases.

2. What you'll learn?

By the end of the course, you will be able to:

- Navigate and use Google Sheets effectively
- Work with data, formatting, and formulas
- Use advanced functions for data analysis
- Create dashboards and visualizations
- Automate tasks using scripts and integrations
- Collaborate and manage data securely
- Build business reports and financial models
- Improve productivity using shortcuts and best practices

3. Target Audience

- Students and Beginners
- Data Analysts and Business Analysts
- Finance and Accounting Professionals
- Marketing and Operations Teams
- Anyone working with data

4. Pre-Requisites

Before taking this course, you should have:

- Basic computer knowledge
- Familiarity with spreadsheets (optional)
- No prior advanced experience required

5. Course content

Module 1: Course Introduction

- Course overview and objectives
- Importance of spreadsheets in business
- Introduction to Google Sheets

Module 2: Getting Started with Google Sheets

- Interface and navigation
- Creating and managing spreadsheets
- Rows, columns, and cells
- Basic formatting and data entry

Module 3: Data Formatting and Organization

- Formatting text, numbers, and dates
- Conditional formatting
- Sorting and filtering data
- Freezing rows and columns

Module 4: Basic Formulas and Functions

- Understanding formulas
- Arithmetic operations
- Common functions (SUM, AVERAGE, COUNT)
- Relative vs absolute references

Module 5: Advanced Functions

- Logical functions (IF, AND, OR)
- Lookup functions (VLOOKUP, HLOOKUP, XLOOKUP alternative)
- Text functions (LEFT, RIGHT, MID, CONCAT)
- Date and time functions

Module 6: Data Analysis Tools

- Pivot tables
- Data validation
- Removing duplicates
- Data cleaning techniques

Module 7: Working with Large Datasets

- Filtering and query functions
- Using QUERY function
- Data import functions (IMPORTRANGE, IMPORTDATA)
- Performance optimization

Module 8: Charts and Data Visualization

- Creating charts and graphs
- Customizing visualizations
- Dashboards creation
- Data storytelling techniques

Module 9: Collaboration and Sharing

- Sharing spreadsheets
- Permission management
- Real-time collaboration
- Comments and version history

Module 10: Automation with Google Sheets

- Introduction to Google Apps Script
- Recording macros
- Automating repetitive tasks
- Trigger-based automation

Module 11: Integration with Google Workspace

- Connecting with Google Forms
- Using Sheets with Google Docs and Slides
- Integration with Gmail
- Add-ons and extensions

Module 12: Financial and Business Applications

- Budgeting and expense tracking
- Financial modeling basics
- Sales and performance reports
- KPI tracking dashboards

Module 13: Data Security and Best Practices

- Protecting data and sheets
- Access control
- Backup and recovery
- Best practices for data management

Module 14: Productivity Tips and Advanced Techniques

- Keyboard shortcuts
- Named ranges
- Array formulas
- Dynamic formulas

Module 15: Real-World Projects and Capstone

- Building dashboards
- Business case studies
- End-to-end data analysis project
- Final evaluation

