

GO.COURSES



**Courses and instructors
to develop your potential.**

Live online or face to face.

How To Use Google Sheets

Get started

Preparing Data

Making Charts

Using Formulas

What will I learn?

LESSON 1

GETTING STARTED - Welcome, Pictures first, Anatomy of a spreadsheet, Data types, Formatting cells, Tidy data, Sharing files, Sharing folders

LESSON 2

PREPARING DATA - Entering data, Importing data, Copying & pasting data, Notes, Comments, Chat, Selecting & moving data, Sorting data, Filtering data, Filter views, Publishing files, Version history

LESSON 3

MAKING CHARTS - REPT charts, Bar charts with table data, Bar charts with raw data, Grouped bar charts, Bar charts with highlighting, Pie charts, Histograms, Line charts, Timelines, Sparklines, Scatterplots, Scatterplots with highlighting, Automatic charts with Explore, Publishing charts

LESSON 4

USING FORMULAS - Cell references, Counts, sums, & means, Dates & times, Selecting text, Combining text & data, Conditional formatting

LESSON 5

WRAPPING UP - Next steps

Key features

- ✓ Face to face or Live Online
- ✓ Fully certified trainer
- ✓ Get key skills and practical knowledge
- ✓ This course is available for groups and 1-2-1 live online
- ✓ Course materials included
- ✓ Recognised course certificate

Interested?

 **Call us: 01225 308979**

 **Email us: info@go.courses**