**Quick Sheets Training Schedule**

* What are Quick Sheets?
  + Excel sheets with a bunch of shortcuts to make it easier to locate, flag, share and correct issues in Kobo data.
* Getting and opening Snap Sheets
  + Downloading on Github: bit.ly/quicksheets
  + Always download newest version
  + Open and enable macros
* Adding in data
  + Pasting into raw data and populating
  + Going over what is on the different pages now
* Creating checks
  + Inserting a check column
  + Keep the column named "Check"
  + Simple duplicate check
  + Comparison to other data check
  + Expanding and closing
* Flagging issues
  + Flagging issues
  + Formatting and sending the feedback
  + Inserting new feedback
  + Closing an issue (manually)
  + Using toogling to close an issue
  + Continuing to work with open issues
* Correcting directly
* Deleting rows
* Advanced topics
  + How to clean loops
  + How to re-use the same cleaing sheet
  + What to do if you edited your tool
  + How to work with really large documents