

DATE : 02.03.2024
DT/NT : NT
LESSON : Google Sheets
SUBJECT: Google Sheets
Introduction

BATCH : B247 / B253



TECHPRO
EDUCATION



techproeducation.com



+1 (585) 304 29 59





Google
Sheets

I EXCEL AT MOST THINGS





- ☐ Genel Tanıtım
- ☐ Temel ve Orta Seviye Fonksiyonlar
- ☐ Sort-Filter Özelliklerinin Kullanımı
- ☐ Çizelgeler ve Grafikler
- ☐ Dinamik Modeller



Google Sheets

- Skilled in Microsoft Excel/Google Sheets, and experienced in collecting, organizing, and manipulating large pools of data

who are also comfortable messing around in Excel or Google Sheets, for example

- Proficient in using data entry software, spreadsheets, and databases (e.g., MS Excel, Google Sheets, or similar).
- Proficient in Microsoft Excel, Google Sheets, Google Slides
 - Proficiency in using data entry software and tools, such as Microsoft Excel, Google Sheets, or similar applications.
 - Advanced use of PowerPoint, Google Slides, Excel, and/or Google Sheets
- Analytical. Familiar with Google Sheets or Excel formulas and pivots. Able to design and build typically simple automations and linked spreadsheets

Find the best Google Sheets jobs

It takes just one job to develop a successful relationship that can propel your career forward.

[Find work](#)[Want to hire](#)

- Skilled in Microsoft Excel/Google Sheets, and experienced in collecting, organizing, and manipulating large pools of data

Professionals on Upwork rate clients

★★★★★ 4.9/5

Trusted by



AUTOMATTIC



COTY

Check out a sample of the 688 Google Sheets jobs posted on Upwork

[Find Freelance Jobs](#) » [Google Sheets Jobs](#)



Google Spreadsheet Expert Wanted

New

Hourly - Posted 2 hours ago

Less than 30 hrs/week

Hours needed

Intermediate

Experience level

We have been given a robust Google Spreadsheet that is full of macros and formulas to help estimate painting needs for the inside and o...

Google Sheets

Dashboard Jobs

Business with 1-9 Employees Jobs

See more

Custom Trello Power-Up for Google Sheets Integration

Hourly - Posted 12 hours ago

Less than 30 hrs/week

Hours needed

Intermediate

Experience level

I am in need of a developer to create a custom Trello Power-Up that integrates with Google Sheets. The main functionality of the Power-...

Google Sheets

Google Sheets Jobs

Trello

JavaScript

Google Apps Script

See more

Looking for Data Analysts

Hourly - Posted 15 hours ago

Less than 30 hrs/week

Hours needed

Intermediate

Experience level

Hey! This might not be your usual job pitch, but hear me out :) I'm looking for Data

Data Science Expert Needed | Microsoft Excel Sheet | Extracting I...

Hourly - Posted 19 hours ago

not_sure

Hours needed

Intermediate

Experience level

We are currently looking for a highly skilled and experienced Data Science expert



Seeking Cryptocurrency Google Sheet Creator and API Integrator

Fixed-price - Posted 1 day ago

\$50

Fixed-price

Expert

Experience level

Job Description: We are looking for a skilled and detail-oriented individual to create a comprehensive Google Sheet containing informa...

Google Sheets

API

API Integration

Google Sheets Jobs

See more

Auto-format text for Google Docs and GoogleSheets I based on exis...

Fixed-price - Posted 1 day ago

\$180

Fixed-price

Intermediate

Experience level

We need a savvy developer to create an application that auto-formats text from one document, based on a template. Here's an idea how i...

Google Sheets

Google Apps Script

Python

JavaScript

Google Docs

See more

Integrate Google Ads With Google Sheets

Fixed-price - Posted 1 day ago

\$25

Fixed-price

Expert

Experience level

I need to integrate a Google Ads account to send data to Google sheets showing campaign metrics. This spreadsheet should have multiple

Appsheet developer to assist on multiple projects

Hourly - Posted 1 day ago

30+ hrs/week

Hours needed

Intermediate

Experience level

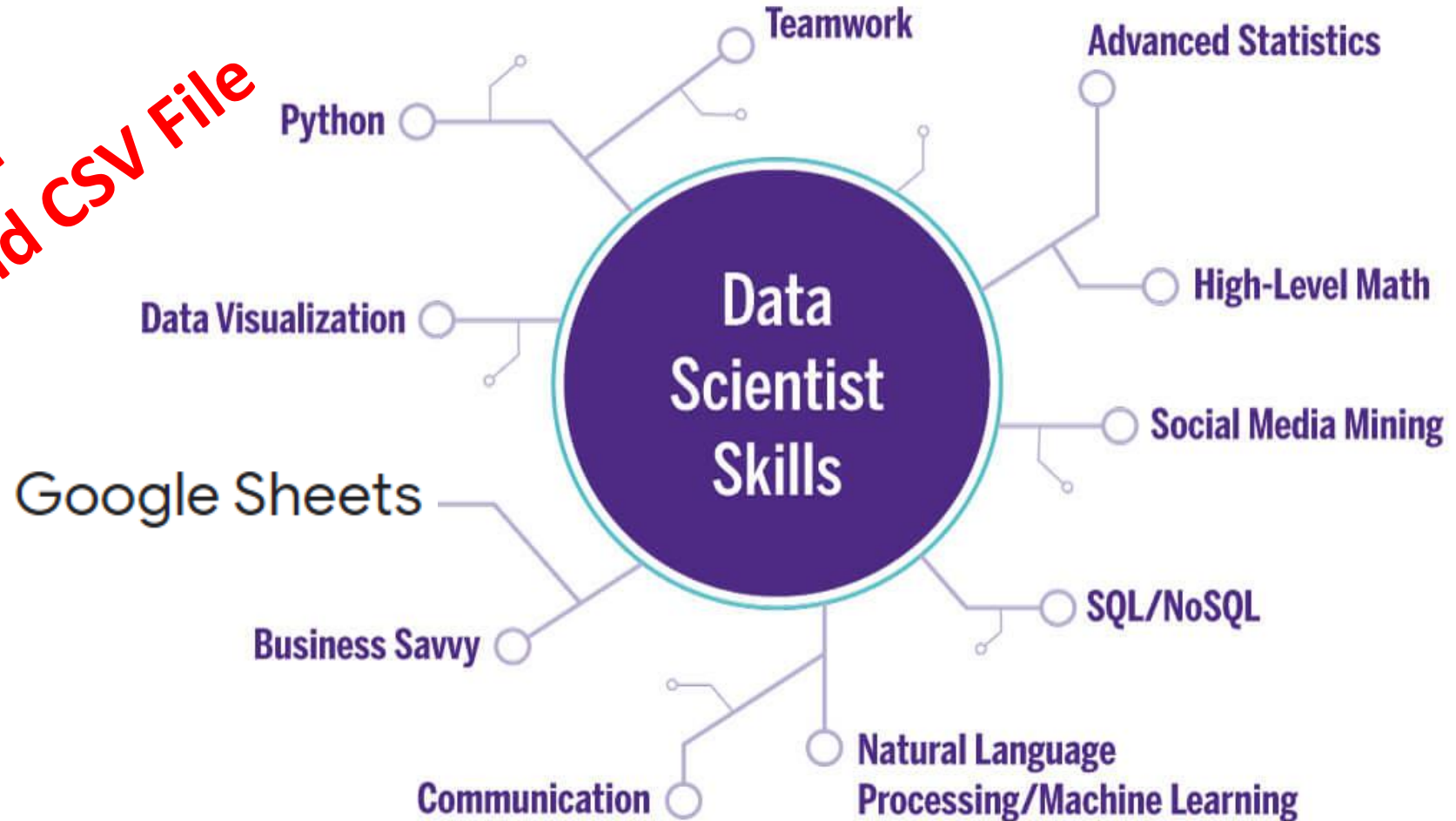
AppSheet Developer (Long-Term Project) We are seeking skilled AppSheet developers to join our team and collaborate on various AppSheet





Google Sheets

Python live in Excel
Google Sheets and CSV File



Comma-separated values



Google Sheets

FREE



Google



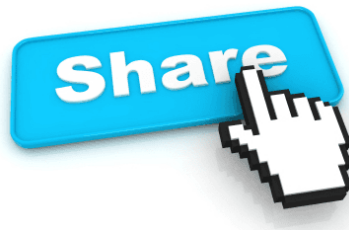
VS



Google Sheets

Microsoft Excel

2006





Advantage & Disadvantage



[Microsoft Excel vs. Google Sheets — Which is Better for Your Business?](#)



Disadvantage

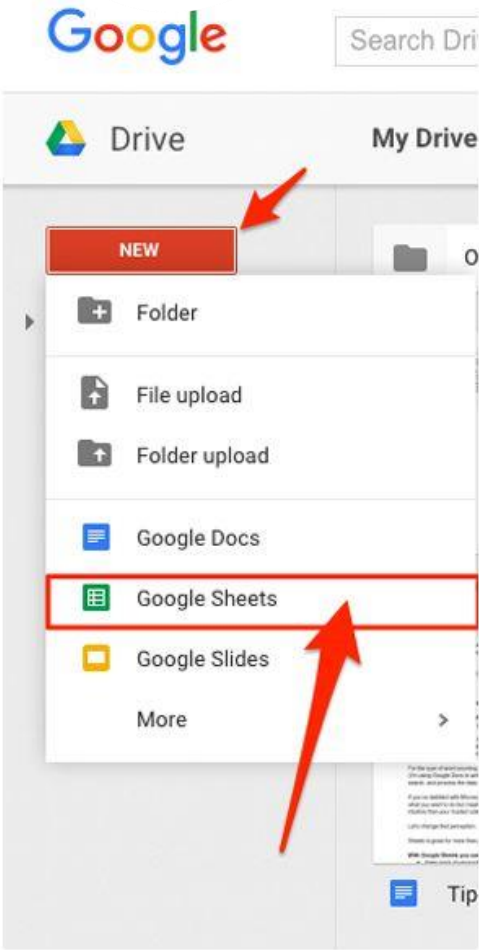
	Google Sheets	Excel
Limitation	5,000,000 cells max.	17,179,869,184 cells max.
Speed	Slower if data gets bigger.	Handles millions of rows with good performances, based on your computer's processing power.
Customization	Very limited customization options.	Great customization options.



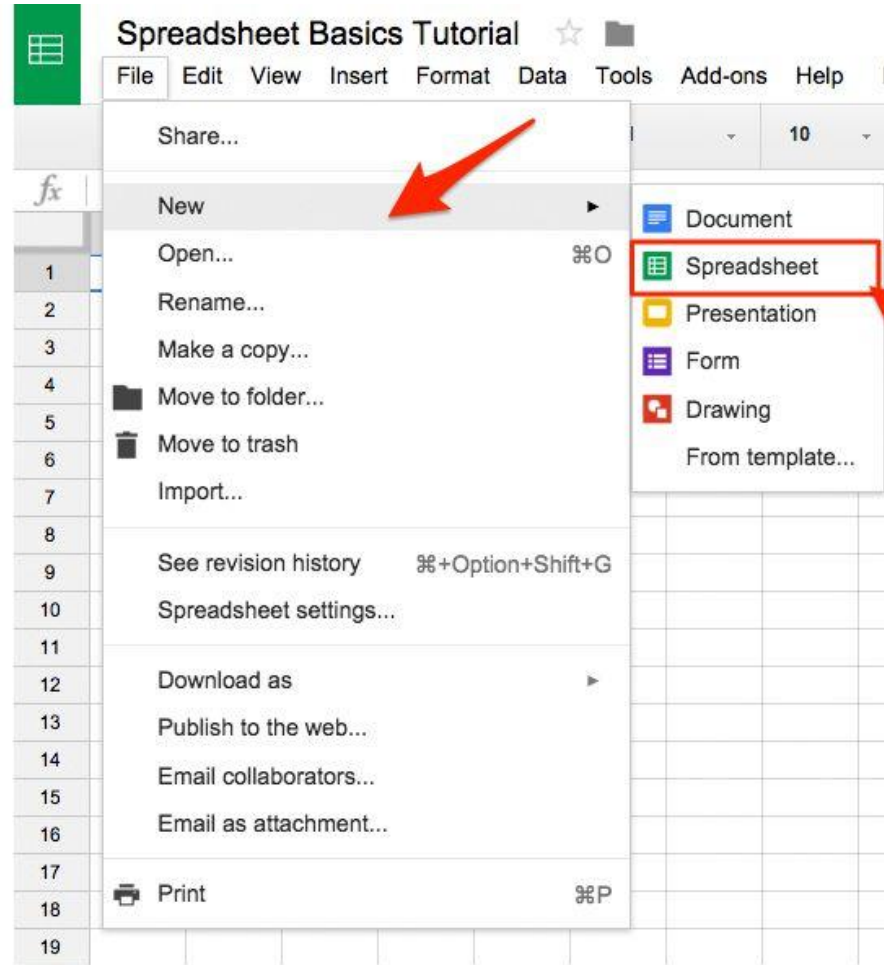
HOW TO ACCESS



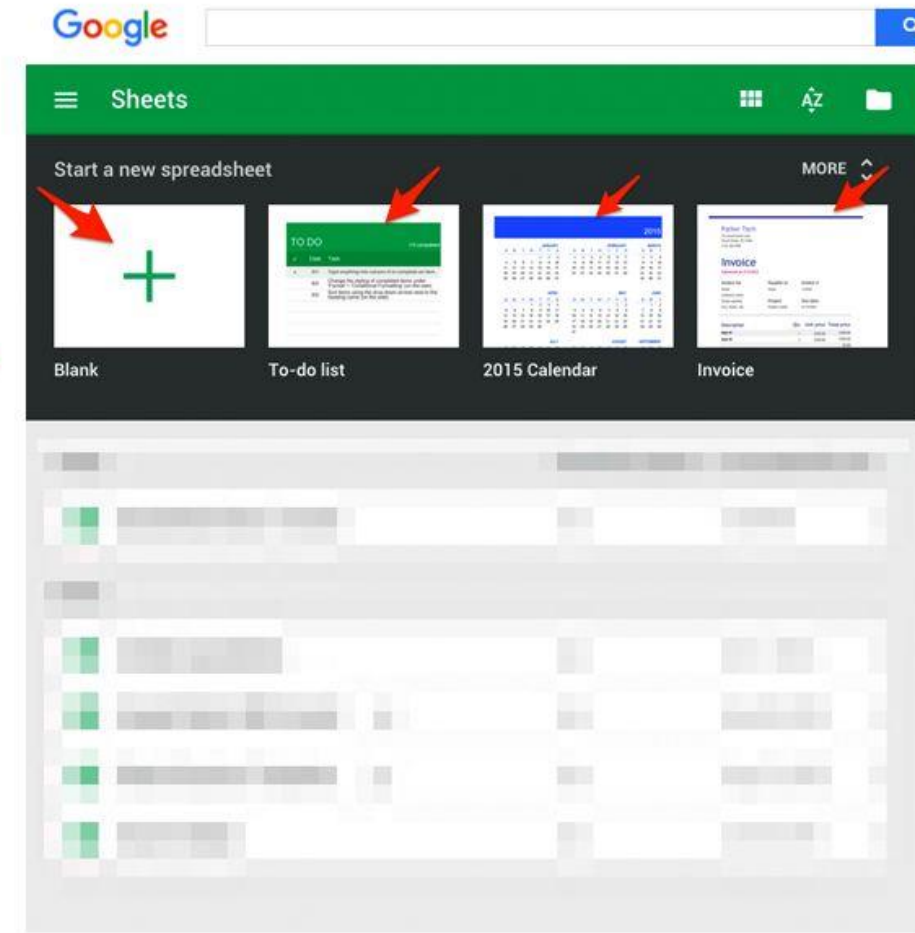
Google Sheets



1



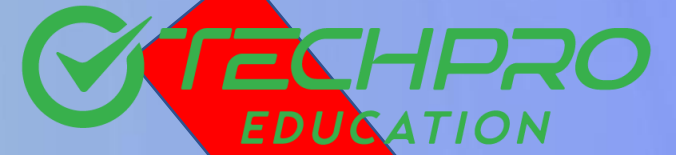
2



3



Google Sheets



mail.google.com/mail/u/0/#inbox

Uygulamalar dictionaries musics Academy 5 Languages MEAID Data Scientist KORROGO Career Coaching TechProEd LinkedIn Google Okuma listesi

Gmail Search mail

Compose

Inbox 370

Starred

Snoozed

Sent

Drafts 2

Google Alert

More

Meet

New meeting

Join a meeting

Hangouts

Muslum

No recent chats

Start a new one

Primary

Social

Promotions 24 new

Mentioned by Mohammad Rez...

TurkNet KOBİ

Turing.com

LinkedIn

LinkedIn

Meetup

LinkedIn

LinkedIn

Instagram

LinkedIn

Meetup

Twitter

100Mbps'ye kadar internet - 129k'ye Hepsi Bir Arada 100 Mbps'ye Kadar İnterne

Remote American Software Developer Jobs - High salary. Full time jobs. Work F

Bu hafta 2 aramada görüldünüz - LinkedIn'e son kez geldiğinizden bu yana işte

1 kişi sizi fark etti - Profilinize kimlerin baktığını görün

The keys to community success - Save your seat at Meetup Live

Bu hafta 1 aramada görüldünüz - LinkedIn'e son kez geldiğinizden bu yana işte

1 kişi sizi fark etti - Profilinize kimlerin baktığını görün

meaid_forum, see Fatma Yalçın, Ümran Demir Buldu and more in your feed - Fo

1 kişi sizi fark etti - Profilinize kimlerin baktığını görün

Top suggestions for you this week - Meetup Check out these events based on your groups and inter...

Middle East Aid and Development Forum, don't be shy - Slide that great Tweet into a DM.

Account

Search

Maps

YouTube

Play

News

Gmail

Meet

Chat

Contacts

Drive

Calendar

Nov 29

Nov 29

Nov 26

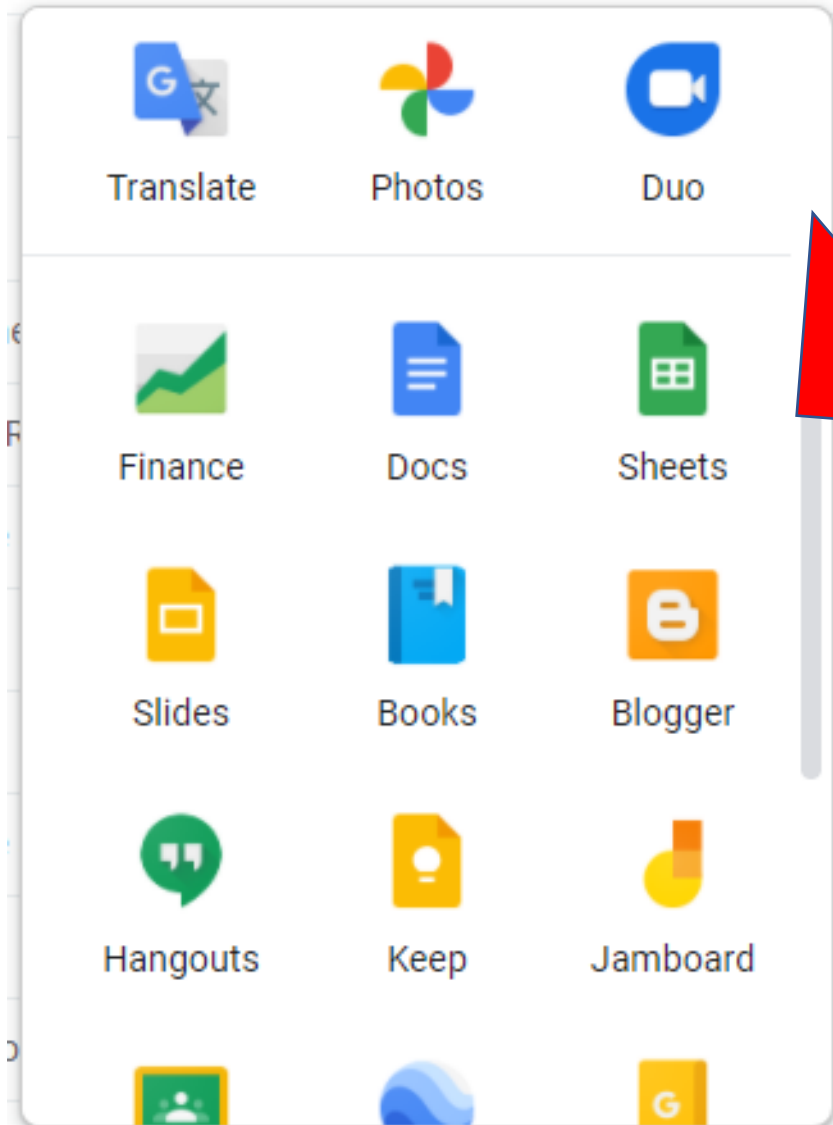
Windows u Etkinleştir

Windows'u etkinleştirmek için Ayarlar'a gidin.

https://www.google.com.tr/intl/en/about/products?tab=mh



Google Sheets





Google Sheets

docs.google.com/spreadsheets/u/0/

Uygulamalar dictionaries musics Academy MEAID Data Scientist KORROGO Career Coaching TechProEd LinkedIn Google Sheet Okuma listes

Sheets

Start a new spreadsheet

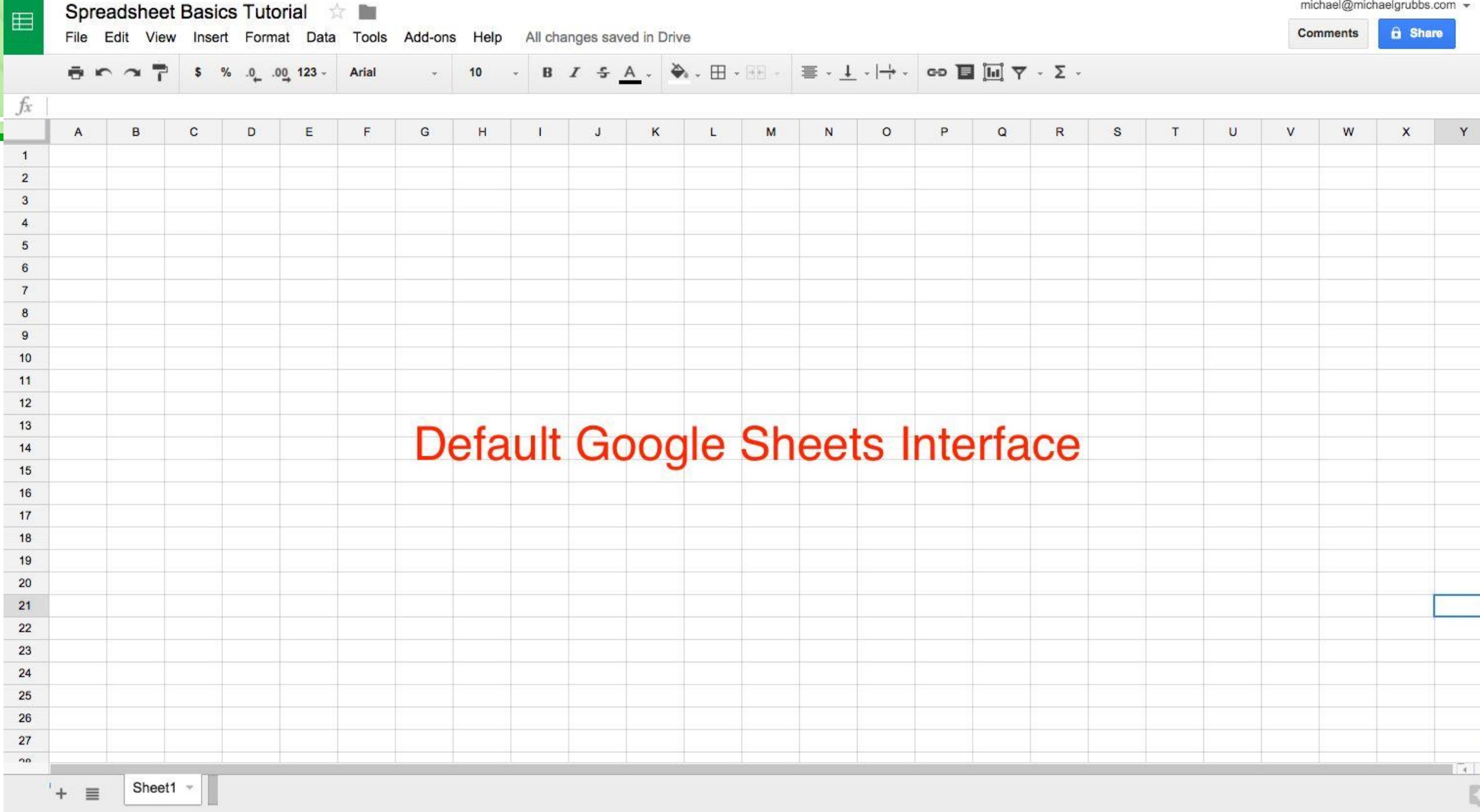
Template gallery

Blank To-do list Monthly budget Annual budget Google Finance Invest... Annual Calendar

Today

Owned by anyone Last opened by me

GSH01_PreparingData_End	barton poulson, founder	12:56 AM
GSH01_GettingStarted_Begin	barton poulson, founder	12:55 AM
Germany Clarusway IT Fundamental	me	Dec 13, 2021
Clarusway Turkish Instructor Candidates	Carter C	Dec 13, 2021

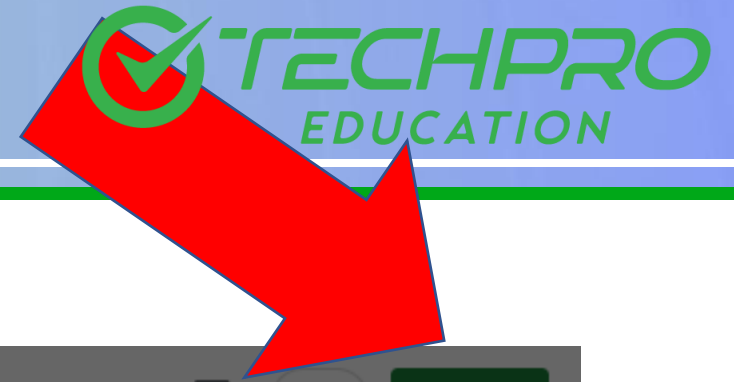




HOW TO SHARE



Google Sheets



Tools Extensions Help Last edit was 2 minutes ago

Default (Ari... 10 B I S A [Icons]

D E F G H I J K L M N

Share with people and groups

Add people and groups

Muslum Yildiz (you)
muslummyildiz17@gmail.com Owner

[Send feedback to Google](#) [Done](#)

Get link

Restricted Only people added can open with this link

[Change to anyone with the link](#) [Copy link](#)



Google Sheets

Click Share to share your spreadsheet and then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Add comments
Editor	✓	✓	✓
Commenter			✓
Viewer			



Google Sheets

Spreadsheet Basics Tutorial

File Edit View Insert Format Data Tools Add-ons Help Last edit was yesterday at 6:21 PM

Comments Share

fx

	A	B
1	Ingredient List	Scrambled Eggs
2	Eggs	4
3	Bread	
4	Milk	
5	Cereal (or Flour)	
6	Butter	1
7	Salt	1
8	Sugar	
9	Total "Parts" Needed	6
10	Number of Ingredients	3
11	Avg Price / Serving	\$2.14
12	Tutorial Link	https://www.youtube.com/watch?v=itdza8kY0zY
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		

Who has access to the spreadsheet

Link copied to clipboard by default

Change the spreadsheet permissions from private to public or "only your organization"

Change what they can do to your spreadsheet

Make it so no-one can modify these sharing settings

If you're sharing your spreadsheet publicly and don't want people copying it

Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/a/michaelgrubbs.com/spreadsheets/d/17KyVrFelas3xas4jeDx>

Who has access

Private - Only you can access

Change...

Michael Grubbs (you)
michael@michaelgrubbs.com

Is owner

Invite people:

Enter names or email addresses...

Can edit

Owner settings [Learn more](#)

☐ Prevent editors from changing access and adding new people

☐ Disable options to download, print, and copy for commenters and viewers

Done



DATA TYPES AND TOOLBAR



Google Sheets

Labels

Values

Formulas

Labels
Strings |
non-numeric

Category

Electronics

Fashion

Home & Kitchen

Mother, Baby & Toys

Quarters

Q1

Q2

Q3

Q4

Months

October

November

December

January

Values
Numbers |
Dates |
Currencies

Taxes

€1,000.00

€1,500.00

€1,700.00

€750.00

Quarters

1/2018

4/2018

7/2018

10/2018

Dates

1/10/2018

4/15/2018

7/5/2018

10/31/2018

INPUTS

Formulas
Combinations
of
Functions

Formula 1

4,950

Formula 2

€455,400

Formula 3

€90,338

Formula 4

256

2

256

8



Google Sheets

Cells	<div></div> Cell F2										Cell K4									
	Cell B5																			
Vertical & Horizontal Ranges	Horizontal Range B10:H10										Vertical Range J11:J17									
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday													
								1												
								2												
								3												
								4												
								5												
								6												
							7													
General Ranges	Range B21:D24																			
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday													
	A	228	218	187	126	216	129													
	B	236	140	135	113	168	152													
	C	200	161	115	204	147	136													



Google Sheets

Google Sheets interface showing the following components:

- BAŞLIK ÇUBUĞU** (Title Bar): Located at the top, containing the document name "Bağıksız e-tablo" and the menu bar.
- MENÜ ÇUBUĞU** (Menu Bar): Located below the title bar, containing various menu options like "Dosya", "Düzenle", "Görünüm", etc.
- FORMÜL ÇUBUĞU** (Formula Bar): Located below the menu bar, used for entering data or formulas.
- KILAVUZ ÇİZGİLER** (Gridlines): The grid lines that structure the spreadsheet.
- HÜCRE** (Cell): A single unit in the grid, highlighted with a green box.
- SÜTUN** (Column): A vertical section of the grid, highlighted with a blue box.
- SATIR** (Row): A horizontal section of the grid, highlighted with a red box.
- ÇALIŞMA SAYFASI EKLEME SİLME** (Add/Delete Worksheet): Located at the bottom left, used for managing worksheets.



Google Sheets

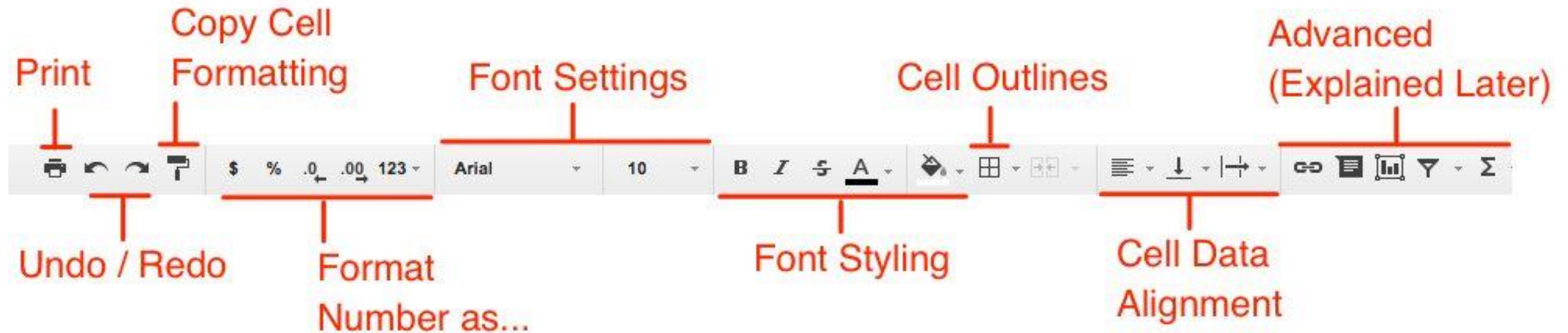
The image shows a Google Sheets spreadsheet with various handwritten annotations in blue ink:

- sheet name**: Points to the "Untitled spreadsheet" title bar.
- menu**: Points to the "File" menu in the top toolbar.
- column heading**: Points to the "A" column header.
- shortcut**: Points to the "Σ" (Sum) icon in the top toolbar.
- cell C 4**: Points to the cell at the intersection of column C and row 4.
- row numbers**: Points to the row numbers on the left side of the spreadsheet.
- column F**: Points to the "F" column header.
- row # 16**: Points to the row number 16 on the left side of the spreadsheet.

The spreadsheet grid shows columns A through K and rows 1 through 20. A blue box highlights the row numbers, and a pink box highlights column F. A black horizontal line is drawn across row 16.



TOOLBAR Overview





TOOLBAR Overview

The image shows a portion of the Google Sheets toolbar with several icons grouped and labeled with callouts:

- Copy formatting:** An icon of a document with a checkmark. Callout: "Copy formatting from any text and apply it to another selection of text".
- Number formatting:** Icons for currency (\$), percentage (%), decimal places (.0, .00), and text alignment (123). Callout: "Format data as currency, a percentage, change decimal places, and more".
- Cell borders:** Icons for adding or editing cell borders. Callout: "Add or edit cell borders".
- Text alignment:** Icons for left, center, right, and justified text alignment. Callout: "Change text alignment".
- Text wrapping and rotation:** Icons for wrapping text and rotating text. Callout: "Change how text wraps or rotate text".
- Advanced functions:** Icons for links, comments, charts, filters, and functions. Callout: "Add links, comments, charts, filters, or functions".



Google Sheets

FREEZE

Spreadsheet: Basics Tutorial

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

Freeze

- Gridlines
- Protected ranges
- Formula bar
- All formulas
- Hidden sheets
- Compact controls
- Full screen

No rows

1 row

2 rows

Up to current row (10)

No columns

1 column

2 columns

Up to current column (E)

Select to "Freeze" the first row

Or grab this dark grey bar and drag it between row 1 and 2

	D	E	F	G
1	Cereal	Muffin	Doughnut	
2				
3				
4				
5				
6				
7				
8				
9	Total "Parts" Needed	6	7	
10	Number of Ingredients	3	4	
11	Avg Price / Serving	0.8	0.99	0.75
12	Tutorial Link	https://www.youtube.com/watch?v=itdza8kY0zY	https://www.youtube.com/watch?v=itdza8kY0zY	https://www.youtube.com/watch?v=itdza8kY0zY
13				
14				
15				
16				
17				









Google Sheets











FILE NAME




Uygulamalar dictionaries movies Academy 5 Languages MEAID Data Scientist KORROGO Career Coaching TechProEd Linkedin Google Sheet » Okuma listesi








 **Untitled spreadsheet** in  My Drive    

File Edit View Insert Format Data Tools Extensions Help [Last edit was seconds ago](#)

100% \$ % .0 .00 123 Default (Ari... 10 B I S A          

A1 

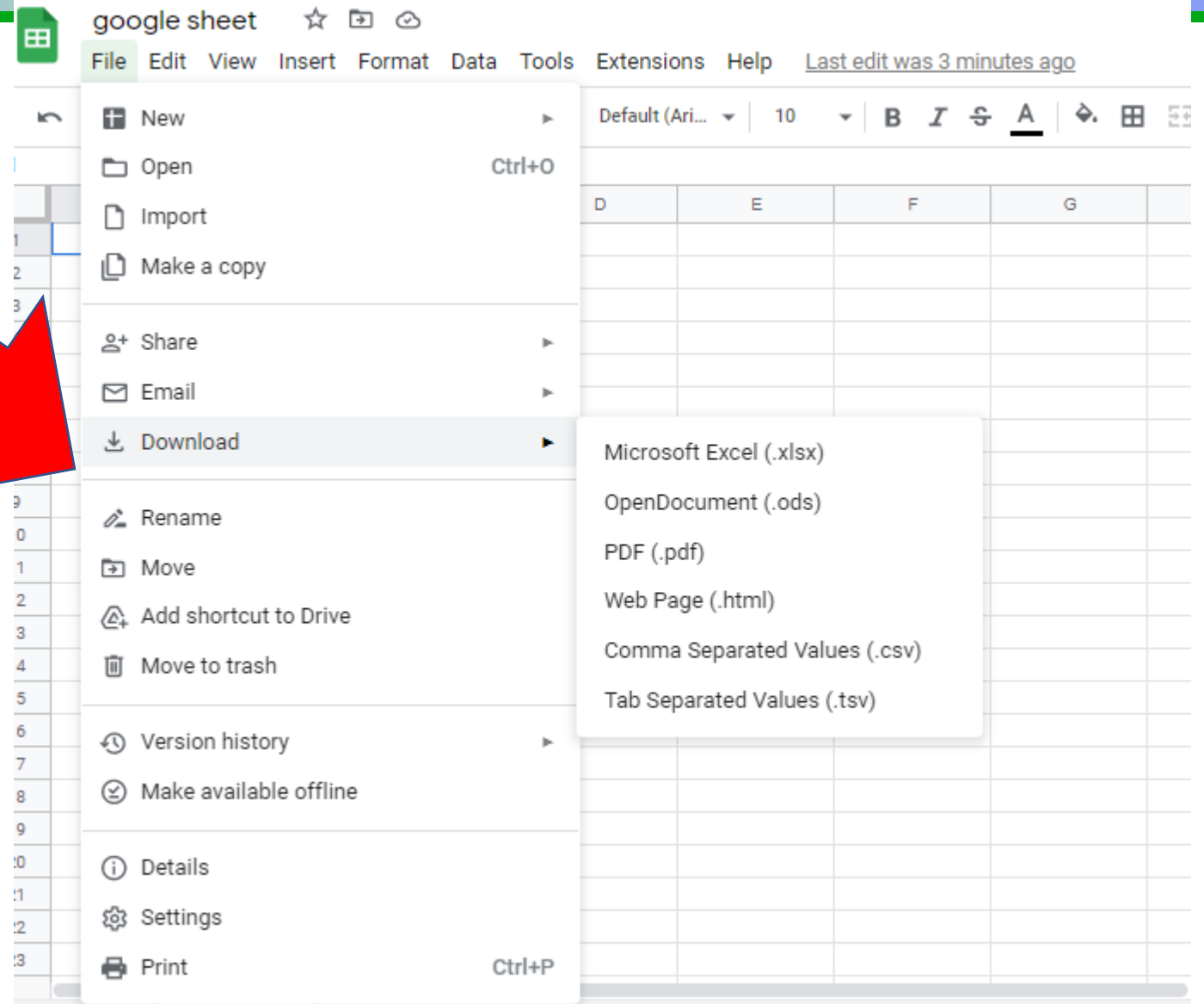
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3														
4														
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18														
19														



Google Sheets

DOWNLOAD



IMPORT

Importing an existing spreadsheet file into a new Google "Sheet" is easy

Importing a file is simple as well. You can either import directly into the current spreadsheet, create a new spreadsheet, or replace a sheet (i.e. an individual tab) with the imported data.

The most common files you'll import are **CSV** (comma separated values) or **XLS** and **XLSX** (files from Microsoft Excel). To import a file from outside of your Google Drive, go to the **FILE > IMPORT > UPLOAD** menu.

You can also create new sheets with the "+" down here

V



KEYBOARD SHORTCUTS



Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Paste values only	Ctrl + Shift + V
Undo.....	Ctrl + Z
Redo	Ctrl + Y
Find and replace.....	Ctrl + H
Insert or edit a link	Ctrl + K



Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Align left	Ctrl + Shift + L
Align center	Ctrl + Shift + E
Align right	Ctrl + Shift + R
Apply cell border	Alt + Shift + 7
Format as decimal	Ctrl + Shift + 1
Format as time	Ctrl + Shift + 2
Format as date	Ctrl + Shift + 3
Format as currency	Ctrl + Shift + 4
Clear formatting	Ctrl + \



Excel Number Formatting Shortcuts

General	Time	Currency	Scientific
5145.89	4:45 PM	\$5,145.89	1.45E+03

~	!	@	#	\$	%	^	&
1	2	3	4	5	6	7	

Number	Date	Percent	Border
5,145.89	25-Dec-86	98%	100

Shift

Ctrl

Win Alt



Navigating

Move to beginning of row ... **Home**

Move to end of row **End**

Move to cell A1 **Ctrl + Home**

Move to end of sheet **Ctrl + End**

Move to next sheet **Alt + ↓**

Move to previous sheet **Alt + ↑**



Google Sheets

CTRL + / : Keyboard shortcuts

Keyboard shortcuts

Editing

Menus

Formatting

Data

Review

Selection

Screen reader support

File commands

View

Navigation

Enable compatible spreadsheet shortcuts

VIEW COMPATIBLE SHORTCUTS

HELP

Shortcut	Action
F4	Absolute/relative references (when entering a formula)
Ctrl+Shift+Y	Accept Smart Fill suggestion
Ctrl+C or Ctrl+Insert	Copy
Alt+H,C,C or Alt+E,C	Cut
Ctrl+X or Shift+Delete	Cut
Alt+H,X or Alt+E,T	Cut
Ctrl+Shift+Y	Define word
Ctrl+Alt+-	Delete rows/columns or Open delete menu
Ctrl+- or Alt+H,D,D	Delete rows/columns or Open delete menu
Ctrl+Shift+E	Edit description
Ctrl+D	Fill down



Google Sheets



Search in Drive



+ New

My Drive

Computers

Shared with me

Recent

Starred

Spam

Trash

Storage (84% full)

169.07 GB of 200 GB used

[Get more storage](#)

Shared with me > WEEK 2

Type

People

Modified

Name



Owner

Last modified

File size



Answer Key

2

2023 Program ve Materyal

Oct 13, 2023 2023 Program ...

—



Materials

2

2023 Program ve Materyal

Oct 6, 2023 2023 Program ...

—



Program

2

2023 Program ve Materyal

Oct 6, 2023 2023 Program ...

—



Weekend Handout

2

2023 Program ve Materyal

Oct 6, 2023 2023 Program ...

—





Google Sheets



Drive

+

New

My Drive

Computers

Shared with me

Recent

Starred

Spam

Trash

Storage (84% full)

169.07 GB of 200 GB used

Get more storage

Search in Drive

?

⚙

⋮

Shared with me > WEEK 2

Type

People

Modified

Name	Owner	Last modified	File size	
Answer Key	2023 Program ve Materyal	Oct 13, 2023 2023 Program ...	—	
Materials	2023 Program ve Materyal	Oct 6, 2023 2023 Program ...	—	
Program	2023 Program ve Materyal	Oct 6, 2023 2023 Program ...	—	
Weekend Handout	2023 Program ve Materyal	Oct 6, 2023 2023 Program ...	—	

Settings

Get Drive for desktop

Keyboard shortcuts

+



Google Sheets

← Settings

General

Notifications

Manage apps

Storage

169.07 GB of 200 GB used

[Buy storage](#)

[View items taking up storage](#)

Density

☒ Comfortable

☐ Cozy

☐ Compact

Uploads

☐ Convert uploads to Google Docs editor format

Offline

☐ Create, open and edit your recent Google Docs, Sheets, and Slides files on this device while offline

Not recommended on public or shared computers. [Learn more](#)



Google Sheets

← Settings

General

Notifications

Manage apps

Storage

169.07 GB of 200 GB used

Buy storageView items taking up storage

Density

☒ Comfortable

☐ Cozy

☐ Compact

Uploads

☐ Convert uploads to Google Docs editor format

Offline

☐ Create, open and edit your recent Google Docs, Sheets, and Slides files on this device while offline

Not recommended on public or shared computers. [Learn more](#)

Extension Needed

To turn on offline access, install the Google Docs Offline extension to your Chrome browser

INSTALLCANCEL



Google Sheets

[Home](#) > [Extensions](#) > Google Docs Offline



Google Docs Offline

 [google.com](#)

★★★★★ 4,592 ⓘ | [Productivity](#) | 10,000,000+ users