Spreadsheet functions - Lesson overview

To harness the power of data, we need to master the art of data manipulation and analysis through the use of **spreadsheet functions**. These toolsets empower us to solve problems and extract valuable information from complex datasets **efficiently and accurately**.
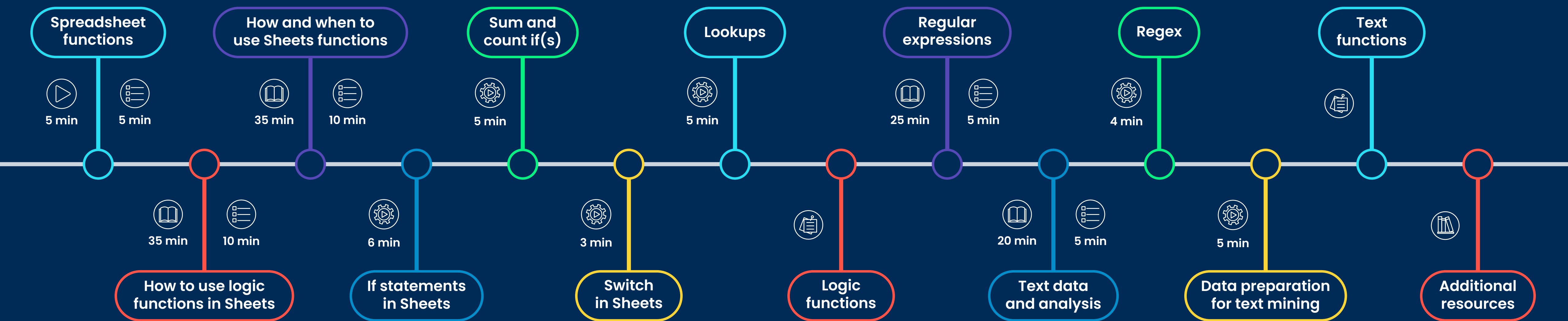
In this lesson, **we'll cover a wide range of spreadsheet functions**. By the end of this lesson, you will be able to employ techniques such as VLOOKUP, regular expressions, and logical functions to sort, filter, and format data to make it more **accessible and meaningful**.

- 📖 Slide deck
- ⚙️ Walk-through
- ▶️ Video
- 📋 Knowledge questions
- 📑 Reference card
- 📚 Additional resources

Timeline

Above the line:

- **Spreadsheet functions** — ▶️ 5 min | 📋 5 min
- **How and when to use Sheets functions** — 📖 35 min | 📋 10 min
- **Sum and count if(s)** — ⚙️ 5 min
- **Lookups** — ⚙️ 5 min
- **Regular expressions** — 📖 25 min | 📋 5 min
- **Regex** — ⚙️ 4 min
- **Text functions** — 📑

Below the line:

- **How to use logic functions in Sheets** — 📖 35 min | 📋 10 min
- **If statements in Sheets** — ⚙️ 6 min
- **Switch in Sheets** — ⚙️ 3 min
- **Logic functions** — 📑
- **Text data and analysis** — 📖 20 min | 📋 5 min
- **Data preparation for text mining** — ⚙️ 5 min
- **Additional resources** — 📚

Learning objectives

- Understand the importance of spreadsheet functions and how they can be leveraged to solve problems.

- Identify and define various spreadsheet functions that can be used to analyse text data and know how to use them.

- Understand logic functions and how their results can be used to draw meaningful insights.

- Understand the role of regular expressions and functions in processing text data.

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