

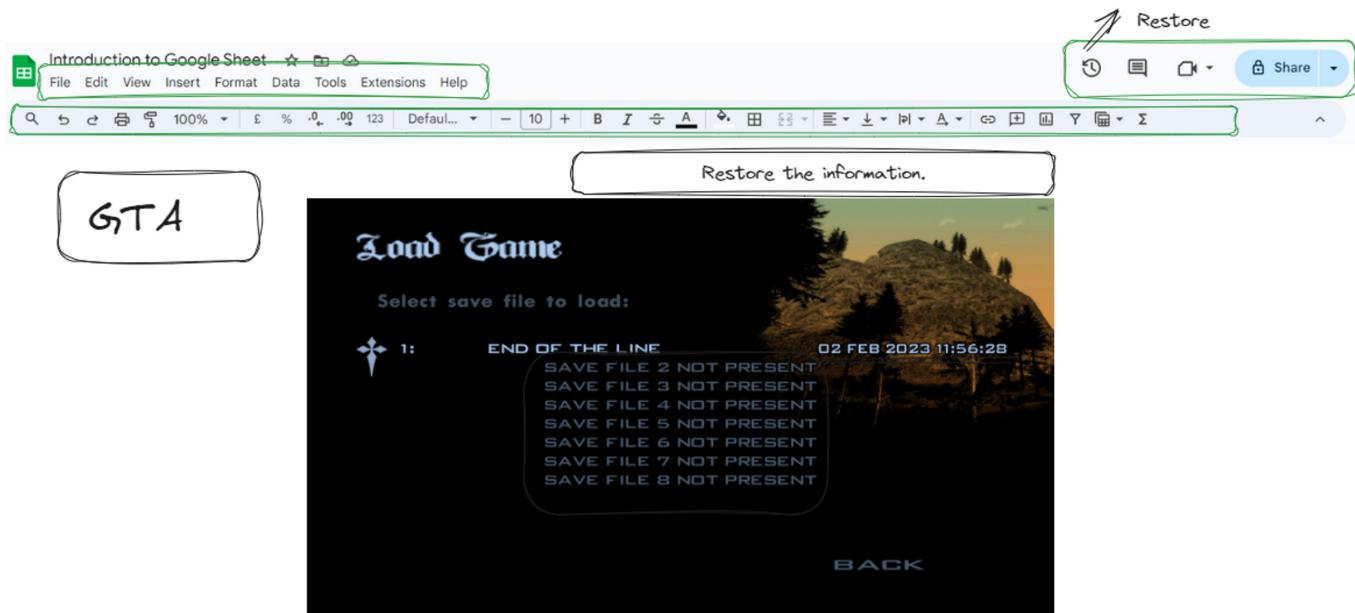
Introduction to Google sheet And Its Features

20 March 2024 10:24

Introduction to google sheets and its features

Agenda :

- What is Google Sheet?
 - Eg: Family Budget , Planning a car loan , Home Loan.
 - Education Loan , % interest, tenure.
 - Formulae , Calculation.
- What problem does it solve?
- Why we are using google sheet when we have excel.



Shift + Ctrl + Down Arrow Key will select all the cell where data is present.

Remember :
Create a copy before
doing any change in
the main sheet.

Removing
Duplicates

Introduction to Google Sheet

Data

- Sort sheet
- Sort range
- Create a filter
- Filter views
- Add a slicer
- Protect sheets and ranges
- Named ranges
- Named functions
- Randomise range
- Column stats
- Data validation
- Data clean-up
 - Split text to columns
 - Data extraction
- Data connectors

New

Clear-up suggestions

Remove duplicates

Trim whitespace

Product Vs Customer

Krishna	Laptop
Krishna	Smartphone

These 2 are not consider duplicate entry

Image Speaks better than 1000 words.

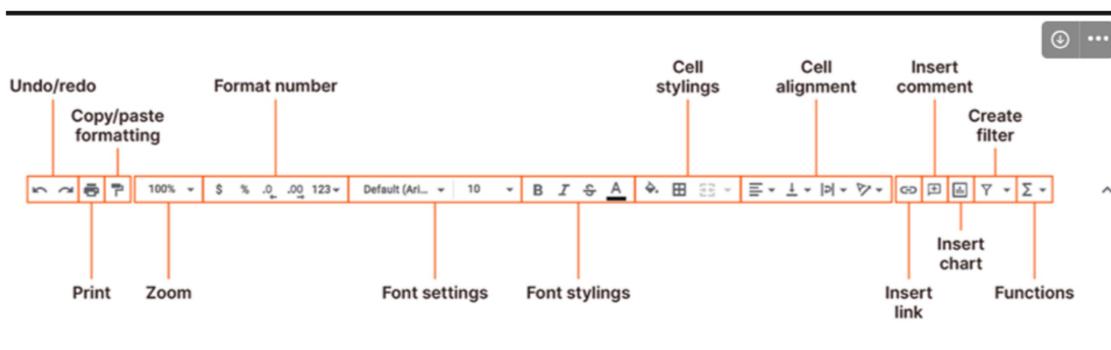
Salary	
50	₹40,636.00
46	₹15,809.00
26	₹136,348.00
21	₹124,169.00
23	₹136,023.00
49	₹75,914.00
24	₹24,479.00
45	₹99,732.00
32	₹44,783.00
42	₹37,729.00
44	₹103,635.00
30	₹137,518.00
44	₹72,632.00

Range Selection

Name	Age	Salary	Fruits	Food
A	50	₹40,636.00	Apple	Pizza
B	46	₹15,809.00	Banana	Pasta
C	26	₹136,348.00	Orange	Sushi
D	21	₹124,169.00	Mango	Burgers
E	23	₹136,023.00	Strawberry	Salad
F	49	₹75,914.00	Pineapple	Tacos
G	24	₹24,479.00	Kiwi	Curry
H	45	₹99,732.00	Blueberry	Sandwich
I	32	₹44,783.00	Grapes	Stir-fry
J	42	₹37,729.00	Watermelon	Noodles
K	44	₹103,635.00	Peach	BBQ
L	30	₹137,518.00	Raspberry	Sushi
M	44	₹72,632.00	Cherry	Pizza

Header

Data



Name	Age	Salary	Fruits	Food
A	50	₹40,636.00	Apple	Pizza
B	46	₹15,809.00	Banana	Pasta
C	26	₹136,348.00	Orange	Sushi
D	21	₹124,169.00	Mango	Burgers
E	23	₹136,023.00	Strawberry	Salad
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L	30	₹137,518.00	Raspberry	Sushi
M	44	₹72,632.00	Cherry	Pizza

Paint Format

Paste Value only - Copy the data from the reference cell [B1] Age.

Paste Format Only - Copy the format being

D					
E					
F					
G					
H					
I				Mango	Burgers
J				Strawberry	Salad
K				Pineapple	Tacos
L				Kiwi	Curry
M				Blueberry	Sandwich
	32	₹44,783.00	Grapes	Stir-fry	
	42	₹37,729.00	Watermelon	Noodles	
	44	₹103,635.00	Peach	BBQ	
	30	₹137,518.00	Raspberry	Sushi	
	44	₹72,632.00	Cherry	Pizza	

Age.

Paste Format Only - Copy the format being applied to the reference cell.

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Round Off

49.4 - floor value : 49

49.7 - Ceil Value : 50