📘 Google Sheets Course Details

◆ Course Overview

This Google Sheets course is designed for beginners to advanced users who want to master online spreadsheets for data management, analysis, reporting, and automation. You will learn formulas, functions, collaboration tools, data cleaning, charts, pivot tables, and advanced automation using Google Apps Script.

◆ What You Will Learn

1. Introduction to Google Sheets

- What is Google Sheets?
- Navigation & interface overview
- Working with spreadsheets online
- Saving & organizing files in Google Drive
- Keyboard shortcuts for efficiency

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2. Basic Spreadsheet Skills

- Entering & editing data
- Formatting cells, rows, and columns
- Data types: text, numbers, dates
- Conditional formatting
- Sorting & filtering data
- Freeze rows and columns

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3. Formulas & Functions

- Basic formulas (SUM, AVERAGE, COUNT)
- Text functions (LEFT, RIGHT, SPLIT, CONCAT)
- Logical functions (IF, AND, OR)

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- Lookup functions (VLOOKUP, HLOOKUP, INDEX, MATCH, XLOOKUP)

- Date & time functions

- Error handling (IFERROR)

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4. Data Management Tools

- Data validation

- Protected sheets & ranges

- Remove duplicates

- Find & replace

- Organizing large datasets

- Splitting and merging cells

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5. Working With Google Sheets Tables

- Creating tables

- Table formatting

- Sorting & filtering within tables

- Named ranges

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6. Charts & Data Visualization

- Bar, line, and pie charts

- Combo charts

- Sparklines

- Trendlines

- Chart customization

- Interactive dashboards

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7. Pivot Tables (Advanced Analysis)

- Creating pivot tables

- Grouping and summarizing data

- Pivot charts

- Slicers & filters

- Insights for decision-making

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8. Collaboration Features

- Real-time editing

- Sharing permissions

- Commenting & suggestions

- Version history & restoring previous versions

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9. Automation in Google Sheets

- Introduction to Google Apps Script

- Recording macros

- Automating repetitive tasks

- Custom functions (basic)

- Connecting Sheets with Forms / Docs / Gmail

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10. Integration & Data Import

- Importing data from Excel

- Connecting to Google Forms

- ImportRange & ImportData functions

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- Linking multiple sheets

- Exporting to PDF / Excel

🔷 Tools You Will Use

- Google Sheets

- Google Drive

- Google Apps Script

- Google Forms (optional)

- Add-ons (Power Tools, Supermetrics, etc.)

🔷 Projects You Will Build

- Attendance sheet

- Salary/payroll sheet

- Expense tracker

- Sales dashboard

- Inventory management sheet

- Automated report using Apps Script (final project)

🔷 Course Duration

- 3 to 4 weeks (practice-based learning)

🔷 Who Can Join

- Students

- Office workers

- Business owners

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- Data entry professionals

- Anyone who wants to master online spreadsheets