**Part 1: Introduction to Google Sheets (Duration: 1 hour)**

Introduction to Google Sheets (15 minutes)

1. Briefly explain the purpose and benefits of using Google Sheets for data management and analysis.
2. Provide an overview of the topics that will be covered in the session.

Getting Started with Google Sheets (30 minutes)

Demonstrate the Google Sheets interface and basic features:

1. Navigating the toolbar, menu options, and formatting options.
2. Creating and managing worksheets.
3. Entering data and formulas.
4. Formatting cells, columns, and rows.
5. Explain the concept of cell references and basic formula writing in Google Sheets.

Working with Functions (15 minutes)

1. Introduce students to commonly used functions in Google Sheets:
   1. SUM, AVERAGE, COUNT, MIN, MAX.
   2. IF, VLOOKUP, INDEX, MATCH.
2. Demonstrate the use of functions to perform calculations and manipulate data.

**Part 2: Data Cleaning in Google Sheets (Duration: 2 hours)**

Introduction to Data Cleaning (15 minutes)

1. Explain the importance of data cleaning for data analysis and decision-making.
2. Discuss common data quality issues, such as missing values, duplicates, and inconsistencies.

Handling Missing Values (30 minutes)

1. Identify and handle missing values in the dataset:
   1. Use the ISBLANK and IF functions to identify missing values.
   2. Demonstrate techniques for filling or replacing missing values (e.g., using averages or adjacent values).

Dealing with Duplicates (30 minutes)

1. Detect and remove duplicates in the dataset:
   1. Use the COUNTIF function to identify duplicate values.
   2. Demonstrate techniques for removing duplicates while preserving relevant data.

Cleaning and Transforming Data (45 minutes)

1. Address inconsistencies and errors in the dataset:
   1. Utilize functions like UPPER, LOWER, PROPER for text manipulation.
   2. Use formulas and text functions to extract or combine data (e.g., LEFT, RIGHT, CONCATENATE).
   3. Remove unwanted characters or spaces using functions like TRIM, SUBSTITUTE.
   4. Use conditional formatting to identify and correct data anomalies.

Validating and Verifying Data (30 minutes)

1. Ensure data accuracy and integrity through validation:
   1. Set data validation rules for specific columns or ranges.
   2. Use built-in data validation criteria or create custom criteria.
   3. Apply data validation to restrict input and ensure consistency.