



Lesson Plan

GOOGLE SHEETS

This course will introduce the fundamentals of Google Sheets. By the end of this course, you will have learned and been familiar with not only basic aggregate functions but also advanced functions like VLOOKUP(), INDEX(MATCH()MATCH()), IMPORTRANGE(), and QUERY().

Custodian _____: Jack-Instructor (jack@clarusway.com)

In-class Sessions _____: 5 Sessions / 15 hours


Lab Sessions _____: 2 Labs / 2 hours

Prerequisites

- A valid Google Account
- Beginner level SQL

Course Outline

1. Introduction
 - 1.1. Creating Google Account and Your Own Copy of Spreadsheet Templates
 - 1.2. Understanding the Spreadsheet, the Structure, Data Types and Simple Formatting
2. Basic Functions
 - 2.1. Introduction to Functions
 - 2.2. Conditional Functions
 - 2.3. Pivot Tables, Sorting, and Filtering
3. Charts & Graphs, Data Validation & Dynamic Models
 - 3.1. Visualizing Data in Spreadsheets
 - 3.2. Data Validation & an Introduction to Dynamic Models
4. Intermediate Functions
 - 4.1. Errors, IFERROR, and creating Named Ranges
 - 4.2. VLOOKUP, Lookups, and INDEX(MATCH(),MATCH())
 - 4.3. Working with Text Functions

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- 4.4. Date & Time Functions
 - 4.5. Rounding & Randomizing

5. Advanced Functions

- 5.1. GOOGLEFINANCE & GOOGLETRANSLATE
- 5.2. IMPORTRANGE & QUERY

Materials & Resources

- Clarusway Learning Management System (LMS)
- [Google Docs Editors Help](#)
- [Google Query Language Reference](#)

Tools and Software

- Zoom, Slack, Kahoot, Peardeck Applications
- Google Sheets

Assignments & Projects

Assignments

1. Assignment-1 (Statistical Measures)
2. Assignment-2 (Visualizing Popular Languages Data)
3. Assignment-3 (Converting Milliseconds to Text)

Projects

No project.

