



Google  
Sheets

I EXCEL AT MOST THINGS





**BATCH** : BATCH 150 DATA SCIENCE  
**LESSON** : GOOGLE SHEETS  
**DATE** : 23.03.2023  
**SUBJECT** : INTRODUCTION



techproeducation



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# Google Sheets

- ☐ Genel Tanıtım
- ☐ Temel ve Orta Seviye Fonksiyonlar
- ☐ Sort-Filter Özelliklerinin Kullanımı
- ☐ Çizelgeler ve Grafikler
- ☐ Dinamik Modeller
- ☐ ChatGPT ve Google Sheets



# Google Sheets

öğrenilen bilginin uygulanmadığı zaman bir anlam ifade etmediğini belirten türkçe 10 söz

1. Bilgi sahibi olmak eşittir bilgiyi kullanmak.
2. Bilgi, uygulanmadığı sürece bir değer ifade etmez.
3. Bilgi, eyleme dönüştürülmedikçe bir anlam ifade etmez.
4. Bilgi, pratikte kullanılmadıkça bir işe yaramaz.
5. Bilgi, hayatımızı değiştirmedikçe bir anlam ifade etmez.
6. Bilgi, uygulanmadığı sürece sadece bir yük olarak kalır.
7. Bilgi, eyleme geçirilmedikçe sadece bir teoridir.
8. Bilgi, uygulanmadığı zaman sadece bir bilgi olarak kalır.
9. Bilgi, pratikte kullanılmadıkça sadece bir boş bilgidir.
10. Bilgi, uygulanmadığı zaman sadece bir bilgi yığınıdır.



# Google Sheets i öğrencilerin sevmesi için Google Sheets in hangi yönünü ön plana çıkarmalıyım? 5 madde halinde sırala..

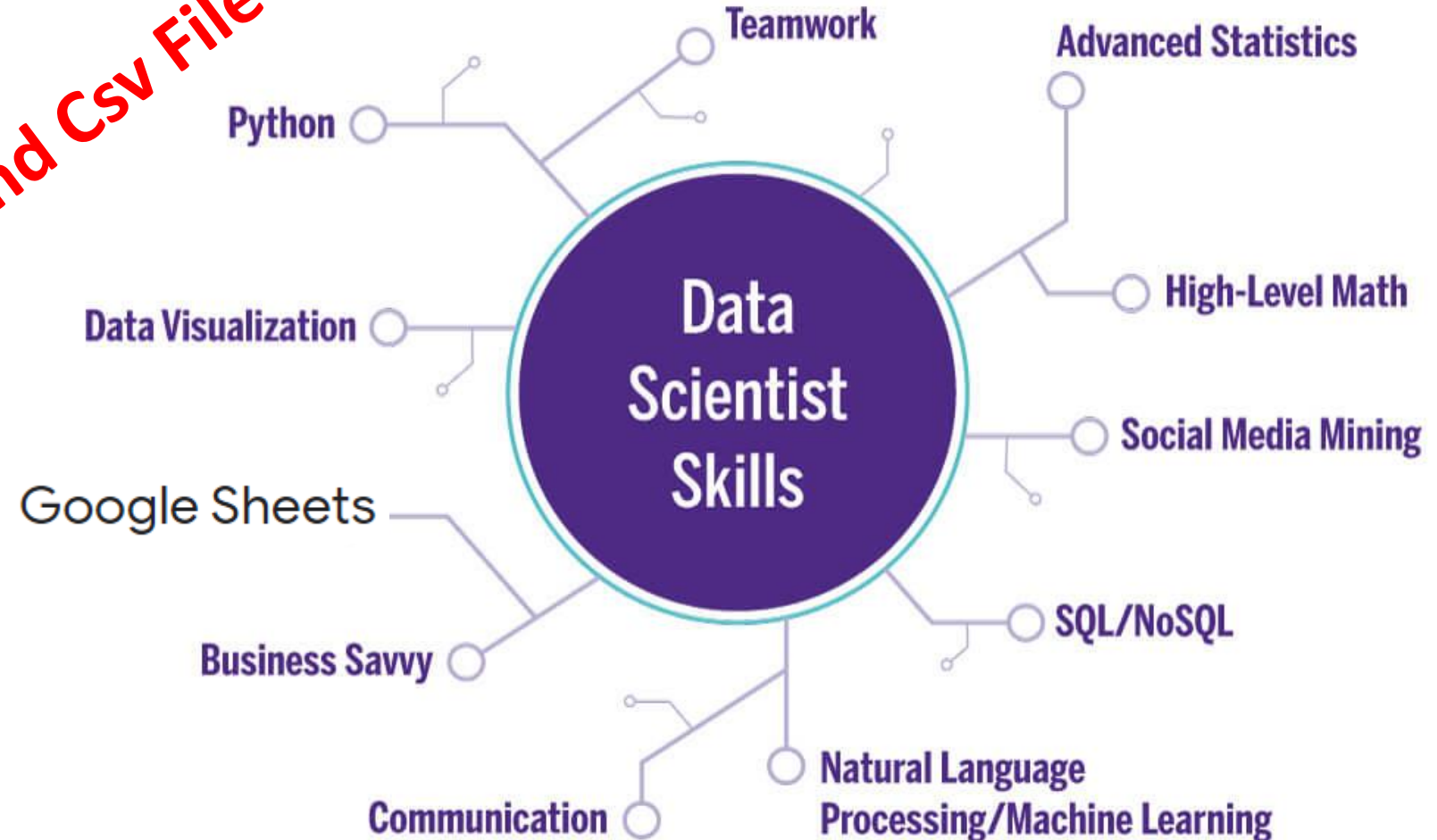
1. Kolay Kullanım: Google Sheets, kullanıcı dostu bir arayüze sahiptir ve öğrencilerin hızlı bir şekilde kullanmalarına olanak tanır. Öğrenciler, hızlı bir şekilde veri girişi yapabilir, formüller oluşturabilir ve verileri düzenleyebilirler.
2. Paylaşım: Google Sheets, öğrencilerin birlikte çalışmalarını kolaylaştırır. Öğrenciler, birlikte çalıştıkları arkadaşlarıyla aynı belgeyi paylaşabilir ve aynı anda düzenleyebilirler. Bu, öğrencilerin birbirleriyle etkileşimde bulunmalarını ve birlikte çalışmalarını kolaylaştırır.
3. Çoklu Platform Desteği: Google Sheets, öğrencilerin farklı cihazlarda çalışmalarına olanak tanır. Öğrenciler, bilgisayarlarından, tabletlerinden veya akıllı telefonlarından Google Sheets'e erişebilirler. Bu, öğrencilerin herhangi bir cihazda çalışmalarına devam etmelerini sağlar.
4. Veri Analizi: Google Sheets, öğrencilerin verileri analiz etmelerine olanak tanır. Öğrenciler, verileri grafikler ve tablolar halinde görselleştirebilirler. Bu, öğrencilerin verileri daha iyi anlamalarına ve daha iyi kararlar almalarına yardımcı olur.
5. Ücretsiz: Google Sheets, öğrencilerin ücretsiz olarak kullanabilecekleri bir araçtır. Öğrenciler, Google hesaplarına giriş yaparak Google Sheets'e erişebilirler. Bu, öğrencilerin bütçelerini aşmadan verimli bir şekilde çalışmalarına olanak tanır.





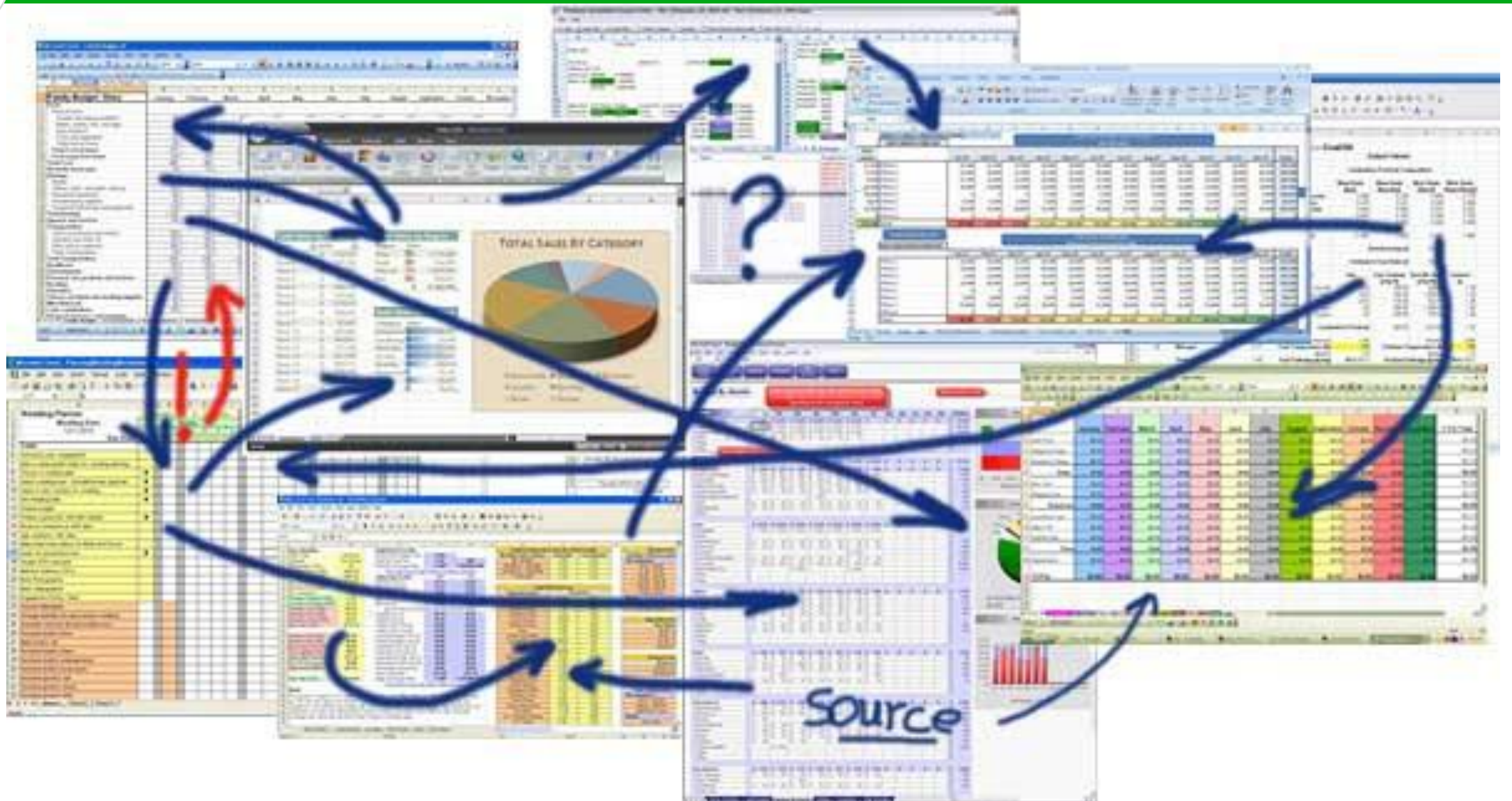
# Google Sheets

**Python live in Excel and Csv File**





# Google Sheets





# Google Sheets

**FREE**



Google



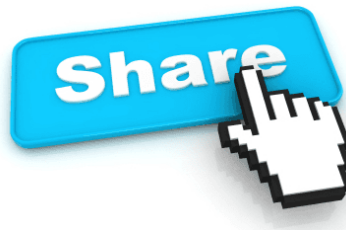
**VS**



**Google Sheets**

**Microsoft Excel**

**2006**







# Google Sheets



Google  
Sheets

**VS**

Excel





# Google Sheets





# Google Sheets





# Google Sheets

USER FRIENDLY

- ❖ It's a web-based spreadsheet that you can use anywhere—no more forgetting your spreadsheet files at home.
- ❖ It works from any device, with mobile apps for iOS and Android along with its web-based core app.
- ❖ Google Sheets is free, and it's bundled with Google Drive, Docs, and Slides to share files, documents, and presentations online.
- ❖ You can download add-ons, create your own, and write custom code.
- ❖ It's online, so you can gather data with your spreadsheet automatically and do almost anything you want, even when your spreadsheet isn't open.



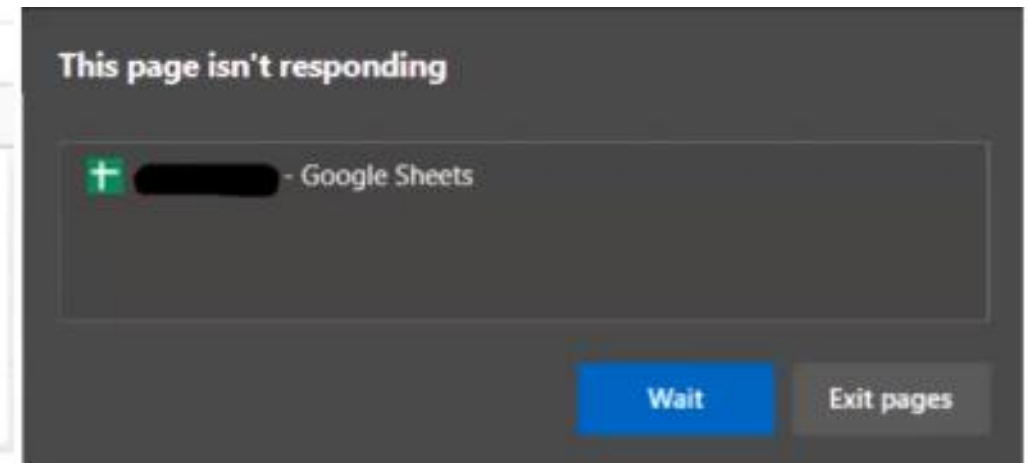
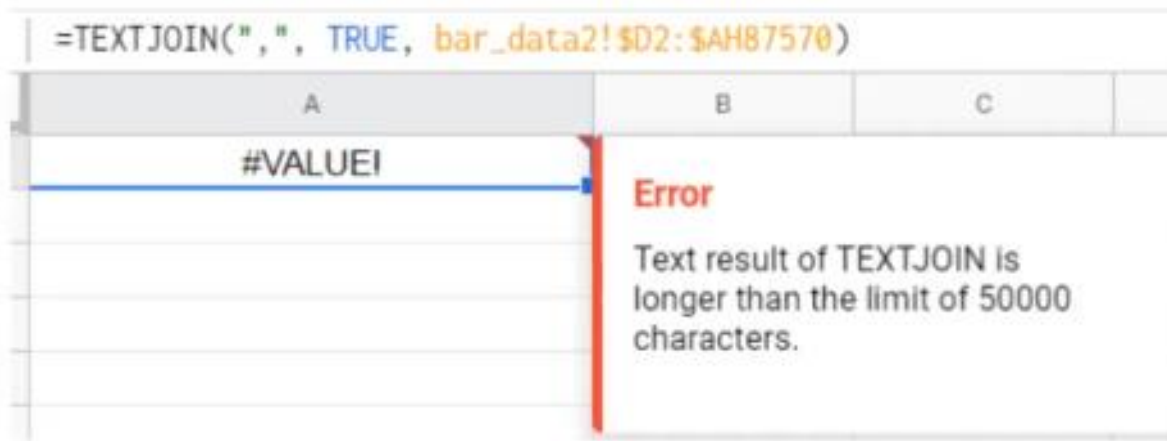


# Google Sheets

## Google Sheets in Limitleri

### Spreadsheets

- Up to 5 million cells or 18,278 columns (column ZZZ) for spreadsheets that are created in or converted to Google Sheets.
- Up to 5 million cells or 18,278 columns for spreadsheets imported from Microsoft Excel. The limits are the same for Excel and CSV imports.
  - If any one cell has more than 50,000 characters, that single cell will not be uploaded.



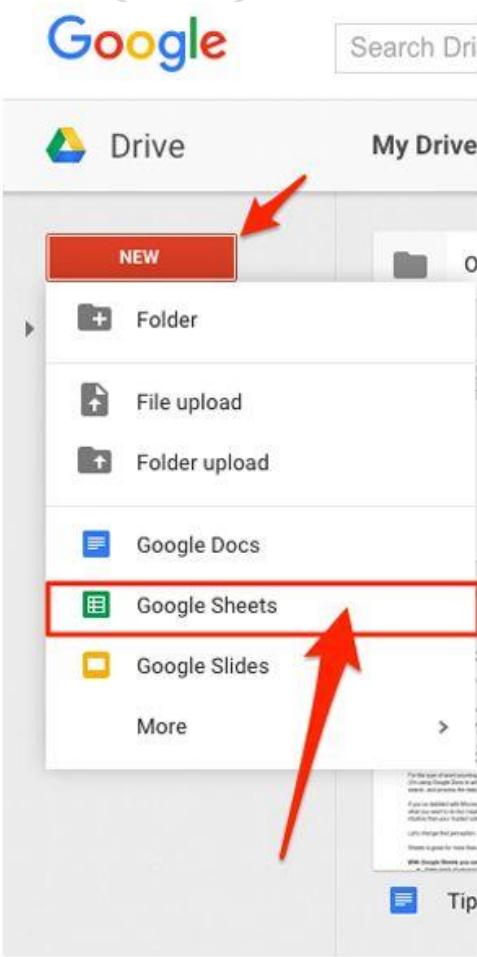
<https://support.google.com/drive/answer/37603?hl=en>



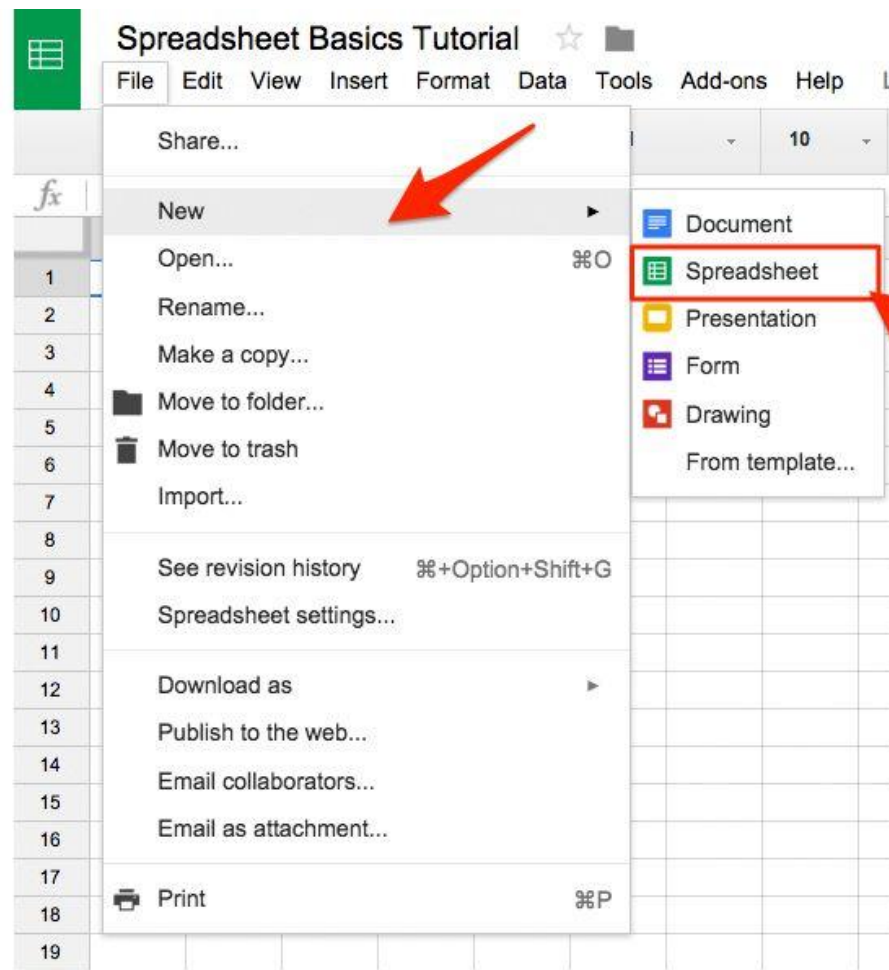
# HOW TO ACCESS



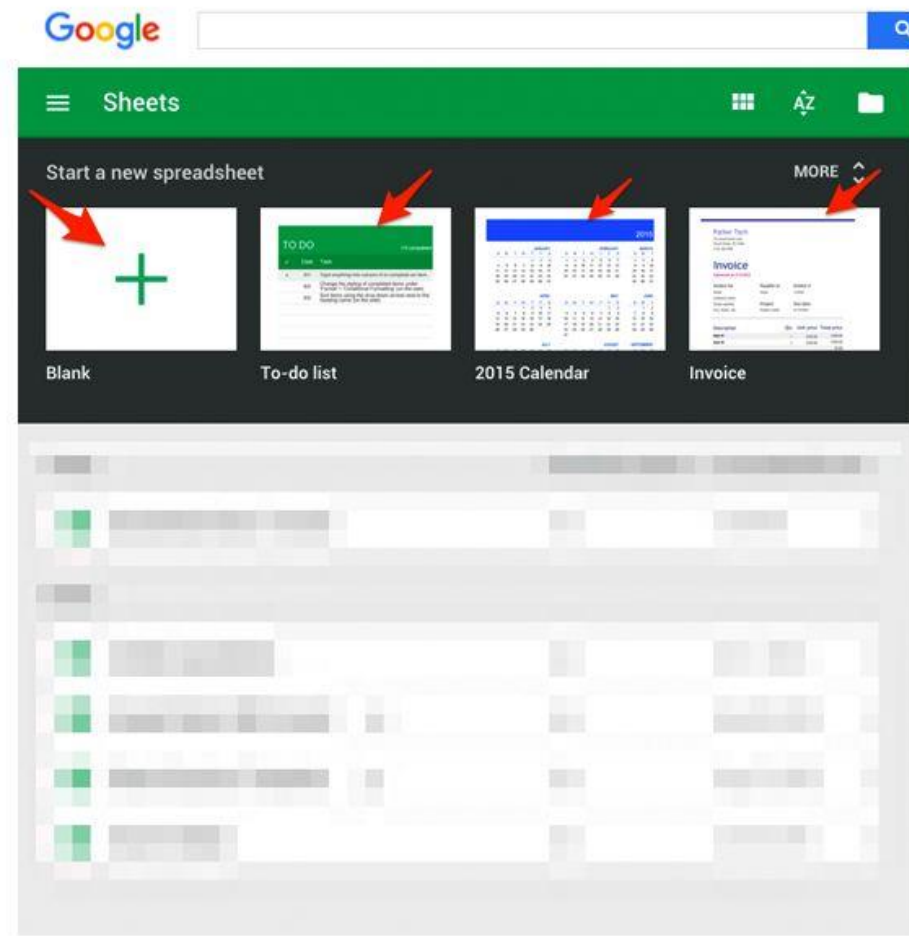
# Google Sheets



1



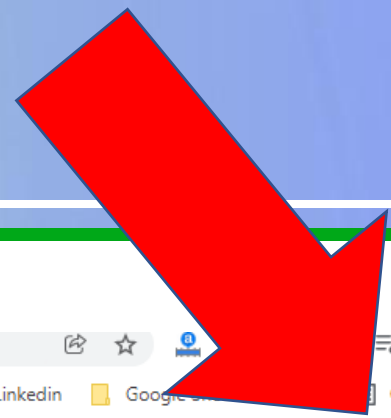
2



3



# Google Sheets



mail.google.com/mail/u/0/#inbox

Uygulamalar dictionaries musics Academy 5 Languages MEAID Data Scientist KORROGO Career Coaching TechProEd LinkedIn Google Okuma listesi

Gmail Search mail

Compose

Inbox 370

Starred

Snoozed

Sent

Drafts 2

Google Alert

More

Meet

New meeting

Join a meeting

Hangouts

Muslum

No recent chats

Start a new one

Primary

Social

Promotions 24 new

Mentioned by Mohammad Rez...

TurkNet KOBİ

Turing.com

LinkedIn

LinkedIn

Meetup

LinkedIn

LinkedIn

Instagram

LinkedIn

Meetup

Twitter

100Mbps'ye kadar internet - 129k'ye Hepsi Bir Arada 100 Mbps'ye Kadar İnterne

Remote American Software Developer Jobs - High salary. Full time jobs. Work F

Bu hafta 2 aramada görüldünüz - LinkedIn'e son kez geldiğinizden bu yana işte

1 kişi sizi fark etti - Profilinize kimlerin baktığını görün

The keys to community success - Save your seat at Meetup Live

Bu hafta 1 aramada görüldünüz - LinkedIn'e son kez geldiğinizden bu yana işte

1 kişi sizi fark etti - Profilinize kimlerin baktığını görün

meaid\_forum, see Fatma Yalçın, Ümran Demir Buldu and more in your feed - Fo

1 kişi sizi fark etti - Profilinize kimlerin baktığını görün

Top suggestions for you this week - Meetup Check out these events based on your groups and inter...

Middle East Aid and Development Forum, don't be shy - Slide that great Tweet into a DM.

Account

Search

Maps

YouTube

Play

News

Gmail

Meet

Chat

Contacts

Drive

Calendar

Nov 29

Nov 29

Nov 26

Windows u Etkinleştir

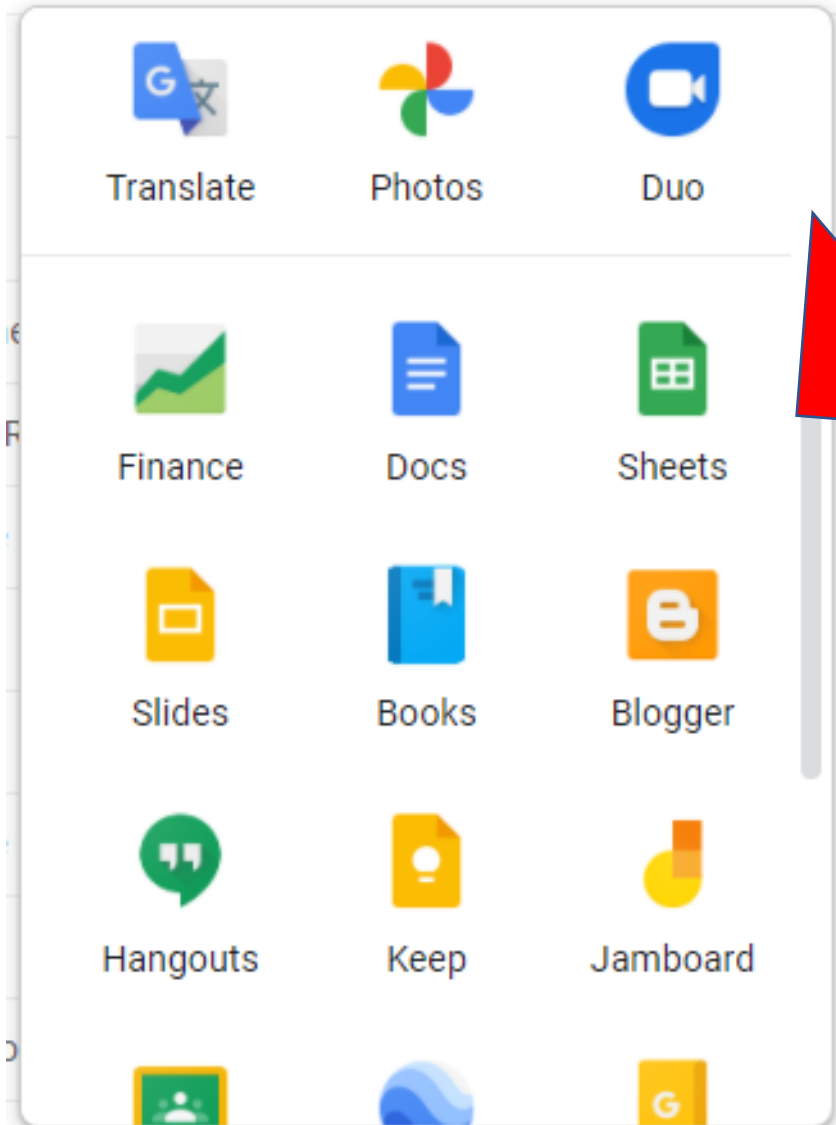
Windows'u etkinleştirmek için Ayarlar'a gidin.

https://www.google.com.tr/intl/en/about/products?tab=mh





# Google Sheets





# Google Sheets

docs.google.com/spreadsheets/u/0/

Uygulamalar dictionaries musics Academy MEAID Data Scientist KORROGO Career Coaching TechProEd LinkedIn Google Sheet » Okuma listes

Sheets

Start a new spreadsheet

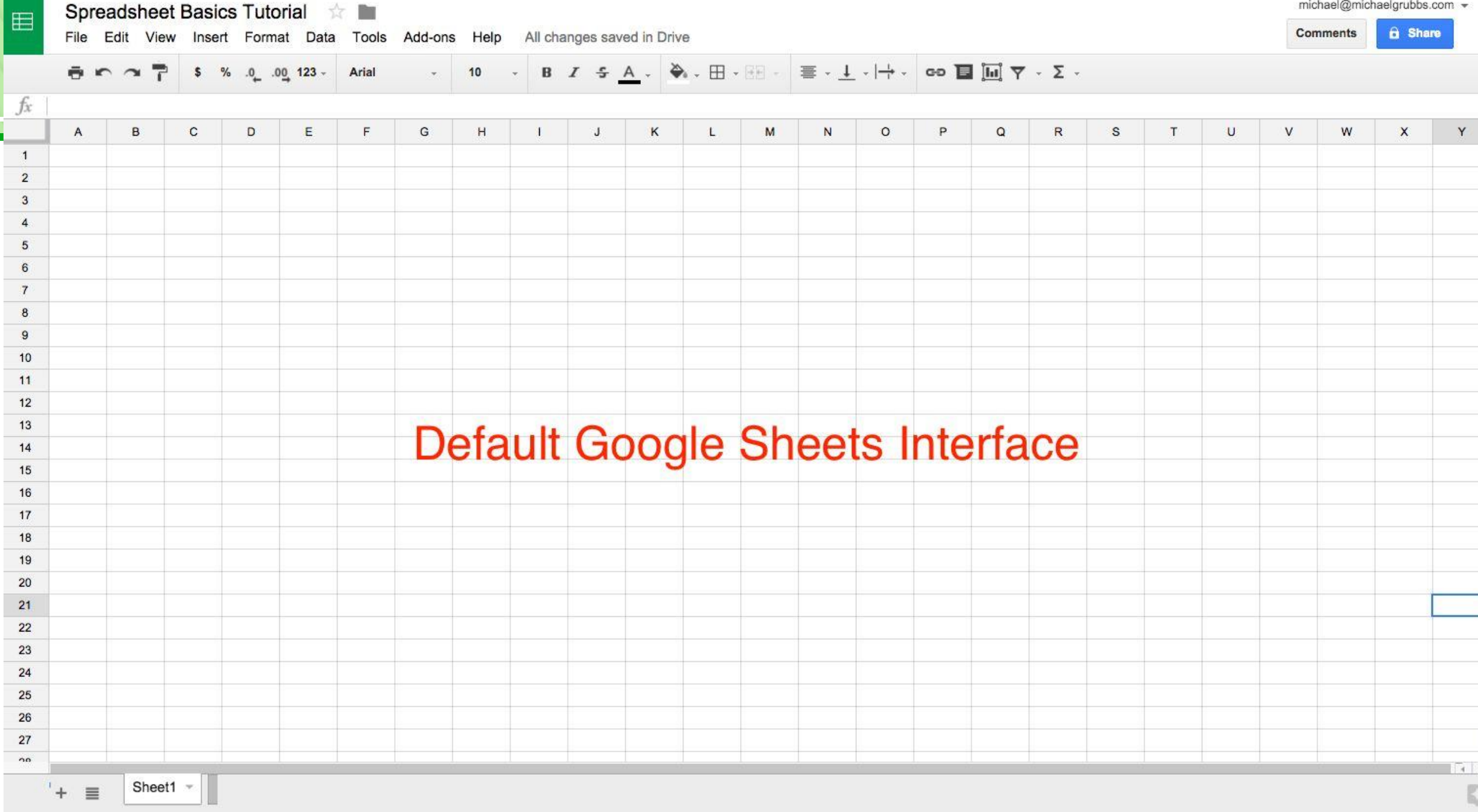
Template gallery

Blank To-do list Monthly budget Annual budget Google Finance Invest... Annual Calendar

Today

Owned by anyone Last opened by me

GSH01_PreparingData_End	barton poulson, founder	12:56 AM
GSH01_GettingStarted_Begin	barton poulson, founder	12:55 AM
Yesterday		
Germany Clarusway IT Fundamental	me	Dec 13, 2021
Clarusway Turkish Instructor Candidates	Carter C	Dec 13, 2021





# HOW TO SHARE





# Google Sheets



Tools Extensions Help Last edit was 2 minutes ago

Default (Ari... 10 B I S A [Icons]

D E F G H I J K L M N

Share with people and groups

Add people and groups

---

Muslum Yildiz (you)  
muslummyildiz17@gmail.com *Owner*

[Send feedback to Google](#) [Done](#)

Get link

Restricted Only people added can open with this link

[Change to anyone with the link](#) [Copy link](#)



# Google Sheets

Click Share to share your spreadsheet and then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Add comments
Editor	✓	✓	✓
Commenter			✓
Viewer			



# Google Sheets

Spreadsheet Basics Tutorial

File Edit View Insert Format Data Tools Add-ons Help Last edit was yesterday at 6:21 PM

Comments Share

Sharing settings

Link to share (only accessible by collaborators) **Link copied to clipboard by default**

<https://docs.google.com/a/michaelgrubbs.com/spreadsheets/d/17KyVrFelas3xas4jeDx>

Who has access

Private - Only you can access **Who has access to the spreadsheet** [Change...](#)

Michael Grubbs (you) [Is owner](#)

Invite people:

Enter names or email addresses... [Can edit](#)

Owner settings [Learn more](#)

☐ Prevent editors from changing access and adding new people

☐ Disable options to download, print, and copy for commenters and viewers

[Done](#)

**Make it so no-one can modify these sharing settings**

**If you're sharing your spreadsheet publicly and don't want people copying it**

**Change the spreadsheet permissions from private to public or "only your organization"**

**Change what they can do to your spreadsheet**

	A	B
1	Ingredient List	Scrambled Eggs
2	Eggs	4
3	Bread	
4	Milk	
5	Cereal (or Flour)	
6	Butter	1
7	Salt	1
8	Sugar	
9	Total "Parts" Needed	6
10	Number of Ingredients	3
11	Avg Price / Serving	\$2.14
12	Tutorial Link	<a href="https://www.youtube.com/watch?v=itdza8kY0zY">https://www.youtube.com/watch?v=itdza8kY0zY</a>

	G	H	I
	Lowest Price per Ingredient	Highest Price per Ingredient	Average Unit Cost
1	0.33	0.5	0.41
	0.1	0.2	0.1
	0.5	0.75	0.62
3	0.2	0.5	0.3
2	0.25	0.5	0.37
	0.05	0.15	0
4	0.1	0.2	0.1
10			
4			
	\$2.82		

Sheet1 Sheet2 Making Breakfast



# DATA TYPES AND TOOLBAR





# Google Sheets

Labels

Values

Formulas

**Labels**  
Strings |  
non-numeric

Category

Electronics

Fashion

Home & Kitchen

Mother, Baby & Toys

Quarters

Q1

Q2

Q3

Q4

Months

October

November

December

January

**Values**  
Numbers |  
Dates |  
Currencies

Taxes

€1,000.00

€1,500.00

€1,700.00

€750.00

Quarters

1/2018

4/2018

7/2018

10/2018

Dates

1/10/2018

4/15/2018

7/5/2018

10/31/2018

INPUTS

**Formulas**  
Combinations  
of  
Functions

Formula 1

4,950

Formula 2

€455,400

Formula 3

€90,338

Formula 4

256

2

256

8

[illegible][illegible]

Range B21:D24						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
A	228	218	187	126	216	129
B	236	140	135	113	168	152
C	200	161	115	204	147	136



# Google Sheets

Google Sheets interface showing the spreadsheet layout with various components labeled in Turkish:

- BAŞLIK ÇUBUĞU** (Title Bar): The top bar containing the document name "Bağıksız e-tablo" and the menu bar.
- MENÜ ÇUBUĞU** (Menu Bar): The bar containing the menu items: Dosya, Düzenle, Görünüm, Ekle, Biçim, Veri, Araçlar, Ekstentiler, Yardım.
- FORMÜL ÇUBUĞU** (Formula Bar): The bar below the menu bar, used for entering data or formulas.
- KILAVUZ ÇİZGİLER** (Gridlines): The horizontal and vertical lines that form the grid of the spreadsheet.
- HÜCRE** (Cell): A single cell in the spreadsheet grid.
- SÜTUN** (Column): A vertical column of cells.
- SATIR** (Row): A horizontal row of cells.
- ÇALIŞMA SAYFASI EKLEME SİLME** (Add/Delete Worksheet): The bottom bar containing the "Sayfa" (Sheet) tab and the "+" and "-" icons for adding or deleting sheets.



# Google Sheets

The image shows a screenshot of the Google Sheets interface with several handwritten annotations in blue ink:

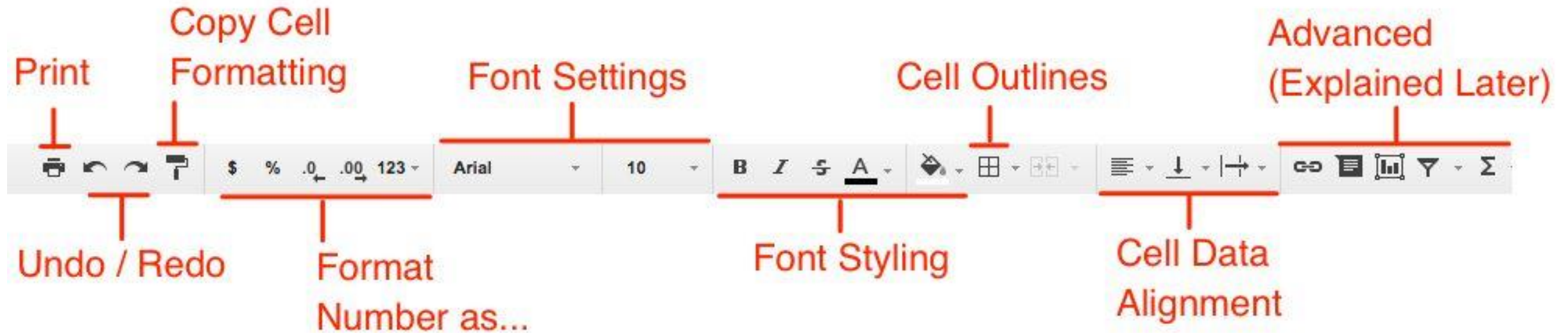
- sheet name**: An arrow points to the "Untitled spreadsheet" tab at the top left.
- menu**: An arrow points to the "File" menu in the top menu bar.
- column heading**: An arrow points to the "A" column header.
- shortcut**: A red box highlights the  $\Sigma$  (Sum) icon in the top toolbar.
- cell C 4**: A green arrow points to cell C4.
- row numbers**: A blue arrow points to the row numbers on the left side of the grid.
- column F**: A pink arrow points to the "F" column header.
- row # 16**: A black arrow points to row 16.

The spreadsheet grid shows columns A through K and rows 1 through 20. A thick black horizontal line is drawn across row 16. A pink vertical rectangle highlights the area from row 1 to row 16 in column F.



# Google Sheets

## TOOLBAR Overview







# Google Sheets

## TOOLBAR Overview

The image shows a portion of the Google Sheets toolbar with several icons grouped and labeled. Blue lines connect the labels to specific icons or groups of icons.

- Copy formatting from any text and apply it to another selection of text:** Points to the Paint Format icon (a paintbrush).
- Format data as currency, a percentage, change decimal places, and more:** Points to a group of icons including currency (\$), percentage (%), decimal places (.0, .00), and text alignment (123).
- Merge cells:** Points to the Merge cells icon (two cells merging into one).
- Add or edit cell borders:** Points to the Borders icon (a grid of cells with borders).
- Change text alignment:** Points to a group of icons for text alignment (left, center, right, justified) and text rotation.
- Change how text wraps or rotate text:** Points to the Text wrap icon (a paragraph of text with a wrap symbol).
- Add links, comments, charts, filters, or functions:** Points to a group of icons including a link, a comment bubble, a chart, a filter, and a sum function.



# Google Sheets

## FREEZE

Spreadsheet Basics Tutorial

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

Freeze

- Gridlines
- Protected ranges
- Formula bar
- All formulas
- Hidden sheets
- Compact controls
- Full screen

No rows

1 row

2 rows

Up to current row (10)

No columns

1 column

2 columns

Up to current column (E)

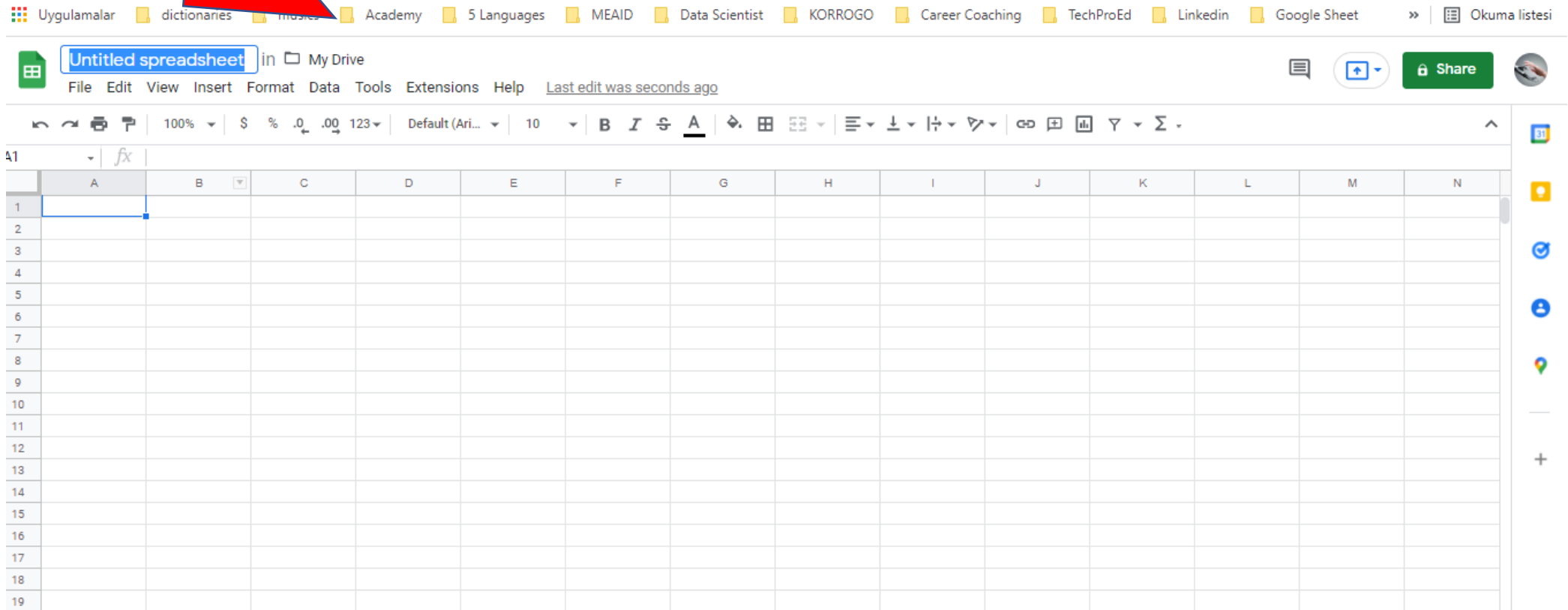
Select to "Freeze" the first row

Or grab this dark grey bar and drag it between row 1 and 2

	D	E	F	G
1	Cereal	Muffin	Doughnut	
2				
3				
4				
5				
6				
7				
8				
9	Total "Parts" Needed	6	7	
10	Number of Ingredients	3	4	
11	Avg Price / Serving	0.8	0.99	0.75
12	Tutorial Link	<a href="https://www.youtube.com/watch?v=itdza8kY0zY">https://www.youtube.com/watch?v=itdza8kY0zY</a>	<a href="https://www.youtube.com/watch?v=itdza8kY0zY">https://www.youtube.com/watch?v=itdza8kY0zY</a>	<a href="https://www.youtube.com/watch?v=itdza8kY0zY">https://www.youtube.com/watch?v=itdza8kY0zY</a>
13				
14				
15				
16				
17				



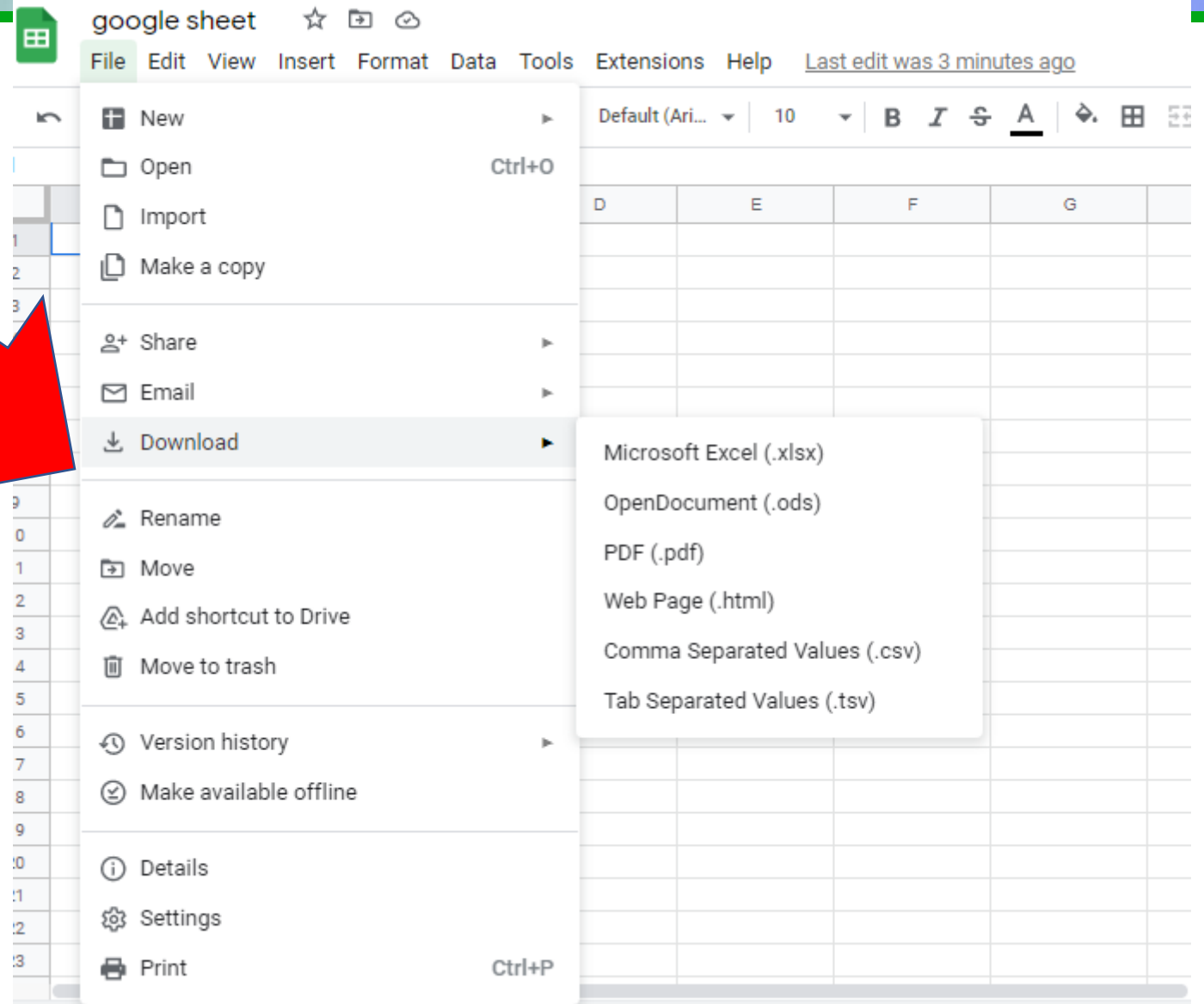
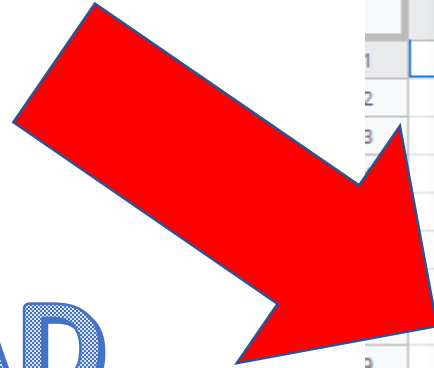
# FILE NAME





# Google Sheets

DOWNLOAD





# IMPORT

Importing an existing spreadsheet file into a new Google "Sheet" is easy

Importing a file is simple as well. You can either import directly into the current spreadsheet, create a new spreadsheet, or replace a sheet (i.e. an individual tab) with the imported data.

The most common files you'll import are **CSV** (comma separated values) or **XLS** and **XLSX** (files from Microsoft Excel). To import a file from outside of your Google Drive, go to the **FILE > IMPORT > UPLOAD** menu.

You can also create new sheets with the "+" down here

V

+ Sheet1





# KEYBOARD SHORTCUTS



# Google Sheets

## Editing

Cut .....	<b>Ctrl + X</b>
Copy .....	<b>Ctrl + C</b>
Paste .....	<b>Ctrl + V</b>
Paste values only .....	<b>Ctrl + Shift + V</b>
Undo.....	<b>Ctrl + Z</b>
Redo .....	<b>Ctrl + Y</b>
Find and replace.....	<b>Ctrl + H</b>
Insert or edit a link .....	<b>Ctrl + K</b>



# Google Sheets

## Formatting

Bold .....	<b>Ctrl + B</b>
Italics .....	<b>Ctrl + I</b>
Underline .....	<b>Ctrl + U</b>
Align left .....	<b>Ctrl + Shift + L</b>
Align center .....	<b>Ctrl + Shift + E</b>
Align right .....	<b>Ctrl + Shift + R</b>
Apply cell border .....	<b>Alt + Shift + 7</b>
Format as decimal .....	<b>Ctrl + Shift + 1</b>
Format as time .....	<b>Ctrl + Shift + 2</b>
Format as date .....	<b>Ctrl + Shift + 3</b>
Format as currency .....	<b>Ctrl + Shift + 4</b>
Clear formatting .....	<b>Ctrl + \</b>



# Google Sheets

## Excel Number Formatting Shortcuts

General	Time	Currency	Scientific
5145.89	4:45 PM	\$5,145.89	1.45E+03

~	!	@	#	\$	%	^	&
1	2	3	4	5	6	7	

Number	Date	Percent	Border
5,145.89	25-Dec-86	98%	100

Shift	Z	X	C	V	B	N	M
Ctrl	Win	Alt					

Excel Campus



# Google Sheets

## Navigating

Move to beginning of row ...**Home**

Move to end of row .....**End**

Move to cell A1 .....**Ctrl + Home**

Move to end of sheet .....**Ctrl + End**

Move to next sheet .....**Alt + ↓**

Move to previous sheet.....**Alt + ↑**





# Google Sheets

## CTRL + / : Keyboard shortcuts

Untitled spreadsheet

File Edit View Insert Format

100% \$ % .0

5

A B C

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

Sheet1

Keyboard shortcuts

bold

bold

Editing

Menus

Formatting

Data

Review

Selection

Screen reader support

File commands

View

Navigation

Absolute/relative references (when entering a formula) F4

Accept Smart Fill suggestion Ctrl+Shift+Y

Copy Ctrl+C or Ctrl+Insert  
Alt+H,C,C or Alt+E,C

Cut Ctrl+X or Shift+Delete  
Alt+H,X or Alt+E,T

Define word Ctrl+Shift+Y

Delete rows/columns or Open delete menu Ctrl+Alt+-  
Ctrl+- or Alt+H,D,D

Edit description Ctrl+Shift+E

Fill down Ctrl+D

Enable compatible spreadsheet shortcuts

VIEW COMPATIBLE SHORTCUTS

Windows'u Etkinleştir

Windows'u etkinleştirmek için Ayarlar'a gidin