**Welcome!**

Welcome to **Spreadsheets for Beginners using Google Sheets**. This is a project-based course which should take approximately 2.5 hours to finish. Before diving into the project, please take a look at the course objectives and structure:

**Course Objectives**

In this course, we are going to focus on **six** learning objectives:

1. Understand how spreadsheets work
2. Use Functions to execute formulas
3. Apply formatting and conditional formatting to cells
4. Interpret and troubleshoot error messages
5. Understand cell references and know when to use them
6. Generate charts to visualize data

By the end of this course, you will be able to create a spreadsheet model that allows you to analyze household expenses**.**

**Course Structure**

This course is divided into 3 parts:

1. Course Overview: This introductory reading material.
2. **Spreadsheets for Beginners using Google Sheets:**This is the hands on project that we will work on in Rhyme.
3. Graded Quiz: This is the final assignment that you need to pass in order to finish the course successfully.

**Project Structure**

The hands on project on **Spreadsheets for beginners using Google Sheets** is divided into 8 main tasks. Our final goal is to create a spreadsheet model that allows us to analyze household expenses. We will accomplish this by building up our skills through the following tasks in the project:

**Task 1: The Basics - Basic data entry, formatting and calculations**

**Task 2: Cell References - Relative and absolute cell references**

**Task 3: 9 Basic functions**

**Task 4: Dealing with error messages**

**Task 5: 11 Advanced functions**

**Task 6: Formatting, conditional formatting, sorting and filtering**

**Task 7: Building our expense model**

**Task 8: Basic charts to visualize our data**

**Guided Project: Spreadsheets for beginners using Google Sheets**

Now we will start using Google Sheets. Our final goal is to create a model that allows us to analyze household expenses. We will accomplish this by building up our skills through the following tasks in the project:

* Introduction + accessing Google Sheets
* Task 1: The Basics - Basic data entry, formatting and calculations
* Task 2: Cell References - Relative and absolute cell references
* Task 3: 9 Basic functions
* Task 4: Dealing with error messages
* Task 5: 11 Advanced functions
* Task 6 : Formatting, conditional formatting, sorting and filtering
* Task 7 : Building our expense models
* Task 8 : Basic charts to visualize our data

While you are watching me work on each step, you will get a cloud desktop with all the required software pre-installed. This will allow you to follow along the instructions to complete the above mentioned tasks. After all, we learn best with active, hands-on learning