

This is to verify that **HIMANSHU BHATT** has completed the course **Basics of Google Sheets** on Alison.

HIMANSHU BHATT

Alison ID: 10469852

Course Completed: Basics of Google Sheets

Date Of Completion: 23rd September 2025

Email ID: 2408.himanshu@gmail.com

Total Study Time: 0h 38m



Scan To Verify

Final Assessment Score:

Alison courses requires at least 80% to pass the final assessment

95%

CPD Hours Completed:

CPD approved learning hours completed through this course

0-1h

Course Information

Imagine creating a recipe booklet or a vacation plan using Google Sheets. This course helps you to do just that as we explore different features and options offered by this versatile Google tool. We explain how to start a sheet from scratch and work with rows and columns before picking a theme. We then go over some insider tips used to improve formatting and provide keyboard shortcuts that can speed up your work and boost productivity.

This Google Sheets tutorial answers many questions you might have, from 'can you insert documents into Google Sheets?' to 'what can you import into Google Sheets?'. We then focus on inserts and take you through the process of inserting digital objects into your sheet. The course helps you to master data validation in Google Sheets by explaining functions like 'sorting' and 'filtering' before laying out the basics of using formulas or functions to analyze data.

The step-by-step demonstration videos found in the 'Resources' section help you to understand the collaborative features of this powerful tool. Our exercises and instructor sheets reinforce key learning points as you learn to arrange, 'chunk' or break your data logically. Google Sheets has uses beyond the fields of education and business. For example, you can use it to create an organizational chart or develop a catalogue for a blog or site. The ability to analyze, visualise and present data is a key professional skill for the Information Age so sign up for this Google Sheets tutorial to master this powerful spreadsheet platform and advance your career.

Modules Studied

Module 1: Getting Started With Google Sheets

Module 2: Course assessment