

# Welcome

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This site is a practical tutorial on how to perform three useful tasks in Google Sheets. Each task walks you through a short, self-contained project. You'll learn how to build a personal budget tracker, a conditional to-do list, and a shared resource index that updates live from multiple contributors.

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## Intended Reader

This guide is for anyone curious about the basics of Google Sheets. No prior spreadsheet experience is required, but general computer literacy is assumed.

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## Prerequisites

To complete the tasks in this guide, you will need:

- A Google Account (to access and save Google Sheets)
  - Basic familiarity with the concept of a spreadsheet (cells, rows, columns)
  - A modern web browser and internet connection
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## Tasks in this guide

- **[Task 1 – Build a Personal Budget Tracker](#)**  
Create a simple expense tracking sheet with automatic totals, a pie chart, and category dropdowns.
  - **[Task 2 – Create a To-Do Tracker with Conditional Highlights](#)**  
Build a functional task list with date-based formatting to flag overdue and upcoming work.
  - **[Task 3 – Merge Contributor Sheets into a Searchable Resource Index](#)**  
Import data from multiple source spreadsheets, merge them, and create a searchable front end.
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## Reference

- [Glossary](#)  
Definitions for terms used throughout the guide.
  - [Troubleshooting Guide](#)  
Common problems and how to fix them.
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## Conventions Used

Throughout this guide, we follow a few formatting rules to support clarity and consistency:

- **Menu items** and interface labels are written in `code style`, such as `Data > Data validation`.

- **Formulas** are always shown in preformatted blocks like this:

```
=SUM(D2:D)
```

- **GIFs** demonstrate each step visually.
- **Admonitions** are used to highlight specific types of content:

!!! tip

A tip admonition like this offers helpful or optional guidance.

!!! warning

A warning admonition like this alerts the reader to a possible difficulty or common mistake.

!!! note

Notes like this explain something important that doesn't fit in the main instruction line.

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## About This Project

This guide was created by Jago Hine and Jasrajan Sidhu as part of a CST technical documentation assignment.