



Interact Efficiently Using Google Sheets

Master smart spreadsheets for better data analysis and faster reporting.

1 Day Training



COURSE OVERVIEW

This hands-on workshop helps you unlock the full power of Google Sheets. Learn how to format, filter, analyze, and present data using advanced functions, pivot tables, charts, and formulas. Perfect for anyone looking to level up their spreadsheet and reporting skills.

COURSE OBJECTIVE

- Apply advanced functions and formulas to organize and analyze data
- Consolidate and link data from multiple sheets and sources
- Create pivot tables, charts, and dynamic reports with ease

RECOMMENDED FOR

Professionals who want to improve spreadsheet skills, streamline reporting, and make smarter data-driven decisions.

COURSE HIGHLIGHTS

$f(x)$ Deep dive into formulas, filters, and data validation



Learn to consolidate and link data from multiple sheets



Master powerful tools like QUERY, ARRAYFORMULA, and LOOKUP



Create dynamic dashboards with pivot tables and charts



Course Outline

1 Introduction to Google Sheets Templates

Explore pre-built templates and how to adapt them for your workflow.

2 Working with Functions & Formulas

- Apply conditional formatting for clarity and comparison
- Use counting functions: COUNT, COUNTIF, COUNTA, COUNTBLANK
- Set data protection at sheet, range, or cell level
- Use helpful tools like data validation, named ranges, and SPLIT

3 Supercharging Your Data

- Consolidate data from multiple sheets using IMPORTRANGE
- Master logical functions: IF, NESTED IF, IFERROR, AND, OR
- Extract and sort data using FILTER, SORT, and UNIQUE
- Use lookup functions: VLOOKUP, HLOOKUP, INDEX, MATCH
- Retrieve data with advanced formulas: QUERY, ARRAYFORMULA

4 Presenting Data Effectively

- Visualize data with slicers, pivot tables, and charts
- Build interactive and insightful reports

5 Recap & Q&A

- Review key concepts, reinforce learning through guided practice, and clarify any questions.