



# Google Sheets Level 1

## DURATION

1 Day

## COURSE OVERVIEW

This course introduces delegates to the basic functions of Google Sheets and will enable them to create worksheets and perform formatting and functions within the worksheet.

## TARGET AUDIENCE

This course is designed for people who wish to gain the skills necessary to create, edit, format and print basic Google Sheets.

## LEARNING OBJECTIVES

On completion of this course, you will be able to:

- Create a basic sheet using Google Sheets.
- Perform calculations in a Sheet.
- Modify a Sheet.
- Modify the appearance of data within a Sheet.
- Manage Google Sheets books.
- Print the contents of a Sheet.

## PRE-REQUISITES

To be successful in this course, you should be familiar with using personal computers and have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer.

Specifically, you should be able to launch and close programs, navigate to information stored on the computer and be able to manage files and folders.

## COURSE CONTENTS

- Getting started with Google Sheets.
- Selection techniques.
- Manipulating rows and columns.
- Manipulating cells and cell content.
- Font formatting.
- Alignment formatting.
- Number formatting.
- Freezing row and column titles.
- Formulas.
- Functions.
- Charts.