

Google Sheets

This intro to Google Sheets training teaches you how to feel comfortable navigating and using Google Sheets to process data, write formulas and present data in persuasive and striking charts. Google Sheets is a spreadsheet tool that helps you analyze profits and losses, save time, and visualize data. This Google Sheets end user training can help onboard new technical or non-technical professionals, or as a reference resource.

[CBT Nuggets course material](#) →

WEEK 1

Spreadsheet Fundamentals

152 min.

Introduction	1
Log in and Find Your Way Around	5
Create Your First Spreadsheet	11
Formatting	11
Spreadsheet Structure	9
Manage Files	6
Quick Tips!	7

Formulas and Functions

Overview	1
Supplemental File	1
Introduction	2
Mathematical Calculations	14
Percentages	6
Absolute Cell Referencing	4
Introducing Functions	9
If Statements	7
VLOOKUP	7
Text Functions	6
Date and Time Calculations	9

Visualising Data

Overview	1
Supplemental File	1
Introduction	1
Conditional Formatting	12
Charts Quick Start!	9

Explore the Common Chart Types 10

WEEK 2

160 min.

Scatter and Bubble Charts 3

Waterfall and Candlestick Charts 5

Radar, Histogram, Tree Map, and Geo Charts 8

Other Visualisations 7

Sparklines 5

Lists and Pivot Tables

Overview 1

Supplemental File 1

Introduction 1

Working with Lists 9

Sorting 5

Filters and Slicers 9

Data Validation 8

Pivot Tables 14

Macros, Graphics, Templates, and Forms

Overview 1

Supplemental File 1

Introduction 1

Macros 15

Graphics 13

Templates 10

Add-ons 5

Forms 9

Collaborate and Work on the Move

Overview 1

Supplemental File 1

Introduction 1

Working with Different File Formats 13

Sharing Files 10

WEEK 3

31 min.

Protecting Sheets and Ranges 8

Simultaneous Editing 12

Working Offline 5

The Mobile Apps 5