

Course : Getting started with Google Sheets

Practical course - 1d - 7h00 - Ref. GSE

Price : 520 CHF E.T.

With Google's office suite, all you need is a web browser to connect to your Google Workspace account and work on your documents. This highly practical training course will show you how to create and manage spreadsheets with the Google Sheets spreadsheet program.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Get to grips with the Google Workspace interface for Google Sheets documents
- ✓ Create simple tables
- ✓ Design formulas using absolute and relative addressing modes
- ✓ Format, share and print table cells

Intended audience

Anyone who wants to use spreadsheets in the cloud.

Prerequisites

Familiarity with web browsing. Spreadsheet experience a plus.

Practical details

Hands-on work

Concepts are illustrated by practical exercises on spreadsheets inspired by professional cases.

Course schedule

PARTICIPANTS

Anyone who wants to use spreadsheets in the cloud.

PREREQUISITES

Familiarity with web browsing.
Spreadsheet experience a plus.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Getting started with Google Sheets

- Introduction to Google's web interface and tools.
- The benefits of Google Workspace: collaborate, communicate, store and share, work on the move.
- Working interface, creating a Google Sheets sheet.
- Create a table, customize cell layout and format.
- Enhanced pasting and incremental copying.

Hands-on work

Create a Google Sheets sheet, create a table and customize cell formats.

2 Formulas in Google Sheets

- Basic functions.
- Conditional, comparison and nesting operators.
- Relative and absolute addressing.
- Using names.

Hands-on work

Insert formulas in a table.

3 Printing, importing and exporting

- Header and footer.
- Page layout and print area.
- Import from another format.
- Export from Google Workspace.

Hands-on work

Customize the header and footer in a Google Sheets document. Import a spreadsheet from another format.

4 Sheets, rows and columns

- Insert, delete or hide rows and columns.
- Add, delete or hide worksheets.
- Copy a spreadsheet.
- Manage the number of lines in a sheet.
- Freeze display.

Hands-on work

Manipulate sheets, rows and columns in a Google Sheets document.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.