

Course : Google Sheets, advanced

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

Price : 520 CHF E.T.

★★★★☆ 4,3 / 5

The Google Sheets spreadsheet is accessible through a simple web browser, but it's no match for [[on premise]] spreadsheets. This course will show you how to use the many features of Google's office suite to quickly build effective, well-presented spreadsheets.

Teaching objectives

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

- ✓ Create tables with complex calculations
- ✓ Inserting graphics and images in a spreadsheet
- ✓ Create forms as an entry point to a Google Sheets document
- ✓ Analyze tables using filters and pivot tables

Intended audience

Anyone who wants to create pleasant, efficient and professional spreadsheets.

Prerequisites

Completion of the GSE course or equivalent skills.

Practical details

Hands-on work

Tools and methods are illustrated by practical work on documents inspired by real-life professional cases.

Course schedule

1 Conditional formatting

- Reminders about Google Workspace.
- Number formats.
- Conditional formatting.
- Alternating colors.

Hands-on work

Use conditional formatting to make a Google Sheets document easier to read.

PARTICIPANTS

Anyone who wants to create pleasant, efficient and professional spreadsheets.

PREREQUISITES

Completion of the GSE course or equivalent skills.

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.

2 Inserting elements

- Insert a graph.
- Insert an image or drawing.
- Integration of checkboxes.
- Insert a comment or note.

Hands-on work

Insert elements into a spreadsheet to make it more efficient.

3 Forms in Google Sheets

- Google Forms features.
- Use Google Form to create a form.
- Retrieve information entered in Google Form in Google Sheets.

Hands-on work

Create a spreadsheet with a form to facilitate its use.

4 Data functionalities

- Filters and sorting.
- Data validation.
- Pivot tables in Google Sheets.

Hands-on work

Create a pivot table.

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.

Dates and locations

REMOTE CLASS

2026 : 20 May, 12 Oct., 30 Nov.