

# GOOGLE SHEETS

## Introduction to Google Sheets

This two-hour workshop is designed for current users of Microsoft Excel who also need a familiarity with Google Sheets for purposes of collaboration. The class includes an introductory section on Google Drive, Google's file management tool, as well as information on installing Google Drive locally in order to synchronize files.

The class will then focus on using Sheets, the Google spreadsheet application. Users familiar with Microsoft Excel will find much that is familiar, along with some limitations. You'll learn to create new spreadsheets in the Google format, as well as how to work with Excel spreadsheets in Google Sheets and how to convert Excel spreadsheets to Google Sheets. In addition to a review of basic formulas, you'll learn formatting and editing techniques, including shortcuts for selecting a range of cells, viewing a spreadsheet, using AutoFill to create a series of items, inserting/deleting rows and columns, and sorting and filtering data. You'll also learn how to use basic functions in Sheets, including =SUM, =AVERAGE, =COUNT, =MAX and =MIN.

Since Google Sheets is primarily a collaboration tool, you'll also learn how to share spreadsheets with collaborators and how to set permission levels. You'll also practice using the tools in Google Sheets to enhance collaboration, such as Chat, the Research Panel, the Activity Pane, and Comment Notifications.

Finally, the class will cover tips and shortcuts for working with Google Sheets more efficiently, as well as best practices for sharing information on the Internet.

### Course Outline

#### Overview

- What is Google Sheets?
- What is Google Drive?

#### Google Drive

- Installing Google Drive
- Your Local Google Drive Folder
- My Drive
- Shared with Me
- Sorting Files

#### Working with Excel Spreadsheets

- Upload Settings
- Uploading an Excel Spreadsheet
- Opening an Excel Spreadsheet
- Editing Office Docs in Google Drive

#### Spreadsheet Basics

- Creating a New Spreadsheet
- Creating Formulas
- Evaluating Formulas
- Viewing Formulas

#### Editing a Google Sheet

- Selecting a Range
- Moving Cells and Ranges
- Using AutoFill
- Formatting Text and Numbers
- Using the Paint Format Tool
- Inserting/Deleting Rows and Columns

#### Functions

- =SUM
- =AVERAGE, =MIN, =MAX, =COUNT

#### Sorting and Filtering Data

- Sorting a Sheet
- Sorting a Range
- Creating and Applying Filters

#### Sharing Google Sheets

- Sharing Settings
- Visibility Options
- Access Levels
- Sharing a Folder
- Adding Comments
- Comment Notifications
- Real-Time Collaboration
- Tips for Sharing Files