

Google Sheets

Google

- Signing into your account
- Rearranging shortcuts

Sheets Basics

- Using the menu bar
 - Discuss Add-on's
- Navigate Sheets
 - Keyboard shortcuts
 - Navigating with the mouse
 - Using zoom
- Save a file
- Star a file
- Open a file
- Entering data
 - Entering text
 - Entering dates
 - Entering numbers
 - Entering numbers that are text
- Delete a file
- Accessing templates
 - Saving a template as a file
- Using Help

Selecting Data

- Cells, ranges, collections
- Using cut, copy and paste
- Using undo/redo
- Adding range names

Using the Fill Handle

- Filling a constant
- Filling dates
- Filling a pattern

Formulas and Functions

- Creating a formula
- Understanding order of operations (PEMDAS)
- Absolute vs. relative references
- Using a function – SUM, AVERAGE, COUNT, COUNTA, TODAY, PMT
 - Understanding function errors
- Copying formulas, functions

Working with Rows/Columns

- Inserting a row or rows
- Deleting a row or rows
- Inserting a column or columns
- Deleting a column or columns
- Hiding rows/columns
- Moving rows/columns

Formatting

- Formatting text, dates, numbers, currency
- Paint format
- Cell alignment
 - Vertical alignment
 - Horizontal alignment
- Text wrapping
- Adjusting column width and row height
- Adding borders and shading
- Conditional formatting

Working with Lists

- Freeze panes
- Sorting data
- Filtering data
- Using alternating colors
- Subtotal function

Charts

- Creating a column chart
- Creating a pie chart
- Editing chart data
- Customizing a chart
 - Adding a legend
 - Gridlines
 - Ticks
- Printing a chart

Tools

- Spell check
- Substitutions
- Versions
 - Saving a version
 - Version history

Sheets

- Working with multiple sheets
- Making a duplicate sheet
- Sheet name
- Sheet color
- Deleting a sheet

Managing Files

- Sharing and collaborating on documents
- Using search to find a document
- Creating folders
- Version history
- Sending a file through GMail

Printing

- Using print preview
- Print Options
 - Margins
 - Orientation
 - Scaling
 - Header/footer
 - Set page breaks
 - Repeat column and/or row headers
 - Adding headers/footers
- Save a sheet as a pdf