

Managing Data with Google Sheet

Duration: 3 Days

Course Outline

- Introducing spreadsheets
- Presenting a spreadsheet
 - Number and date/time format tools
 - Percentages
 - Dates and Times
 - Currency
 - Text
- Performing calculations
 - Basic arithmetic
 - Using functions
 - Replicating formula
 - Absolute cell addressing
 - References between worksheets
- Named ranges
- Finding and inserting functions
- Conditional functions
 - IF()
 - Conditional COUNT, SUM and AVERAGE
 - Multiple criteria with COUNT, SUM and IF
- Time and date calculations
 - Dates
 - Times and Duration
 - Date and Time functions
 - Date & Time custom formatting
- Data validation
- List structure
 - Working with larger lists
- Sorting and Filtering
- Lookup functions
 - LOOKUP

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- VLOOKUP
- Range lookups
- MATCH and INDEX
- Introducing Pivot Tables
 - Data you can't pivot
 - Data structure rules
 - Pivot table anatomy
 - Creating pivot tables
- Conditional Formatting
- From Spreadsheet to Chart
 - Effective charts
 - Creating Charts

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