



KIDS & TEENS FREELANCING TRAINING INSTITUTE

Google Sheets Course Outline

Module 1: Introduction to Google Sheets

- What is Google Sheets and how it compares to Excel
 - Benefits of cloud-based spreadsheets for collaboration
 - Overview of basic functions and interface features
 - Activity: Create your first Google Sheets document and enter basic data
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Module 2: Working with Functions and Formulas

- Learn essential functions like SUM, AVERAGE, COUNT, and more
 - Real-life example: Calculating the total expenses in a budget
 - How to combine multiple functions for complex calculations
 - Activity: Use SUM and AVERAGE to calculate scores or totals in your sheet
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Module 3: Organizing and Formatting Data

- Techniques for organizing data: sorting, filtering, and conditional formatting
 - Real-life example: Organizing a contact list or inventory data
 - How to use data validation to control inputs and create dropdowns
 - Activity: Organize a list of items with filters and apply conditional formatting
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Module 4: Data Analysis with Pivot Tables

- How to create and customize pivot tables to summarize data
- Real-life example: Summarizing sales data by region and time
- Grouping, filtering, and performing calculations with pivot tables
- Activity: Build a pivot table to analyze sales data by different categories

Module 5: Data Visualization – Creating Charts and Graphs

- Introduction to Google Sheets chart types: bar, line, scatter, and pie charts
- Real-life example: Visualizing budget distribution or project timelines
- Customizing charts and adding trendlines for better insights
- Activity: Create a pie chart to represent the distribution of data

Module 6: Collaboration and Sharing

- How to share Google Sheets with others for real-time collaboration
- Real-life example: Working together on a team project or event planning
- Using comments, suggestions, and version history for team feedback
- Activity: Collaborate with a partner to create a shared Google Sheet

Module 7: Advanced Google Sheets Features

- Using ARRAYFORMULA for applying functions to entire columns
- Real-life example: Automatically calculating bonuses for all employees
- Introduction to Google Apps Script for automation
- Activity: Use ARRAYFORMULA to automatically calculate multiple data points

Module 8: Google Sheets for Career Success

- Careers: Data Analyst, Operations Manager, Marketing Analyst, Educator
- Real-life example: How businesses use Google Sheets for project tracking and reporting
- How Google Sheets skills can be used in data-driven decision making
- Activity: Build a dashboard that tracks key metrics for a business or project

Bonus Materials

- Google Sheets tips and shortcut guide
- Sample Google Sheets templates for finance, project tracking, and analysis
- Access to community forums for further learning and questions
- Interactive quizzes to test your Google Sheets knowledge
- Certificate of Completion for Google Sheets

