# Introduction to Google Sheets

**Price:** 350

**Duration:** 1 days

**Delivery Methods:** Virtual

## Overview

Attendees of the **Introduction to Google Sheets** course will learn essential skills to effectively use Google Sheets for various tasks. This course is designed to provide a comprehensive understanding of Google Sheets, enabling participants to perform a wide range of functions with confidence. From the basics of navigating the interface and entering data to more advanced topics like using formulas, modifying sheet data, and creating charts, attendees will gain the knowledge and skills needed to efficiently manage and analyze data. By the end of the course, participants will be able to create, format, and manipulate spreadsheets, utilize various functions and formulas, and present data visually through charts and graphs. This course aims to equip attendees with the tools and techniques necessary to leverage Google Sheets for both personal and professional use.

### Prerequisites

To ensure your success in this course, you should have end-user computer skills, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser.

### Audience

If you have never used a spreadsheet program before, you should not take this class. The class is fast-paced and assumes you understand the basic spreadsheet concepts. You already know how to do things in Microsoft Excel–now you just need to learn how to do the same things in Google Sheets.

### COURSE OUTLINE

**Getting Started**

- Signing in to Google Apps
- Using the Google Apps Menu
- Accessing Sheets from Drive
- Making a Copy of a Spreadsheet
- Understanding the Display Screen
- Using the Menu and the Toolbar
- Using Help

**Entering Data**

- Changing the Active Cell
- Selecting a Range of Cells
- Creating a New Spreadsheet from a Template
- Creating and Naming a New Spreadsheet
- Inserting, Renaming and Deleting Sheets
- Entering Constant Values and using Autofill
- Modifying Cell Contents
- Closing a Spreadsheet

**Using Formulas**

- Entering Formulas
- Using Autofill with Formulas
- Using the SUM Function
- Using Common Functions
- Correcting Formula Errors

**Modifying Sheet Data**

- Copying and Pasting Constant Values and Formulas
- Cutting and Pasting Constant Values and Formulas
- Checking Spelling
- Using Find and Replace
- Working with Versions
- Viewing Details

**Formatting Sheets**

- Formatting Numbers
- Formatting Text
- Formatting Cells
- Aligning Cell Contents
- Using Paint Format
- Using Alternating Colors
- Changing the Theme
- Using Conditional Formatting

**Modifying Columns and Rows**

- Moving Columns or Rows
- Resizing Column or Rows
- Inserting Columns or Rows
- Deleting Columns or Rows
- Hiding Columns or Rows
- Grouping Columns or Rows
- Freezing and Unfreezing Columns or Rows
- Using Zoom

**Printing Sheets**

- Previewing a Sheet for Printing
- Working with Print Settings
- Inserting Page Breaks
- Creating Headers and Footers
- Repeating Row and Column Headers
- Printing a Sheet

**Working with Charts and Pictures**

- Creating a Chart
- Changing the Chart Location and Size
- Working with the Chart Editor Setup Options
- Working with the Chart Editor Customize Options
- Inserting an Image
- Creating a Drawing
- Editing a Drawing

# Course Schedule

| Date | Time | Price | Options |
|---|---|---|---|
| 05/29/2026 | 08:00 AM - 04:00 PM CT | 350.00 | Buy Now   Enroll |

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# FAQ

**What if I have to reschedule my class due to conflict?**

Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to info@toptalentlearning.com to avoid rescheduling penalties.

**How do I enroll for this class?**

Please contact our team at 469-721-6100; we will gladly guide you through the online purchasing process.

**What happens once I purchase a class?**

You will receive a receipt and an enrollment confirmation sent to the email you submitted at purchase. Your enrollment email will have instructions on how to access the class. Any additional questions our team is here to support you. Please call us at 469-721-6100.

**What is your late policy?**

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

**What happens when I finish my class?**

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.