

GOOGLE SHEETS INTRO AND INTERMEDIATE

Google Sheets Essentials	3
Interface.....	3
Enter/edit data.....	3
Navigation.....	3
Selection	3
Spreadsheet Settings	3
Formatting	4
Date and Number Formats	4
Formatting menu items	4
Format Menu	5
Managing Worksheets and data.....	5
Freeze Panes	5
Print and Print Preview	6
Worksheets.....	6
Rows and Columns.....	7
Formulas	8
Relative Formulas	8
Copy formula	8
View formula.....	8
Absolute Cell Referencing	9
BODMAS	9
TODAY function.....	10
Sorting and Filtering	11
Sorting Data	11
Filter data.....	12
Filters vs. filter views	12
Create, save, or delete a filter view	13
Delete or duplicate a filter view	13
Rename a filter view.....	13
See an existing filter view	13
Save a filter as a filter view	13
Use filter view with "view only" access	13
Functions Overview	14
Decision making functions.....	16
IF function	16
Nesting AND inside IF functions	18
Nesting OR inside IF functions	19
Nested If.....	20
IFERROR function	21
Comments and Notes	22
Insert Comment	22
Insert Note	22
Summary Based Functions.....	22
COUNTIF and SUMIF	22
UNIQUE function.....	23
COUNTIFS.....	24
VLOOKUP	25
VLOOKUP to lookup an exact match.....	26

Named Ranges.....	27
VLOOKUP to lookup approximate match	28
TEXT and DATE functions.....	29
PIVOT TABLES	30
Create a Pivot Table	31
Add further fields	32
Add Filters	33
Re-Position Fields on the Pivot Table.....	33
Drill Down	34
Grouping on numeric data	34
Grouping Dates.....	34
Display data	35
Pivot Charts.....	36
Insert a Pivot Chart.....	36
Edit Chart Elements.....	36
Sparklines.....	36
Explore	37
QUERY function	39
Syntax of the Query Function	39

Google Sheets Advanced

Useful tools	4
Freeze Panes	4
TODAY function.....	4
IF Function.....	5
IF function to calculate new data.....	5
IF function with nested AND for multiple conditions	5
Nested IF Function	5
IFERROR function.....	8
SUMIF Function	9
Year and Month functions	9
SUMIF to add up values based on criteria	9
UNIQUE function.....	10
SUMIFS to add up values in more than one range.	11
Mixed Absolute and Relative References	11
SUMIF to link worksheets	12
INDIRECT function to link worksheets.....	13
VLOOKUP	14
VLOOKUP to lookup an exact match.....	15
Named Ranges	16
VLOOKUP to lookup approximate match.....	17
VLOOKUP to return multiple columns using ArrayFormula.....	17
UNIQUE, SORT functions to create the source for Data Validation list	18
Data Validation to create Drop Down List	18
Index with nested Match Function	19

Match function.....	19
Subtotals function.....	20
Conditional formatting.....	21
Basic conditional formatting.....	21
Remove conditional formatting	21
Multiple Rules	22
Order of Rules	22
Conditional formatting to a complete row	23
Adding additional context with colours and indicator arrows	24
TEXT and DATE functions.....	27
PIVOT TABLES	28
Create a Pivot Table	29
Add further fields.....	30
Add Filters	31
Re-Position Fields on the Pivot Table.....	31
Drill Down	32
Grouping on numeric data.....	32
Grouping Dates	32
Display data.....	33
Pivot Charts.....	34
Insert a Pivot Chart	34
Edit Chart Elements	34
Sparklines.....	34
Explore	35
Filter function	37
FILTER WITH “AND”	37
FILTER WITH “OR”	38
Query Function	39
Named Range.....	39
Query Function syntax	40
Select All.....	40
Select Specific Columns.....	41
Where clause	41
Order by clause	47
Limit clause	47
PRACTICE TASK.....	48
Aggregate Functions	49
Label clause.....	50
Group by clause	51
Practice Task	51
Is Null and Is Not Null criteria	52
Where criteria Contains	52
AND to query on multiple conditions	52
OR to query on multiple conditions.....	52
Combine data from Multiple Sheets.....	53