



TECHNOCATION FREELANCING TRAINING INSTITUTE & SOFTWARE HOUSE

Professional Google Sheets Course Outline

Module 1: Introduction to Google Sheets

- Overview of Google Sheets vs. Excel
- Navigating the Google Sheets Interface
- Keyboard Shortcuts for Efficiency
- Cloud Collaboration & Sharing Permissions

Module 2: Advanced Data Handling & Formatting

- Conditional Formatting with Custom Formulas
- Data Validation (Drop-down Lists, Custom Rules)
- Protecting Cells, Rows, and Columns
- Freezing Panes & Custom Views

Module 3: Advanced Formulas and Functions

- Logical Functions: IF (), IFS (), AND (), OR (), IFERROR ()
- Lookup Functions: VLOOKUP (), HLOOKUP (), XLOOKUP (), INDEX-MATCH
- Text Functions: LEFT (), RIGHT (), MID (), SPLIT (), JOIN (), TEXT ()
- Date & Time Functions: NOW (), TODAY (), DATEDIF (), NETWORKDAYS ()
- Array Functions & Dynamic Arrays (FILTER (), SORT (), UNIQUE (), ARRAYFORMULA ())

Module 4: Data Analysis with Google Sheets

- Pivot Tables for Summarizing Data
- Pivot Charts & Slicers for Interactive Reports

- Conditional Aggregation Using `SUMIF()`, `COUNTIF()`, `AVERAGEIF()`
- What-If Analysis with `GOAL SEEK` and `SCENARIO MANAGER`

Module 5: Advanced Charts and Data Visualization

- Customizing Google Sheets Charts (Line, Bar, Pie, Scatter, etc.)
- Creating Interactive Dashboards
- Conditional Formatting for Data Insights
- Google Data Studio Integration for Advanced Reporting

Module 6: Google Sheets Automation with Apps Script

- Introduction to Google Apps Script (GAS)
- Automating Repetitive Tasks with Scripts
- Creating Custom Functions with JavaScript
- Sending Automated Emails Using Google Sheets

Module 7: Collaboration & Integration

- Real-time Collaboration and Commenting
- Version Control and Revision History
- Importing Data from Web & Other Google Services (`IMPORTHTML()`, `IMPORTRANGE()`)
- Google Forms & Sheets Integration for Automated Data Collection

Module 8: Advanced Google Sheets Features

- Working with Google Finance Functions (`GOOGLEFINANCE()`)
- Web Scraping and API Integration
- Data Cleaning & Transformation Techniques
- Using Google Sheets for Business Intelligence

Final Module: Capstone Project & Certification

- Building an Automated Google Sheets Dashboard
- Implementing a Business Data Analysis Project
- Presenting Findings with Interactive Reports
- Course Completion Certification