



# GOOGLE SHEETS PRODUCTIVITY

From Fundamentals to  
Intermediate Data Analysis

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## About this course

This 2-day hands-on program equips participants with practical Google Sheets skills to manage, analyze, and present data efficiently. The course progresses from core spreadsheet fundamentals to intermediate-level formulas, data analysis, and automation features commonly used in operational, administrative, and management roles. Emphasis is placed on real-world datasets, productivity shortcuts, and collaborative workflows aligned with modern workplace requirements.

## Who Should Attend?

1. Finance & Accounting staff
2. HR & Payroll officers
3. Operations & Supply Chain staff
4. Sales & Marketing analysts
5. Administrative staff
6. Anyone who uses Google Sheets regularly and wants to work faster and smarter with data

## Learning Outcomes

By the end of this programme, participants will be able to:

1. Build structured, error-controlled spreadsheets
2. Apply formulas and lookup functions confidently
3. Analyze data using Pivot Tables and conditional formatting
4. Collaborate effectively using Google Sheets in real-time
5. Improve productivity and reduce manual reporting effort



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# FOUNDATIONS & CORE PRODUCTIVITY



## MODULE 1, 2, 3

### 1. Google Sheets Interface & Navigation

- Sheets vs Excel: key differences
- Google drive connection
- Interface, menus, toolbars
- Cell references (relative vs absolute)
- Sheets, ranges, and file organization

### 2. Data Entry, Formatting & Productivity Shortcuts

- Number, date, text formatting
- Custom formats
- Freeze rows, wrap text
- Keyboard shortcuts

### 3. Basic Formulas & Functions

- SUM, AVERAGE, COUNT, MIN, MAX
- Formula logic & order of operations
- Copying formulas efficiently



## MODULE 4, 5, 6

### 4. Logical Functions for Decision Making

- IF function
- Nested IF (intro)
- IF with text and numbers

### 5. Data Validation & Error Control

- Dropdown lists
- Restricting data input
- Custom error messages

### 6. Sorting, Filtering & Basic Data Cleanup

- Single & multi-level sorting
- Filter views
- Remove duplicates
- Replace values
- Trimming text
- Normalizing merged range



# INTERMEDIATE ANALYSIS & COLLABORATION



## MODULE 7, 8, 9

### 7. Lookup & Reference Functions (Core Intermediate Skill)

- VLOOKUP vs XLOOKUP (Sheets equivalent)
- INDEX & MATCH (intro)
- Lookup across sheets

### 8. Text & Date Functions for Operational Data

- LEFT, RIGHT, MID
- CONCAT / TEXTJOIN
- DATE, TODAY, DATEDIF
- Date Cleaning

### 9. Conditional Formatting for Insights

- Highlight rules
- Formula-based formatting
- Color scales & icons



## MODULE 10, 11

### 10. Pivot Tables for Summary & Analysis

- Creating Pivot Tables
- Grouping & filtering
- Pivot formatting best practices

### 11. Collaboration, Sharing & Automation Features

- Sharing permissions
- Comments & version history
- Intro to Smart Fill & Explore
- Protect sheets & ranges



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SCAN QR CODE FOR DETAIL INFO



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