



Course Title: Google Sheets	Course Duration: 1.0 Day
Exam: Not Included	Exam Type: Proctored Exam
Qualification: Google Workspace Skills Certification (optional)	

Course Syllabus

Lesson 1: Getting Started with Google Workspace

- Topic A: Navigate Google Workspace
- Topic B: Send and Manage Email Using Gmail

Lesson 2: Managing Schedules Using Google Calendar

- Topic A: Create and Manage Events
- Topic B: Customize Calendars
- Topic C: Create and Share Calendars
- Topic D: Create and Manage Tasks

Lesson 3: Communicating Using Google Chat and Google Meet

- Topic A: Chat Using Google Chat
- Topic B: Participate in Meetings Using Google Meet

Lesson 4: Storing and Sharing Files Using Google Drive

- Topic A: Add Files and Folders
- Topic B: Manage Files and Folders

Lesson 5: Collaborating on Documents Using Docs, Slides, and Keep

- Topic A: Create and Edit Documents Using Google Docs
- Topic B: Design Presentations Using Google Slides
- Topic C: Take Notes Using Google Keep

Lesson 6: Collaborating on Data Using Sheets and Forms

- Topic A: Create and Manage Spreadsheets Using Google Sheets
- Topic B: Design Surveys Using Google Forms

Lesson 7: Collaborating on Websites Using Sites

- Topic A: Create and Edit Sites
- Topic B: Share and Publish Sites

Course Overview



In this course, you will use the various apps included in Google Workspace to work productively as part of a team. You will:

- Navigate the Google Workspace environment and use Gmail to send and manage email correspondence.
- Manage schedules using Google Calendar™.
- Communicate with colleagues over text, voice, and video using Google Chat and Google Meet.
- Store and share files using Google Drive.
- Collaborate on documents using Google Docs, Google Slides™, and Google Keep™.
- Collaborate on data using Google Sheets and Google Forms™.
- Collaborate on websites using Google Sites™.

Course Learning Outcomes

By the end of this course, learners will be able to create, format, and organize spreadsheets, apply formulas and functions for calculations and data analysis, generate charts and visualizations, collaborate with team members using sharing and commenting features, and automate repetitive tasks using built-in tools. These skills enable users to work efficiently with data, produce insightful reports, and collaborate seamlessly in Google Workspace.

Audience

This course is designed for business users, educators, students, and knowledge workers in a variety of roles and fields who want to be able to use the apps included in Google Workspace to create and manage various types of files and communicate and collaborate with colleagues.

Entry-Level Requirements

Basic computer skills and familiarity with spreadsheet concepts

Recommended Reading

Google Workspace Learning Center: Google Sheets

What's Included

Instructor-led sessions, practical exercises, course slides, sample spreadsheets

Exam Information

This course prepares learners for Google Workspace Skills assessments, which evaluate your ability to organize, analyze, and visualize data in Google Sheets. The assessments include practical exercises, scenario-based questions, and multiple-choice questions to validate proficiency in spreadsheet management and collaboration.

What's Next



After this course, learners can pursue advanced Google Sheets courses, including Google Apps Script automation, data analysis with Google Sheets, and integration with Google Data Studio for reporting.

Additional Information

The core productivity apps that make up the Google Workspace suite enable users to work together on a variety of projects and tasks across many different industries and job roles. This course will teach you how to work efficiently and effectively in apps like Gmail , Google Drive , Google Docs', Google Sheets', Google Meet , Google Chat , and more all while participating in a collaborative team environment.