tech goes home

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#BLACK LIVES MATTER

Intro to Google Sheets

With Q.J. Shi

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Welcome!

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Using Zoom in this webinar

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Quick Poll

Today's Learning Objectives

1. Introduction to the basic features of Google Sheets
2. Learn common vocabulary for Google Sheets
3. Practice creating two types of spreadsheets:
   a. Budget
   b. Contact List
4. Learn how to:
   a. Format a spreadsheet to be easy on the eyes
   b. Filter & sort
   c. Create a drop down list
   d. Color code drop down list options
   e. Using the "explore" function
   f. Chart basics

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Google Sheets Basics

Getting Started

1. Go to: sheets.google.com

2. Click on + to start a new spreadsheet

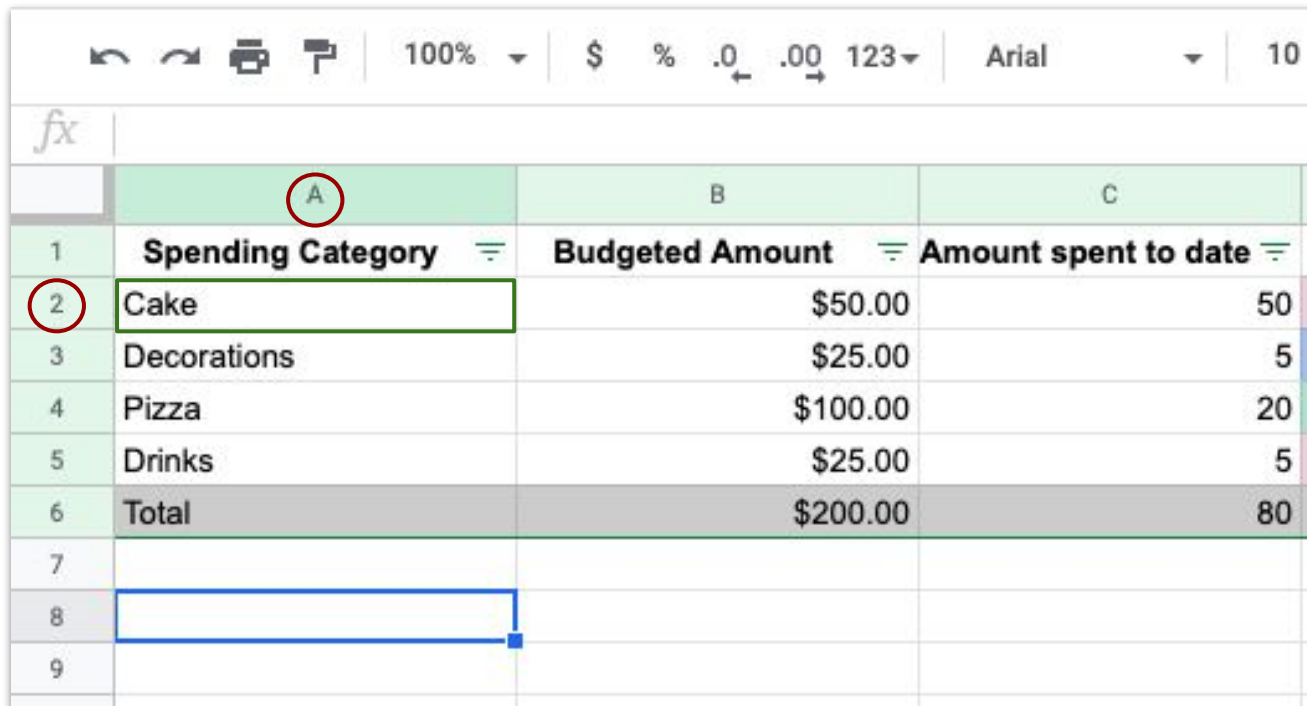3. Here are the sheets we're going to create

Common GSheets Definitions

- **Spreadsheet**
  - the entire collection of data. Most spreadsheet programs like Excel, refer to this as a worksheet or workbook. Google just calls it a spreadsheet.
- **Cell**
  - the building blocks of a spreadsheet. Each cell holds one piece of data.
- **Row**
  - a horizontal collection of cells. Each row is identified by a number on the left side of the row.
- **Column**
  - a vertical collection of cells. Each column is identified by a letter at the top of the column

Source: Basic Spreadsheet Vocabulary | Spreadsheet Basics

Common GSheets Definitions

- **Tab:**
  - an organizational unit in a spreadsheet. You can think of them sort of like different pages in the spreadsheet.
- **Formula:**
  - an equation based on multiple cells (ex. **=A1+A2** or **=2*24**)
- **Function:**
  - formulas that are built into your spreadsheet software are called functions. Ex. **=SUM(A1:A5)** or **=MAX(C1:C5)**

Source: Basic Spreadsheet Vocabulary | Spreadsheet Basics

Quick Quiz

What <u>cell number</u> is the data "cake" listed on?

Answer: A2

(column A, row 2)

Quick Quiz

How many Google Sheets <u>tabs</u> do I have open?

Answer: 2

Quick Quiz

What is the <u>title</u> of my spreadsheet?

Answer:

TGH Google Sheets Training Sample

Exercise 1: creating a budget

Using the "Explore" feature

Exercise 2: creating a contact list

Chart Basics

Other helpful features

1. Importing an existing excel spreadsheet
   a. Ex: Courses for Training City under current programs
2. Using CTRL+F or Command+F (mac) to find the data you need
3. Use CTRL+Z or Command+Z (mac) to undo
4. Applying the same function across multiple cells in the same row or column
   a. Ex. SUM
5. Creating charts based on existing data
   a. Ex. Birthday budget
6. Formatting numbers as dates or currency
7. Creating a hyperlink

Resources

- GSuite Learning Center - [Getting Started with Google Sheets](#)

- Animated Guide by Hubspot - [The Ultimate Guide to Google Sheets](#)

- Loves Data - [Advanced Tips & Tricks](#)

- GCF Learn Free - [Basic Google Sheets Formulas](#)

Practice: Try these exercises on your own!

Questions?

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