

Course	Google Application – Spreadsheet
Length	1, 2 or 3 hours
Audience	For anyone new to the spreadsheets or transitioning from Office to GoogleApp. The course opens with spreadsheet terminology and worksheet basics, including best practices for data entry and storage. Students learn cell selection and navigation techniques in Google. The course trains students to enter, edit and format data cells, columns, rows and sheets. Additional practice shows how to sort, add headers and footers, save, print and share a spreadsheet.
Prerequisites	Participants must have Windows experience.
Topics	<p>Module 1: Google Spreadsheet Overview</p> <ul style="list-style-type: none">◆ Tour the Google Window & Tools◆ Spreadsheet and database terminology◆ Best practices in spreadsheet design◆ Create a new spreadsheet <p>Module 2: Data Selection, Navigation & Entry Basics</p> <ul style="list-style-type: none">◆ Select cells, rows, columns, sheet◆ Navigate the worksheet◆ Enter data◆ Insert/ Delete cells <p>Module 3: Formatting</p> <ul style="list-style-type: none">◆ Formatting Text◆ Formatting Numbers◆ Formatting Date/ Time◆ Formatting Display <p>Module 4: Distribution “Musts” - Proof, Save and Print</p> <ul style="list-style-type: none">◆ Add headers and footers◆ Sort◆ Save a document◆ Print a document◆ Share a document