

Unlock the Power of Google Sheets: A Beginner's Guide



Beginner's Guide to Google Sheets (Google Workspace apps) by Barrie Roberts

★★★★☆ 4.2 out of 5

Language : English
File size : 41935 KB
Text-to-Speech : Enabled
Screen Reader : Supported
Enhanced typesetting : Enabled
Print length : 363 pages
Lending : Enabled

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Chapter 1: Getting Started with Google Sheets

- Creating a new spreadsheet
- Understanding the interface
- Entering and formatting data
- Saving and sharing spreadsheets

Chapter 2: Basic Formulae and Functions

- Creating simple formulae
- Using common functions like SUM, AVERAGE, and MAX
- Applying conditional formatting
- Creating charts and graphs

Chapter 3: Data Filtering and Sorting

- Filtering data based on criteria
- Sorting data by specific columns
- Using advanced filter options
- Creating pivot tables to summarize data

Chapter 4: Data Analysis and Visualization

- Creating bar charts, line charts, and pie charts
- Formatting charts and graphs for visual appeal
- Using functions like VLOOKUP and HLOOKUP
- Exploring advanced data visualization techniques

Chapter 5: Collaboration and Sharing

- Sharing spreadsheets with others
- Setting permissions for collaborators
- Tracking changes and version history
- Using the Google Sheets mobile app

Chapter 6: Tips and Tricks for Effective Spreadsheet Management

- Optimizing spreadsheets for speed and efficiency
- Creating templates for reusable spreadsheets
- Using add-ons to extend functionality
- Troubleshooting common spreadsheet issues

In this comprehensive guide, you have learned the essential skills to harness the power of Google Sheets. Whether you're a student, a data analyst, or a business professional, this book will empower you to manage, analyze, and visualize data efficiently and effectively. As you continue to practice and explore, you'll discover even more ways to unlock the full potential of this versatile spreadsheet application.

Free Download your copy today and take your spreadsheet skills to the next level!



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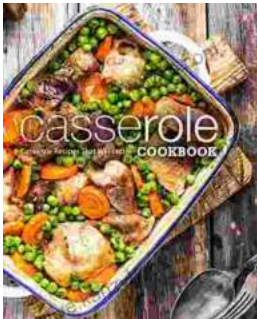
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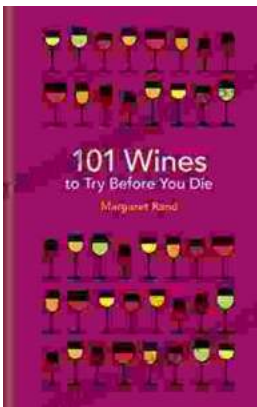
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