Data Analysis with Google Sheets

Course Content

Course Description:
In this course, you will cover creating and modifying table elements, adding and deleting records and fields, and using Data forms and Slicers with table data. You will import data from Access and Excel objects as well as text file types. Proper data management will be discussed to determine structure requirements, sorting, filtering, using flash fill, auto filter and advanced filtering features. The database functions will allow the user to extract data from a large list of content with precision based on specific criteria. Finally, the data modeling features will examine how to take spreadsheet data and create one to many relationships which will expand the functionality of a pivot table for a greater understanding of the data.

Course Objectives:
- To work with large amounts of data.
- Create and use Range Names to use in setting up data sheets
- Learn proper ways to manage your data
- Using database functions
- Creating Charts to visualize your data

Prerequisites:
Google Sheets/Excel Level 1 or equivalent knowledge

Topics:

Working with Worksheets:
- About Workbooks and Spreadsheets
- Inserting and Deleting Worksheets
- Selecting Worksheets
- Renaming Worksheets
- Tab Color
- Hiding and Unhiding Worksheets
- Arranging Worksheets
- Copying Worksheets
- Viewing multiple Worksheets
- Opening Multiple Spreadsheets
- Freezing Rows and Columns

Range Names
- Names
- Defining Names
- Editing Named Ranges
- Deleting Named Ranges
- Using Names to Navigate
- Using Names in Formulas

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Hours: 7

Data Management

- Data Management
- Locating Blanks
- Removing Blank Rows
- Removing Duplicates
- Combining Cell Values
- Splitting Cell Values
- Smart Fill
- Tables
- Coloring Tables
- Filtering
- Filter Views
- Slicers

Database Functions

- Database Functions
- Basic Syntax of D-Functions
- Creating a D-Function Formula
- Expanding D-Functions
- Adding Drop-Down Menu's

Charts Overview

- Create a Chart
- Charts Introduction
- The Chart Window
- Chart Types
- Bar Charts
- Column Charts
- Line Charts
- Area Charts
- Editing Charts
- Scatter and Bubble (XY) Charts
- Pie Charts
- Doughnut Charts
- Tree map Charts
- Radar Charts
- Waterfall Charts

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