Mindluster Platform

About the course Google sheets basics for beginners

Google sheets basics course, in this course designed to introduce participants to the fundamental concepts and functionalities of Google Sheets. Throughout this course, participants will explore the essential features of Google Sheets, including spreadsheet creation, data entry, formatting, and basic formulas and functions. From setting up a new spreadsheet to organizing data and performing basic calculations, this course covers everything beginners need to know to get started with Google Sheets. Participants will also learn how to collaborate on spreadsheets with others in real-time, share spreadsheets securely, and utilize version history and commenting features. Whether you're new to spreadsheets or transitioning from another spreadsheet software, this course offers a step-by-step guide to mastering the basics of Google Sheets. Join us as we embark on a journey to unlock the power of Google Sheets, empowering you to organize data, analyze information, and collaborate effectively in various personal and professional scenarios.

Computer Softwares Category's Courses

Course Lesson(20)

Lesson 1 : **Google Sheets Basics Tutorial 1 5 Hour Beginner Course**

Lesson 2 : **Customizing and Applying Google Sheets Themes**

Lesson 3 : **Inserting Links into Google Sheets**

Lesson 4 : **How to Insert Images in Google Sheets**

Lesson 5 : **Inserting Checkboxes in Google Sheets**

Lesson 6 : **Inserting Notes and Comments in Google Sheets**

Lesson 7 : **Sorting and Filtering in Google Sheets**

Lesson 8 : **How to Create a Survey Using Google Forms**

Lesson 9 : **How to Create a Quiz Using Google Forms**

Lesson 10 : **Working with Basic Formulas in Google Sheets**

Lesson 11 : **Learn the Basic Functions in Google Sheets**

Lesson 12 : **How to Use the Google Sheets Query Function**

Lesson 13 : **Using Different Types of Charts and Graphs in Google Sheets**

Lesson 14 : **Organizing Gmail Inbox using Labels**

Lesson 15 : **Adding Signatures and Vacation Responder in Gmail**

Lesson 16 : **Using Stars and Indicators in Gmail**

Lesson 17 : **Gmail Tips Tricks 5 Practical Tips for Gmail Users**

Lesson 18 : **How to Use Google Drive Menu Settings and Offline Access**

Lesson 19 : **How to Use Google Drive File Organization Tips for Beginners**

Lesson 20 : **How to Set Filters in Gmail to Organize Your Email**

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for Business Contact
business@mindluster.com