Mindluster Platform

About the course Google sheets basics

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Google sheets basics, in this course introduces you to the essential tools for managing and analyzing data in Googleâ€™s cloud-based spreadsheet platform. Youâ€™ll learn how to enter, format, and organize data efficiently using rows, columns, and sheets. The course covers basic formulas such as SUM, AVERAGE, and IF, along with sorting, filtering, and conditional formatting to make data more meaningful. Youâ€™ll also explore charts, data validation, and collaboration features that allow multiple users to edit in real time. By the end, youâ€™ll be able to create dynamic, well-structured spreadsheets, automate simple tasks, and confidently manage everyday data operations in Google Sheets. Simon Sez IT

Computer Softwares Category's Courses

Course Lesson(42)

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

Lesson 2 : **Using Different Types of Charts and Graphs in Google Sheets**

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

Lesson 4 : **Customizing and Applying Google Sheets Themes**

Lesson 5 : **How to Use Google Drive File Organization Tips for Beginners**

Lesson 6 : **How to Use Google Drive Menu Settings and Offline Access**

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

Lesson 8 : **Working with Basic Formulas in Google Sheets**

Lesson 9 : **Learn the Basic Functions in Google Sheets**

Lesson 10 : **How to Use the Google Sheets Query Function**

Lesson 11 : **How to Use XLOOKUP in Google Sheets**

Lesson 12 : **Google Slides Tutorial for Beginners**

Lesson 13 : **How to Create a Presentation in Google Slides**

Lesson 14 : **Sharing Options and Collaborating Files in Google Slides**

Lesson 15 : **Design Slides and Format Layouts in Google Slides**

Lesson 16 : **Create Your Own Slides Using Theme Builder in Google Slides**

Lesson 17 : **Google Docs Beginners Tutorial**

Lesson 18 : **Basic and Advanced Formatting Tools in Google Docs**

Lesson 19 : **How to Add Tables and Charts in Google Docs**

Lesson 20 : **How to Edit and Format in Google Docs**

Lesson 21 : **How to Insert an Image in Google Docs**

Lesson 22 : **How to Use Google Docs**

Lesson 23 : **How to Change Default Search Engine and Site Search in Google Chrome**

Lesson 24 : **How to Create and Organize Bookmark Folders in Google Chrome**

Lesson 25 : **How to Create Multiple Google Chrome Profiles**

Lesson 26 : **How to Manage Toolbar and Extensions in Google Chrome**

Lesson 27 : **How to Organize Multiple Google Chrome Tabs**

Lesson 28 : **How to Create Appointment Schedule in Google Calendar**

Lesson 29 : **How to Schedule Events in Google Calendar**

Lesson 30 : **How to Set Up Group Meetings in Google Calendar**

Lesson 31 : **How to Change the File View in Google Drive for Efficient Organization**

Lesson 32 : **How to Rename Folders in Google Drive**

Lesson 33 : **How to Search Files and Share Folders in Google Drive**

Lesson 34 : **How to Use Google Drive Beginners Tutorial**

Lesson 35 : **How to View Activity and Details in Google Drive**

Lesson 36 : **Top Gmail Features to Organize Emails Gmail for Beginners Course**

Lesson 37 : **How to Archive Emails in Gmail**

Lesson 38 : **How to Create and Use Labels in Gmail**

Lesson 39 : **How to Create and Use Templates in Gmail**

Lesson 40 : **How to Use Gmail Nudges and Smart Features**

Lesson 41 : **How to Use Gmail Search**

Lesson 42 : **How to Use Gmail Undo Send and Hover Actions**

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