

# Google Sheets: The Comprehensive Masterclass by Leila Gharani

Master Google Sheets	Start File	Solution File
<b>S1: Welcome to Your Google Sheets Course</b>		
Get the Most Out of This Course (Don't Skip)		
Get the Course Files		
Pre-assessment Quiz (Check your current knowledge)	<a href="#">S01_Quiz</a>	
<b>**** S2: Google Sheets Essentials ****</b>		
What You Achieve by the End of Essentials		
<b>S3: Getting Started Right with Google Sheets</b>		
Sheets Basics for a Smooth Start		
Cells, Rows & Columns		
Productivity Tips & File Sharing (Pro Tip)		
Useful Menu & Toolbar Options		
Language & Spreadsheet Settings (Important)		
Version Recovery & Edit History		
Activity: 5 Minute Timer		
<b>S4: Data Entry &amp; Basic Formulas</b>	<a href="#">S04_Sheets_Basics_START</a>	<a href="#">S04_Sheets_Basics_SOLUTION</a>
Data Entry, Data Types & Autofill in Google Sheets		
Common Formulas in Google Sheets		
Important Functions in Google Sheets (Sum, Count, Counta, CountUnique)		
Relative Vs. Absolute Referencing		
Challenge: Find the Mistake! Data Doesn't add up!		
Key Takeaways: The Basics		
<b>S5: Best Practice &amp; Useful Features</b>	<a href="#">S05_Sheets_BestPractice_START</a>	<a href="#">S05_Sheets_BestPractice_SOLUTION</a>
Useful Features for Report Design		
Useful Shortcuts (Pro Tips)		
Conditional Formatting (Steer Attention to What Matters)		
Challenge: Conditional Formatting with Checkboxes and Emails		
Data Validation & Drop-down Lists		
Working with Excel & CSV Files (& Importing Data)		
Getting Data from Other Google Sheets (IMPORTRANGE)		
Best Practice in Designing Functional Spreadsheets (Pro Tips)		
Quiz: Test Your Knowledge - Useful Features		
Key Takeaways: Best Practice & Useful Features		

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<b>S6: Sorting, Filtering and Cleaning Data</b>	<a href="#">S06_Sheets_DataCleaning_START</a>	<a href="#">S06_Sheets_DataCleaning_SOLUTION</a>
Sort Feature & What You Shouldn't Do		
Filter & Filter View in Sheets		
Calculations on Filtered Results - SubTotal (Pro Tip)		
Challenge: Delete Empty rows in Data		
Split Text, Remove Duplicates and Trim Spaces		
Find & Replace Values (Pro Tip)		
Challenge: Which Items Does Each Customer Order?		
Key Takeaways: Data Cleaning & Management Tools		
<b>S7: Essential Sheets Functions to Analyze &amp; Summarize</b>	<a href="#">S07_Sheets_Functions_Summarize_START</a>	<a href="#">S07_Sheets_Functions_Summarize_SOLUTION</a>
Important: How to Properly Read & Understand Functions		
Unique & Sort Functions		
SUM(IFS) by Criteria (also COUNT, AVERAGE, MAX, MIN)		
Challenge: Summarize by Criteria & COUNTUNIQUE(IFS)		
Rounding Values (the Right Way)		
Logical & Information Functions (TRUE & FALSE)		
IF Function (IF, Then)		
Nested IF & IFS Functions (Pro Tip)		
Error Types & How to Handle Errors		
Named ranges (Pro Tip)		
Challenge: Average Sales between Selected Dates		
Key Takeaways: Essential Functions to Summarize		
<b>S8: Lookup &amp; Filter Functions</b>	<a href="#">S08_Sheets_Function_Lookup_START</a>	<a href="#">S08_Sheets_Function_Lookup_SOLUTION</a>
Overview of Helpful Lookup Functions		
VLOOKUP and HLOOKUP		
Approximate Match Lookup (Replacement for IFS - Pro Tip)		
FILTER Function to Return Multiple Match Results		
Lookup Pictures & Images (Pro Tip)		
SortN for Ranking (account for ties)		
Challenge: Find the Mistake in the Formulas & Correct them		
Key Takeaways: Lookup & Filter Functions		
<b>S9: Text, Date &amp; Time Functions</b>	<a href="#">S09_Sheets_TextDate_START</a>	<a href="#">S09_Sheets_TextDate_SOLUTION</a>
Useful & Easy Text Functions		

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Search & Substitute Text (Pro Tip)		
Split & Join Values to / from Multiple Columns		
Challenge: Sort Multiple Words Inside a Cell		
Essential Date Functions		
Time Calculations (Calculating Hours worked)		
Quiz: Test Your Knowledge - Text & Date Functions		
Key Takeaways: Useful Text Functions		
<b>S10: Helpful Google Sheet Functions</b>	<a href="#">S10_Sheets_GoogleFunctions_START</a>	<a href="#">S10_Sheets_GoogleFunctions_SOLUTION</a>
Detect Language and Translate Your Spreadsheets		
Image Function (Pro Tip: Create QR Codes)		
Import Tables From the Web (IMPORTHTML)		
Import Any Data from the Web (IMPORTXML)		
Stock & Currency Data with GOOGLEFINANCE		
Challenge: Did You Invest in the Right Stock?		
Key Takeaways: Google Functions & More Resources		
<b>S11: Collaborate, Publish &amp; Protect</b>	<a href="#">S11_Sheets_Collab_Protect_START</a>	<a href="#">S11_Sheets_Collab_Protect_SOLUTION</a>
Sharing Files & Collaboration Tools		
Publishing Sheet or Chart (& Embedding in a Web Page)		
Protection: Sheet & Cell Level		
Prepare for Print / PDF (& Page Breaks)		
Challenge: Prepare Proper PDF Layout		
Use Google Forms to Collect Data (Pro Tip)		
Key Takeaways: Collaborate, Protect & Collect Data		
<b>S12: Charts to Impress</b>	<a href="#">S12_Sheets_Charts_START</a>	<a href="#">S12_Sheets_Charts_SOLUTION</a>
Chart Basics (Column & Line Charts)		
Aggregating Data in Charts (Bar & Pie Charts)		
Combo (Combination) Charts		
Scrolling Tables & Scorecards (Visualization Tools for Dashboards)		
Gauge chart (Visualization Tools for Dashboards)		
Add Slicers to Charts		
Challenge: Better Dashboards (auto-sorted charts)		
Sparklines to Impress		
Sparklines for Stock & Currency Trends (Pro Tip)		

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Key Takeaways: Chart Tips		
<b>S13: Explore your Data with Pivot Tables in Google Sheets</b>	<a href="#">S13_Sheets_PivotTables_START</a>	<a href="#">S13_Sheets_PivotTables_SOLUTION</a>
Explore Feature in Google Sheets (Pro Tip)		
Pivot Table Basics in Google Sheets		
Filters & Slicers for Dynamic Pivot Tables		
Pro Tip: Grouping Items & Dates (by month, year)		
Custom Formulas in Pivot Tables		
Challenge: Master Pivot Tables in Google Sheets		
Key Takeaways: Pivot Tables		
<b>S14: Test Your Sheets Essential Knowledge!</b>		
Congratulations! Get Ready for More Practice		
More Challenges & Practice Activities (You need this to pass the quiz)	<a href="#">S14_Exercises_For_Quiz_START</a>	
Google Sheets Essentials Quiz		
Challenge Answers & Course Roadmap		<a href="#">S14_Exercises_For_Quiz_SOLUTION</a>
<b>***** S15: Advanced Data Analysis with Google Sheets *****</b>		
Introduction to Advanced Data Analysis		
<b>S16: Advanced Functions &amp; Formula Combinations</b>	<a href="#">S16_Sheets_AdvancedFunctions_START</a>	<a href="#">S16_Sheets_AdvancedFunctions_SOLUTION</a>
INDEX MATCH for Complex Lookups		
Challenge: Find the Mistake! Index Match Problem		
INDEX MATCH with Multiple Headers (Pro Tip)		
Array Formulas: ARRAYFORMULA Function		
Create Own Arrays & Append Totals		
INDIRECT Function: Lookup from Different Sheets		
Generate Random Data & Text (RANDBETWEEN)		
The Power of SEQUENCE Function (Dynamic Yearly Calendar)		
Key Takeaways: Advanced Functions		
<b>S17: Query Function</b>	<a href="#">S17_Sheets_Query_START</a>	<a href="#">S17_Sheets_Query_SOLUTION</a>
QUERY Function Syntax & Important Guidelines		
QUERY Function Example (Select, Where, Order by)		
QUERY Function Aggregation & Calculated Columns		
Group by Multiple Columns & Pivot Columns (Query Function)		
QUERY Function with Drop-down List (Dynamic Cell References)		

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QUERY Function with Dynamic Totals (Pro Tip)		
Working with Dates & Months in QUERY Function		
Combine Data from Multiple Sheets with QUERY Function		
QUERY Function & IMPORTRANGE to Combine Data from an External File		
Quiz: Test Your Knowledge - QUERY Function Syntax		
Key Takeaways: Query Function		
<b>S18: Advanced &amp; Hidden Features</b>	<a href="#">S18_Sheets_AdvancedFeatures_START</a>	<a href="#">S18_Sheets_AdvancedFeatures_SOLUTION</a>
Custom Number Formatting Explained		
Custom Formatting for Impressive Reports with Symbols (Pro Tip)		
Conditional Formatting with Formulas (The secret to getting it right)		
Challenge: Find the Difference Between Two Lists		
Dependent Drop-down Lists in Google Sheets		
Dependent Drop-down for Every Row in Sheets (Pro Tip)		
Challenge: Dependent drop-down Lists in Google Sheets		
Key Takeaways: Advanced Features		
<b>S19: Introduction to Google Sheets Apps Script, Macros &amp; Add-ons</b>	<a href="#">S19_Sheets_AppsScript_START</a>	<a href="#">S19_Sheets_AppsScript_SOLUTION</a>
Google Sheets Macros: Record your First Macro		
Relative Vs. Absolute Macro Recording: Practical Example		
Combining Macros in Sheets (Mix Absolute & Relative Reference)		
Challenge: Automate Chart Creation with Your Macro		
Reset Dependent Data Validation List with Apps Script in Sheets		
Find & Install Add-ons (Goal Seek example)		<a href="#">S19_GoalSeek</a>
Key Takeaways: Apps Script & Links to More Resources		
<b>S20: Final Words</b>		
Bonus: The Mechanics of the Quiz		
Final Words		
More Resources		