



Course Code: C817

Google Sheet Essential Training

COURSE INFORMATION

Sessions
1 day

Duration
7.5 hrs

Level
Beginner

Assessment
NA

VENUE

12 Woodlands Square #07-85/86/87 Woods Square Tower 1, Singapore 737715. 5 mins walk from Woodlands (NS9) MRT station.

The venue is disabled-friendly.

WHAT'S THIS COURSE ABOUT

Topic 1: Spreadsheet Basics

Introduction

Pre work: Creating a Google drive account

Pre work: Creating a copy of my spreadsheet templates!

Spreadsheet basics

Toolbar walkthrough

Data types in Spreadsheets

Navigating Spreadsheets with shortcuts

Simple formatting tricks - beautify your Spreadsheets

Topic 2 Introduction to functions

Get familiar with SUM, COUNT, AVERAGE, COUNTA, MIN, MAX

Activity

Topic 3: Conditional Functions

IF Statement

AND / OR statements

IF's and...

COURSE FEE

Full Fee S\$350.00 Before GST

GST S\$31.50 9% of fee

Total Payable S\$381.50 Including GST

CERTIFICATION

- **Certificate of Completion from Tertiary Infotech** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Infotech.

REGISTRATION

<https://www.tertiarycourses.com.sg/google-sheet-essential-training.html>



SCAN TO REGISTER

SUPPORT

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