

Learning Google Sheets

Module 1 Contents

Chapter 1: Introduction to Google Sheets

The Google Sheets Screen	1-1
Moving the Cursor	1-3
Using the Mouse.....	1-3
Using the Arrow Keys.....	1-3
Using the Scroll Bars.....	1-4
Placing Labels on the Spreadsheet	1-6
Saving the Spreadsheet	1-8
Entering Values into the Spreadsheet	1-9
Starting a New Spreadsheet.	1-9
Entering Values.....	1-10
Entering Formulas into the Spreadsheet	1-11
Adding Labels to Formulas	1-13
The Value of a Spreadsheet.....	1-14
Other Types of Formulas.....	1-15
Printing Spreadsheets	1-18
Erasing the Contents of a Cell	1-19
Spreadsheets Exercise 1-1.....	1-20
Spreadsheets Exercise 1-2.....	1-23
Spreadsheets Assignment 1	1-24

Chapter 2: Formatting Cells

Formatting Single Cells	2-2
Formatting Groups of Cells	2-2
Formatting Values to Currency	2-4
Formatting Values to Per Cent	2-5
Changing Column Widths.....	2-6
Entering the Required Width	2-7
Manually Adjusting Column Widths	2-10
Automatic Column Widths	2-11
Approaches for Entering Spreadsheets.....	2-12
Adjusting Column Widths.....	2-12
Entering the Labels and Values of the Spreadsheet	2-13
Entering the Formulas.....	2-13
Formatting the Cells	2-15
Underlining Using Borders.....	2-17
Entering the Main Headings.....	2-19
Merging the Cells	2-20
Setting the Font, Sizes and Colours	2-21
Adjusting the Row Height.....	2-22
Checking the Spreadsheet.....	2-24
Printing.....	2-24
Spreadsheets Assignment 2.....	2-25

Chapter 3: Further Formatting

Formatting the Values.....	3-2
Formatting the Table Headings	3-3
Formatting the Main Heading.....	3-5
The Paint Format Icon	3-6
Adding Borders	3-7
Using the Borders Icon.....	3-7
Border Colour.....	3-9
Fill Colours.....	3-10
Column Widths	3-11
Printing.....	3-12
Spreadsheets Exercise 3	3-13
Displaying Formulas	3-14
Spreadsheets Assignment 3.....	3-16

Chapter 4: Copying Cell Data

Fill Right	4-1
Fill Down.....	4-2
Autofill	4-3
Fill Series	4-5
Filling Common Items	4-6
Absolute and Relative Cell References.....	4-9
Loading the Prepared Spreadsheet	4-10
Entering the Formulas.....	4-10
The Grocery Store Spreadsheet.....	4-13
Opening the Prepared Spreadsheet	4-13
Autofilling the Month Headings	4-13
Entering the Month Formulas.....	4-14
Copying the Formulas	4-15
Adding Borders	4-16
Entering the Totals Formula.....	4-18
Making Some Changes.....	4-19
Spreadsheets Assignment 4.....	4-20

Chapter 5: Rearranging Data

Loading The Prepared Spreadsheet.....	5-1
Inserting Rows or Columns	5-1
Editing Cell Contents.....	5-5
Sorting	5-7
Sorting on Labels.....	5-7
Sorting on Values	5-9
Spreadsheets Assignment 5.....	5-11

Chapter 6: Using Worksheets

Loading a Prepared File.....	6-1
Naming a Worksheet	6-1
Copying Data to a New Worksheet.....	6-2
Changing the Data in the New Worksheet	6-4
Copying a Worksheet.....	6-5
Moving a Worksheet	6-6
Moving Through Worksheets	6-8
Deleting Worksheets	6-9
Setting Tab Colours.....	6-10
The Equation Dump	6-11
Duplicating a Worksheet.....	6-11
Displaying the Formulas	6-12
Spreadsheets Assignment 6.....	6-13

Chapter 7: Displaying Data in Charts

Loading the Spreadsheet	7-1
Creating a Pie Chart	7-1
The Chart Options	7-3
The Pie Chart Type	7-3
The Chart Title	7-3
The Legend.....	7-4
The Chart Background Colour.....	7-4
The Slice Options	7-5
Looking at The Chart.....	7-5
Moving and Resizing the Chart.....	7-6
Adjusting the Chart Values	7-7
Adjusting the Chart Elements	7-7
The Chart Menu	7-9
Returning to the Chart Editor Screen	7-9
Moving the Chart to a Separate Sheet	7-10
Saving as an Image	7-11
Spreadsheets Assignment 7.....	7-12

Chapter 8: More Detailed Charts

Creating a Column Chart.....	8-1
The Column Chart Options.....	8-2
The Column Chart Types.....	8-2
The Chart Title	8-3
Setting the Legend Position	8-3
The Axis Titles	8-4
Changing Column Colours	8-5
Setting the Chart in its Own Sheet	8-6
Editing the Column Chart	8-7
Creating a Bar Chart	8-9
Line Charts.....	8-12
Inserting a Line Chart	8-12
Setting the Line Chart Formats	8-14
Inserting the Line Chart.....	8-18
Other Charts	8-19
Looking at the Charts	8-20
Comparing Values.....	8-21
Selecting the Data to be Plotted	8-21
Creating the Chart	8-23
Spreadsheets Assignment 8.....	8-25

Chapter 9: The Drawing Tools

Opening the Prepared Spreadsheet.....	9-1
Creating the Logo.....	9-2
Inserting a Text Box.....	9-2
Adjusting the Text Box Shading.....	9-3
Centring the Text	9-4
Importing Graphics.....	9-6
Printing the Spreadsheet	9-8
The Shape Tools.....	9-10
Creating Shapes.....	9-10
Drawing Lines	9-13
The Select Tool.....	9-16
Inserting Word Art	9-16
Adding Text to Shapes.....	9-19
Combining Objects.....	9-21
Spreadsheets Assignment 9.....	9-24

Module 1 Project

EasyTune	P1-1
----------------	------

Module 2 Contents

Chapter 10: Making Decisions

The IF Command	10-2
Greater Than or Equal To.....	10-5
Exercise 10-1	10-6
Completing the Template.....	10-6
Displaying the Formulas Used	10-8
AND and OR	10-10
AND (a,b)	10-10
OR (a,b)	10-12
Exercise 12-2	10-14
Conditional Formatting.....	10-16
Setting a Conditional Format	10-16
Changing Values.....	10-17
Adding Another Conditional Format	10-18
Removing Conditional Formats.....	10-19
Spreadsheets Assignment 10.....	10-20

Chapter 11: Lookup Commands

Interest Rate Calculations	11-1
Loading the Template	11-1
Calculating the Interest Due.....	11-2
Income Tax Calculations	11-4
Loading the Template	11-4
The Base Tax Calculation	11-5
The On Income Calculation	11-5
The Extra Income Calculation.....	11-6
The Tax Rate Calculation	11-6
The Extra Tax Calculation.....	11-7
The Total Tax Calculation	11-7
The Net Income Calculation.....	11-8
Using the Tax Table.....	11-8
The Equation Dump	11-9
Spreadsheets Assignment 11.....	11-11

Chapter 12: Creating Sales Invoices

Entering the Labels of the Invoice.....	12-1
Adding Borders	12-2
Shading the Table Headings.....	12-3
Creating the Company Title	12-3
Entering the Calculations.....	12-4
Initial Settings.....	12-4
Calculating the Amount.....	12-5
Hiding the Zero Values	12-6
Calculating the Sub-Total	12-7
Calculating the GST.....	12-8
Calculating the Overall Total.....	12-8
Inserting Today's Date	12-9
Checking the Invoice	12-10
Using the Invoice.....	12-10
Adding an Inventory to the Invoice.....	12-10
Loading the Template	12-11
Looking up the Description.....	12-11
Looking up the Unit Price.....	12-12
Hiding the Zero Values	12-13
Setting the Blank Invoice	12-14
Using the Stock Inventory.....	12-15
Printing Just the Invoice.....	12-16
Exercise 12-1	12-17
Loading the Invoice	12-17
Naming the Stock Table	12-17
Looking up the Description.....	12-18
Looking up the Unit Price.....	12-19
Hiding the Zero Values	12-20
Calculating the Amount and Sub-Total	12-21
Calculating the GST.....	12-23
Calculating the Total.....	12-24
Data Validation.....	12-25
Saving as a Master File.....	12-27
Using the Invoice.....	12-28
Displaying the Formulas	12-29
Spreadsheets Assignment 12.....	12-30

Chapter 13: Naming Cells and Sharing Data

Naming Single Cells.....	13-1
Entering Formulas Using Names	13-3
Naming Groups of Cells.....	13-3
Loading the Prepared Spreadsheet	13-3
Naming the Cells.....	13-4
Entering the Formula	13-6
Another Advantage of Named Cells	13-7
Deleting Names	13-7
Linking Worksheets	13-8
Loading the Prepared Spreadsheet	13-9
Entering the Outdoor Department Formulas	13-9
Creating the Home Department Worksheet	13-11
Creating the Electrical Department Sheet	13-12
Completing the Office Sheet Formulas	13-13
Linking the Worksheets	13-15
Changing Values in a Department Sheet	13-17
Spreadsheets Assignment 15.....	13-18

Chapter 14: Payroll Systems

Loading the Payroll Template.....	14-1
Completing the Payroll Worksheet.....	14-1
The Tax Calculation	14-3
Calculating the Net Pay	14-3
Printing the Payroll.....	14-4
The Pay Advice Worksheet.....	14-4
Naming the Payroll Cells.....	14-4
Sorting The Payroll	14-5
Completing the Name Section of the Pay Advice.....	14-6
Completing the Pay Advice Table	14-8
Completing the Superannuation Section.....	14-10
Printing the First Pay Advice.....	14-11
Printing the Pay Advice for Other Employees	14-11
Using the Payroll System	14-12
Spreadsheets Assignment 14.....	14-14

Chapter 15: Financial Applications

An Electronic Cheque Book	15-1
Opening the Prepared Spreadsheet	15-1
Completing the Formulas	15-1
Using the Cheque Book.....	15-3
The Home Loan Simulator	15-4
Opening the Prepared Template	15-4
Entering the Initial Values	15-4
Naming the Cells.....	15-5
Calculating the Monthly Interest	15-5
Calculating the Number of Repayments	15-6
Setting the Monthly Repayment	15-6
Completing the Months Column.....	15-7
The Start Balance Column	15-8
The End Balance Column	15-9
Hiding the Zero Values	15-10
The Monthly Payment Column.....	15-10
The Principal Remaining Column.....	15-11
The Total Paid Column	15-11
Completing the Start Balance Column	15-12
Adding a Border After Each Year.....	15-15
Using the Simulator	15-16
Spreadsheets Assignment 15.....	15-17

Chapter 16: Date Calculations

Creating a Library Book Overdue System	16-1
Opening the Prepared Spreadsheet.....	16-1
Naming the Book List.....	16-2
Looking up the Book Title and Author	16-3
Calculating the Return Date	16-4
Entering Today’s Date	16-6
Copying the Date Formats	16-6
The Overdue Calculation	16-8
Filling the Formulas.....	16-9
Using the Library System	16-10
Creating the Equation Dump	16-11
Spreadsheets Assignment 16.....	16-12

Chapter 17: Pivot Tables

Loading the Prepared Data	17-1
Creating a Pivot Table.....	17-2
Setting Up the Pivot Table.....	17-2
Inserting the Rows, Columns and Values	17-3
Formatting the Pivot Table.....	17-6
Editing the Pivot Table.....	17-7
Adding Extra Fields	17-7
The Field Options.....	17-8
Turning Sub-Totals Off.....	17-9
Changing the Calculation	17-10
Using Filters	17-11
Spreadsheets Assignment 17.....	17-13

Module 2 Project

Quantum Electronics.....	P2-1
--------------------------	------