



This course covers the following topics (any items marked with a * will be covered if time allows). Note that this is a [new course](#) (this which means that we don't guarantee to run all scheduled dates).

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| Google Sheets basics <ul style="list-style-type: none">• Numbers, text and dates• Moving around• Selecting cells• Moving and copying | Formatting sheets <ul style="list-style-type: none">• Inserting/deleting rows/columns• Fonts, colours and alignment• Boxes, lines and shading• Number formats and styles | Charts (*) <ul style="list-style-type: none">• Selecting data• Changing the chart type• Formatting and printing charts• Moving to a chart sheet |
| Creating formulae <ul style="list-style-type: none">• Creating basic formulae• Using Auto-sum• Understanding BODMAS and brackets | Basic printing <ul style="list-style-type: none">• Using print preview• Margins and orientation• Scaling (fitting to a page)• Printing the selected cells | Cell comments (*) <ul style="list-style-type: none">• Adding and editing comments• Adding notes• Printing comments |
| Using Google Drive <ul style="list-style-type: none">• Finding files / viewing history• Working with folders• Creating sheets from folders• Setting access for files/folders | Working with sheets <ul style="list-style-type: none">• Inserting/deleting sheets• Moving and copying sheets• Moving between sheets• Linking sheets with formulae | |

Maximum 6 people per course. Scheduled classroom courses include lunch at a local restaurant; you can see how our online training works [here](#). For more information, see <https://www.wiseowl.co.uk/>.