

# **Google Sheets for Data Analysis (AI-Powered)**

## **Introduction to Google Sheets**

- What is Google Sheets?
- Differences from Excel
- Navigating the interface
- Creating and saving your first sheet

## **Basic Spreadsheet Skills**

- Entering and formatting data
- Working with rows, columns, and cells
- Using basic formatting tools (bold, alignment, colors)
- Undo/redo, copy/paste, and autofill

## **Basic Functions and Formulas**

- Introduction to formulas
- Common functions: SUM, AVERAGE, MIN, MAX, COUNT
- Cell references: relative vs. absolute

## **Organizing and Managing Data**

- Sorting and filtering
- Freezing rows/columns
- Hiding/unhiding rows/columns
- Data validation (dropdowns)

## **Working with Multiple Sheets**

- Adding, renaming, and linking sheets
- Cross-sheet references
- Using `IMPORTRANGE` for data from other files

## **Intermediate Formulas**

- IF, IFS, AND, OR
- VLOOKUP and HLOOKUP
- INDEX and MATCH
- Error handling with `IFERROR`

## **Charts and Visualization**

- Creating charts (bar, line, pie, combo)
- Customizing chart appearance
- Using sparklines

## **Collaboration and Sharing**

- Sharing settings and permissions
- Commenting and suggesting
- Version history and restoring versions

## **(Advanced Level: Automation & Analysis)**

### **Advanced Data Functions**

- `QUERY` function deep dive
- Pivot tables: creation and customization
- Conditional formatting with custom formulas

### **Data Import & Cleanup**

- `IMPORTDATA`, `IMPORTXML`, `IMPORTHTML`
- Text functions (`SPLIT`, `JOIN`, `TRIM`, `TEXT`, `SUBSTITUTE`)
- Cleaning messy datasets

### **Introduction to Scripting**

- Introduction to Google Apps Script
- Automating tasks with simple scripts

### **Real-World Projects**

- Sales dashboard
- Team task manager
- Analytics report with visualizations

**Duration : 12-15 Classes X 2 Hrs  
1 Month Approx, Alternate Days**

ADD: PLOT No. 8, VAISHALI ENCLAVE, METRO ROAD, PITAMPURA, DELHI-110034  
(NEAR GULAB SWEETS, OPP: METRO PILLAR NO. 350)

Website: [www.niceitservices.com](http://www.niceitservices.com) Ph: 9873459848, 7838152268