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COURSE

Google Sheets & Google Workspace Course

14 lessons on Google Sheets, plus Forms, Drive and Docs, to run a small office or a class entirely from a phone and a free Google account.

MADE FOR

Students, teachers, small business owners, freelancers and teams who share files and want one live sheet instead of many copies on WhatsApp.

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How to use this course

Google Sheets is free, works on any phone and lets several people edit one file at the same time. For many small offices it is all they need. This course teaches the Sheets features people use every day and how Forms, Drive and Docs fit around them.

How to study

- Upload *Google_Sheets_Practice.xlsx* to Google Drive, open it with Google Sheets (File → Save as Google Sheets).
- Each lesson has a sheet with data (G01, G02…).
- Most lessons work on the phone app; Apps Script and some menus need a computer browser.

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Working together

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13 A small office on Google Workspace

Answers and a sample script

MODULE 1

Sheets basics, the Google way

1. Drive, files and sharing

Every Google file lives in **Google Drive**. Make one folder per purpose (Accounts 2026-27, Students Class 9) and keep files inside.

Sharing safely

Click **Share**: - **Viewer:** can see only. **Commenter:** can see and comment. **Editor:** can change anything. - *General access → Restricted* keeps the file private to the people you add. *Anyone with the link* is convenient but anyone who gets the link can open it. - For staff, share the folder once; new files inside get the same access.

Version history

File → Version history → See version history shows every change, by whom and when. You can restore any older version. This alone saves offices from disasters.

> **PRACTICE**
> Create a folder, upload the practice file, save it as Google Sheets, share it with one person as Commenter and look at the version history after a few edits.

2. Formulas you already know, and a few new ones

Everything from SUM to VLOOKUP works the same way as in Excel. Google Sheets adds some that are very handy:

Function	Does
=UNIQUE(B2:B)	list without duplicates
=SORT(A2:D, 4, FALSE)	sorted copy, by column 4 descending
=FILTER(A2:D, C2:C="Pune")	only Pune rows
=SPLIT(A2, ",")	split text into columns
=GOOGLETRANSLATE(A2,"en","hi")	translate text
=IMAGE("link")	show a picture in a cell

Note the open range **B2:B**: it means "from B2 to the end", so new rows are included automatically.

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You have read the free preview of Google Sheets Course

Run your shop, class or small office on free Google tools: learn Sheets formulas, QUERY, drop-downs and pivots, collect data with Forms and share safely with your team.

- Course book: 14 lessons in 2 modules, PDF
- Practice file: Orders, sales, tasks and a team register
- Answers: Formula answers and a sample script
- Comparison: Sheets vs Excel table

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