Increasing Professional Productivity with Google Sheets

January 16, 2024

8:30-11:30 & 12:30-3:30

Location: Kingswood Data Center, 1091 King Ave, Columbus, OH 43212

Agenda: https://bit.ly/colcity116

Outcomes

- Become better acquainted with Google Sheets Intermediate and Advanced Skills
- Learn tips and tricks to help with productivity

Resources

- Resources are linked in the agenda
- Google Sheets YouTube Playlist
- Spreadsheet

January 16, 2024: 8:30-11:30, 12:30-3:30

TIME	ACTIVITY	RESOURCE
10'	**Introductions**	**Debra Roethke ALP Profile**

35’	**Overview and New Features** ● Converting Excel to Sheets ● Autofit columns ● Selecting large amounts of Data ● Explore Tool in Google Sheets will not be available after 1/20/24 ○ Using the Tool Finder **File:** ● Add shortcut to Drive ● Version History: Naming Versions **Edit:** ● Find and Replace ● Paste Special **View:** ● Freeze Rows and Columns (Freeze up to) **Insert:** ● **Smart Chips** ○ Using the @: ○ Using the Insert command to add smart chips to your spreadsheet ● **Comments Versus Notes** ○ Assigning Comments ○ Filtering Comments	**VIDEO:** Converting Excel to Sheets **VIDEO:** Autofit columns **VIDEO:** Selecting Large Amounts of Data **VIDEO:** Adding Shortcuts to Drive **VIDEO:** Naming Versions **VIDEO:** Find and Replace **VIDEO:** Paste Special **Google Resource Paste Special Categories** **VIDEO:** Freeze up to **Google Resource: Using Google Smart Chips** **VIDEO:** Using @ in Sheets **VIDEO:** Smart Chips **VIDEO:** Comments versus Notes **VIDEO:** Assigning Comments **VIDEO:** Filtering Comments
35’	**Format:** ● Conditional Formatting ○ Range of scores ○ Heat Maps ○ Alternating Colors **Working with Data** ● Filtering Data ○ Saving Filter views ● Slicers ● Sparklines: =SPARKLINE(A3:E3) or =SPARKLINE(A3:E3,{“Charttype”,”bar”}) or replace bar with column for a column chart ● Data Validation	**VIDEO:** Conditional Formatting **VIDEO:** Heat Maps **VIDEO:** Alternating Colors **VIDEO:** Filtering Data **VIDEO:** Filterviews **VIDEO:** Slicers **VIDEO:** Sparklines **VIDEO:** Data Validation

10’	**Break**	
45’	**Splitting and combining data:** ● **Splitting Columns:** ● **Combining Data: Concat and Concatenate** ○ **Difference** ○ **Add space “ “** ○ **Add line break CHAR(10)** ● **Unique Formula** ○ **Unique versus Data Cleanup>Remove Duplicates** ● **Data Cleanup** ● **Column Stats** **Importing Data** ● = ● **Import Range:** =IMPORTRANGE(“pagename”,”Tab Name!Range” **Combining Data Sources with V Lookup** ● Cheat Sheet ○ **What I am looking up** ○ **Where I am looking it up** ○ **What do I want back** ○ **FALSE** **Using Pivot Tables**: ● NWEA Scores: Average, Median ● NWEA Scores: Filter by test ● NWEA Scores: Average: Student Number, Score ○ Filtered by less than and greater than ○ Filtered by percentile ● Count of students per period per day ● HS Schedules: Count students per course per period	**VIDEO:** Splitting Columns **VIDEO:** Concat and Concatenate **VIDEO:** Unique Formula **VIDEO**: Searching for Duplicate Data Using Find **VIDEO:** Count Formulas **VIDEO:** Using = to Import Data **VIDEO:** IMPORTRANGE **Import Range Resource Sheet** **VLookup Resource Sheet** **VIDEO:** Adding Info to NWEA scores **VIDEO:** Adding NWEA scores to HR **VIDEO**: ES: Adding Grade and Team to NWEA Scores **VIDEO:** Adding NWEA Score to K-8 HR **VIDEO:** Troubleshooting VLOOKUP **Pivot Tables Resource Sheet** **VIDEO:** NWEA Scores: Average, Median **VIDEO**: NWEA Scores: Filter by test **VIDEO:** NWEA Scores: Average: Student Number, <>, percentile **VIDEO**: Count of Students per day **VIDEO**: Count of students per course per period
25’	**Helpful Formulas** ○ Min VIDEO ○ Max VIDEO ○ Count Formulas ■ COUNT, COUNTA, COUNTIF ○ TOCOL & TOROW: Takes multiple columns (or rows) and combines them into one column ○ =TOCOL(E2:H5) VIDEO ○ WRAPCOLS: Puts a long list of names into a specific number of columns (groups) ○ =WRAPCOLS(I2:I17,5," ") ○ PROPER: Changes case in Sheets ■ =PROPER(A1:A4)VIDEO	**VIDEO:** MIN, MAX **VIDEO:** COUNT formulas **VIDEO:** TOCOL, TOROW **VIDEO:** WRAPCOLS **VIDEO:** PROPER **VIDEO:** GOOGLE TRANSLATE **VIDEO**: ISEMAIL

	■ You can also use the LOWER and UPPER functions in the same way ○ GOOGLE TRANSLATE: ○ =GOOGLETRANSLATE(A7:A8,"es","en") ○ Country Codes ○ ISEMAIL-verifies email address ○ =ISEMAIL(A12:A16)	
10'	**Tips and Tricks (f time allows)** ● Tab groups ● CTRL+SHIFT+T ● Using the MORE menu in Chrome: QR Codes and Send to Device ● Force a copy ● Portrait and Landscape in the same Google Doc ● Voice Typing ● Clear Formatting and Format Painter ● Smart Searching	**VIDEO**: Tab groups **VIDEO**: CTRL+SHIFT+T **VIDEO**: Create a QR Code in Chrome **VIDEO**: Send to Device in Chrome **VIDEO**: Force a copy **VIDEO**: Portrait and Landscape in the same Google Doc **VIDEO**: Voice Typing **VIDEO:** Clear Formatting **VIDEO:** Format Painter **Playlist: Searching Videos** ● Parts of a Search ● Searching By Link ● Searching Modifiers ● Search by Image ● Filtering Searches
10'	**Closing and Survey** ○ **Survey Link**	Please click on the Survey Link and complete the survey. Thank you for helping ALP and me improve our professional Learning.
	Facilitator Contact Information debbie.roethke@alplearn.com 804-337-1899 **Twitter:** @alplearn **Website:** alplearn.com **Instagram:** alplearn	