



Lawrence Berkeley
National Laboratory

Berkeley Lab Training Program

ITD0224 – Intro to Google Sheets

Course Syllabus

Subject Category: IT Division
Course Length: 1 hour
Delivery Mode: Classroom

Course Prerequisite: No
Medical Approval: No

Course Purpose: This course is designed to introduce Google Sheets to those who are new or slightly familiar to Google Sheets. Students will understand what Google Sheets is and how to create an online spreadsheet. After a short demo, students will run through a short, hands-on practice session. It is recommended that students bring a laptop or smart device (phone, tablet) to class to practice tasks related to class topics.

Performance Objectives:

After completing this training, participant will be able to:

- Describe what Google Sheets is and its benefits
- Decide when to use Google Sheets
- Create an online spreadsheet using Google Sheets
- Identify where to search for Google Sheets help

Course Instructional Materials:

- Presentation available on Berkeley Lab Commons page (search “Google Sheets”)
- Online resources available within the course

Training Compliance Requirements: NA

Written Exam: No

Practical Exam: No

Retraining/Recertification: No

Challenge Exam: No

WEB Resource: Berkeley Lab Training Program website: <http://training.lbl.gov/>

Google Users Group: <https://groups.google.com/a/lbl.gov/d/forum/lbl-gug>