





# Agenda

- What is Google Sheets?
- Why Google Sheets?
- Basics
  - Creating Sheets, Templates
  - Sharing and Collaborating
  - Basic functions & features
- Resources
- Questions

# What is Google Sheets?

## Excel

- More chart/graphs options
  - Lower latency (for larger file sizes)
  - Better document security (encryption)
  - Faster calculations for larger data sets
  - Better sorting/filtering options
  - Free/limited online version
- Similar formula structure
  - Easy to convert ↔
  - Lots of resources/guides

## Sheets

- Simpler design/interface
- Robust collaboration
  - Comments
  - @mention
  - Chat
  - Revision history
- Autosave files
- Project Management functionality
- Forms



# Why Google Sheets?

## Use Case

- Collaboration/Sharing
- Project Management
- G-Suite Ecosystem

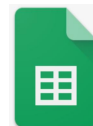
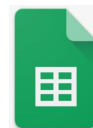
Large Data Sets

Lots of Charts and  
Graphs

Collaborating/PM

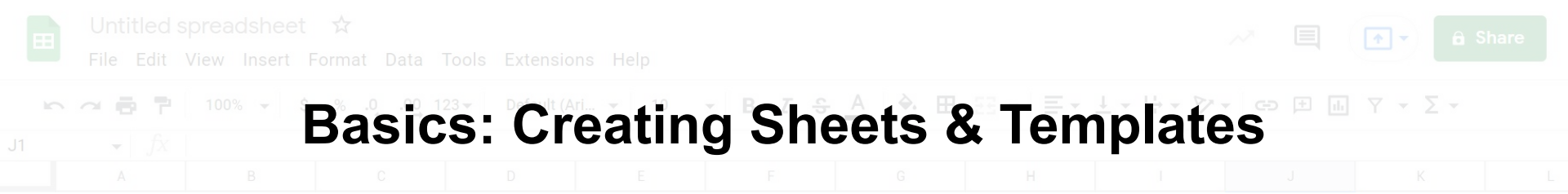
Ease of Use and  
On-the-Go

## Sheets



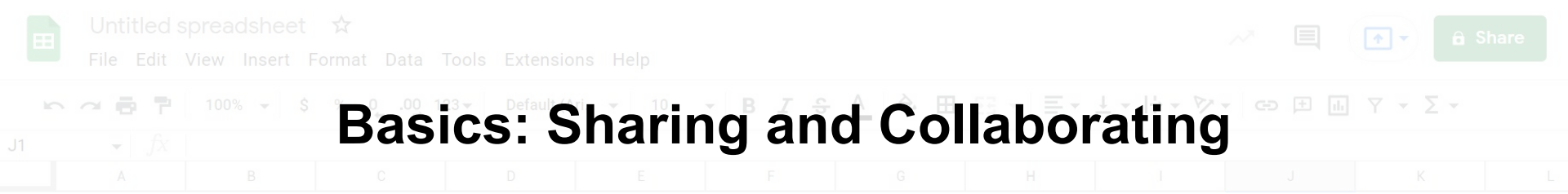
## Excel





# Basics: Creating Sheets & Templates

- Create a new google sheet and save it to a specific folder
- Where to find templates
- How to apply the templates



# Basics: Sharing and Collaborating

- How to share a Google Doc
  - How to edit the sharing settings on the Google Doc
- View version history to see previous versions



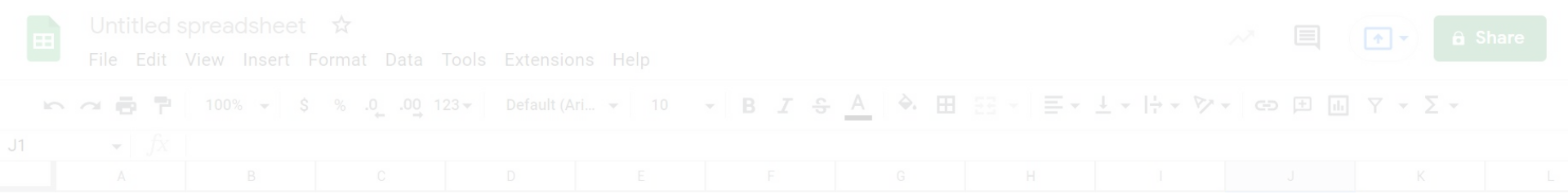
# Basics: Toolbar Functions & Features

- How to add a comment
- How to filter data
- How to freeze rows and columns



# Resources

- [Google Sheets training and help](#)
- [Sheets Basics](#)
- [Google Sheets cheat sheet](#)



# Thank You!

- Questions?
- Post Training Survey (what would you like to learn more about?)