



MFE-IT

Reference: AD/EN/GS

Google Sheets Training Course

Master Advanced Functions to Automate, Analyse and Collaborate

Duration: 2 Days | Hours: 12 h

Remote · Sessions guaranteed from 1 registrant · 60% hands-on practice

DESCRIPTION

Already using Google Sheets but want to take it to the next level? Whether you want to save time, automate certain tasks or present your data more effectively, this training course will help you professionalise your spreadsheets and harness the full power of Google's spreadsheet software.

Through practical examples, you will learn how to create powerful formulas, structure your spreadsheets, build dashboards, secure your data and collaborate effectively with your colleagues. The training also covers automation with Apps Script and integration with the broader Google Workspace ecosystem (Looker Studio, BigQuery, Forms).

LEARNING OBJECTIVES

By the end of this training course, participants will be able to:

- Create advanced formulas (IF, VLOOKUP/XLOOKUP, QUERY, IMPORTRANGE)
- Use named ranges, data validation and drop-down menus
- Build dashboards and visualise your data effectively
- Use advanced filters, custom sorting and filtered views
- Collaborate securely with sharing and commenting features
- Use add-ons and automate with simple triggers

PREREQUISITES

- Master the basics of Google Sheets (simple formulas, navigation, tables)
- Comfortable with office software logic (copy/paste, filter, sort, multi-tab work)

Because each participant is unique, a personalised interview is systematically organised in advance with our expert to design a training programme perfectly aligned with their objectives, level and professional challenges.

TARGET AUDIENCE

Assistants, project managers, management controllers, analysts, team leads and support staff working extensively with data.

DETAILED PROGRAMME

The training alternates between theoretical input and hands-on practice (approximately 60% of the time). Modules are built around practical exercises based on real-world business use cases.

Module 1 – Mastering Advanced Formulas

- Conditional functions: IF, IFS, SWITCH
- Lookup functions: VLOOKUP, XLOOKUP, INDEX/MATCH
- Cross-references, nested formulas and common errors to avoid

Module 2 – Data Structuring and Security

- Named ranges and data validation
- Drop-down lists and dependent dropdowns
- Range and cell protection, sheet locking

Module 3 – Visualisation and Dashboards

- Creating dynamic charts and conditional formatting
- Pivot tables for summary and analysis
- Integration with Looker Studio (formerly Data Studio)

Module 4 – Collaboration and Versioning

- Advanced sharing and access controls
- Version history and assigned comments
- Change notifications and editorial workflow

Module 5 – Automation and Add-ons

- Simple Apps Script triggers and automatic functions
- Useful extensions: Autocrat, FormMule, Power Tools
- Integration with Forms, Calendar and external services

TEACHING METHODS

Format and Delivery

The training is delivered remotely via an interactive virtual classroom. It can also be delivered on-site, with content customised to match the needs of your professional project. The theory/practice split is approximately 40%/60%.

MFE-IT Ultra-Personalised Format

Each session accommodates between 1 and 3 participants, ensuring highly individualised support. A preliminary interview allows us to tailor the content to each participant's profile. Inter-company sessions are guaranteed from just 1 registrant (except in cases of force majeure).

Skills Assessment

Throughout the training, the trainer assesses participant progress through multiple-choice questions, role-playing exercises and hands-on work. At the end, a certificate of achievement is issued to each participant.

Post-Training Support

For one month following the training, each participant can contact MFE-IT trainers with questions about implementing acquired knowledge. A response is provided by email or telephone within 48 working hours.

Accessibility

MFE-IT is committed to welcoming people with disabilities. Contact: contact@mfe-it.com.

PRACTICAL INFORMATION

Trainer Resources

- Structured demonstrations aligned with the detailed programme
- Exercise briefs and solutions throughout the training
- A ready-to-use technical environment for practical workshops
- Trainer validation of acquired knowledge at the end of each workshop
- Digital reference documents

Certification and Validation

At the end of the training, a certificate is sent by email specifying the objectives, nature, duration and assessment results. A completion certificate can also be provided on request.

Benefits for Participants

- Train from your workplace or home, with no travel required
- Benefit from an expert trainer-consultant on the subject
- Enjoy an ultra-personalised format (1 to 3 participants)
- Continue training even in the event of unforeseen circumstances

Benefits for the Organisation

- Optimise the training budget by reducing travel and accommodation costs
- Offer quality training to all employees, regardless of location
- Reduce absence time linked to travel
- Support team upskilling in all contexts