



POST ACADEMY SUPPORT

Week 6: Using Spreadsheets

During this exercise, you will learn:

- To create a new spreadsheet.
- To add data to different cells.
- To use a range of formulae.
- To add conditional formatting.
- To sort and filter data.



Welcome to the sixth week of the SCC Post Academy Support documents. Today, we are going to be learning about spreadsheets! It is safe to say that spreadsheets are used by pretty much every company in the world at some point; they track incomes, expenditures, measurements... anything that involves numbers. Based on this, it is often an important skill that many companies are looking for in an employee when hiring.

There are many different alternatives to Microsoft PowerPoint, including:



Google Sheets



LibraOffice Calc



Apple Numbers

Hold CTRL and lick on the images above to learn more about each of the applications.

It may not come as a surprise that all 3 of these alternatives look and work very much in the same way at Microsoft Excel; they still involve cells, columns, rows and formulae for example. Both Google Sheets and LibreOffice Calc are free on all platforms (e.g. Windows, Mac and Linux) whilst Apple Numbers comes installed on all iOS and macOS devices for free.

Today, we are going to be looking at an alternative to Microsoft Excel; Google Sheets. As mentioned, this free application is available online to anyone with a Google account and, in addition to the usual functionality, it includes some very useful features such as being able to link completely different spreadsheets to each other.

On 6th June 2006, Google released Sheets, an alternative to the ever-popular Microsoft Excel. Since then, it has evolved into the comprehensive software that it is today. Many companies now use Google Sheets to take care of everything from tracking their finances, time management, measurements and almost anything that needs to be organised! Many people like using Google Sheets as it links seamlessly with other Google products such as Drive and Gmail. By holding CTRL and clicking on the image below, you will be taken to GCF Global's excellent tutorial concerning how you can use Google Sheets to create your own spreadsheet.



Work through the different activities at your own pace using the GCF Global website. Most of the activities don't have an activity to complete but involve viewing a video or reading information. Make sure to try these out for yourself; the best way to learn is through experimenting and getting hands on!

There are 18 sections to this tutorial but the first 7 of these refer to setting up Google Drive and other fundamentals which you might have covered over the last couple of weeks, so there may be no need to complete these again. Work through the other sections and once you have completed all of these, why not give the 'Google Sheets Quiz' a try! This comprises of 10 different questions, all of which relate to the different sections that precede it. Once you've completed the quiz, feel free to post your score on the Teams channel so that others can try to match or beat your score (if possible!). Remember to precede your score with 'Google Sheets score' e.g. 'Google Sheets score 8'.

How's your typing?

During the nine-day course, we learnt about the purpose of many of the different keys on the keyboard; 'shift' , 'delete' and 'caps' for example. However, learning to type at speed involves a great deal of practice, but the more you do, the faster and more competent you become. Eventually, with time, you will be able to type long pieces of information without looking at the keyboard at all (we call this touch typing).

Click on the following image to access GCF Global's typing tutorial that is designed to take you from hunting and pecking to touch typing using a combination of theory and interactive games!



Have a great day, keep learning and stay tuned for another SCC Academy email next week!