



# Administrative Efficiency with Google

Douglas Session 1 – Google Sheets



# Let's Connect!



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# Agenda



## Session 1

1. Orientation (10 min)
2. Power Features Preview (10 min)
3. Sheets Workshop (60 min)
  - a. Essential Navigation
  - b. Template Creation
  - c. Data Validation
  - d. Custom Views
  - e. Collaboration Tools
4. Solving Lingering Questions & Resources (10 min)

**Follow Along:**  
**[tinyurl.com/ae1725](https://tinyurl.com/ae1725)**



# Getting Oriented

- Identify yourself with an interactive skill check-in:
  - Red sticker: "I teach others Google Sheets"
  - Black sticker: "I use it regularly"
  - Green sticker: "I'm just getting started"
- After, form groups of mixed-expertise. If possible, no more than two individuals at a single level per group. 3-4 people per group.
- Take a few minutes to share:
  - Your experience with Google Sheets
  - What you hope to get out of this today.

# Your Sheets, Enhanced

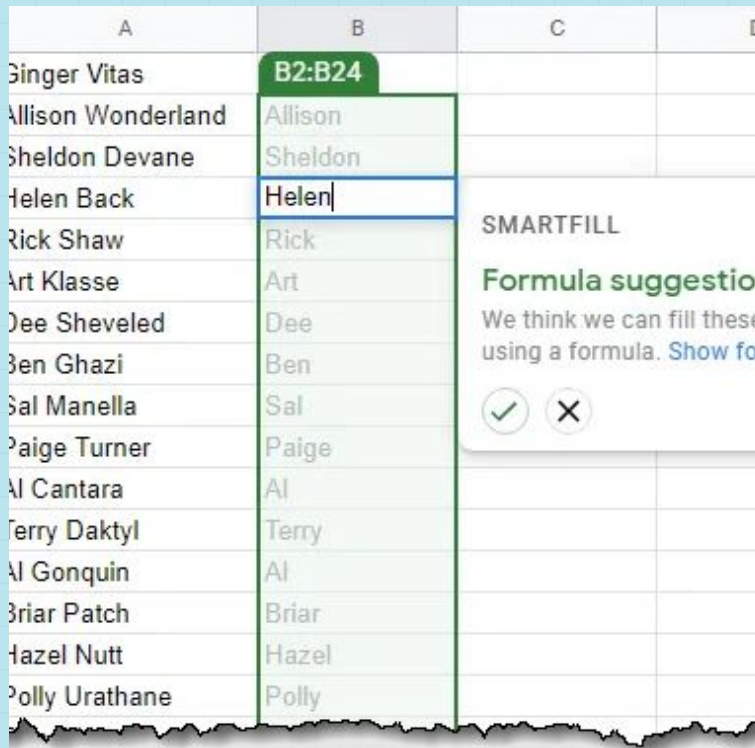
1. Bring up one of your current spreadsheets
  - a. We'll improve it together
  - b. Learn features relevant to your work
2. Explain each of your current sheets/project
3. Select one sheet that you'll all work on together to improve
4. Make a copy of it and name it "Group [group nickname] Practice Sheet"
5. Share the copied sheet out so that all can access it and edit it

*Some times we'll work together and other times we'll work on our own.*



# Power Feature Lightning Round





## Smart Fill & Cleanup

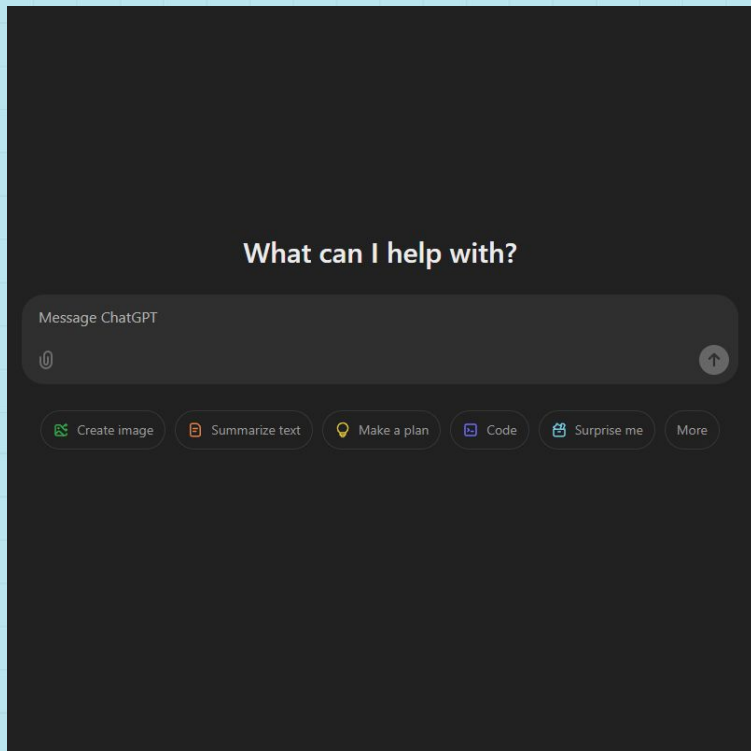
- Watch Sheets learn your patterns
- Auto-complete repetitive data

### Dive Into Smart Fill

- One-click formatting fixes
- Remove duplicates
- Standardize text

### Dive Into Smart Cleanup





## AI-Powered Formulas

- ChatGPT, Claude, Co-Pilot, etc are great at *troubleshooting problems in Sheets and generating complex formulas*.
- You can take screenshots as well & upload them in certain models to save time.
- Audio input can save you even more time in describing your issue.
- They can even walk you through Google Apps Script usage.

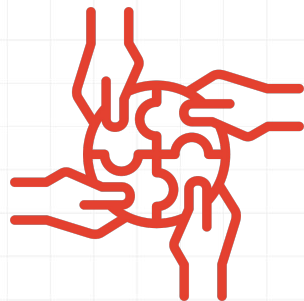
# Sheets Workshop

(6 min per)



# Essential Navigation

## *Keyboard Shortcuts That Save Hours*



Try This:

- ⌘/Ctrl + Arrow keys
- ⌘/Ctrl + Shift + Arrow keys
- ⌘/Ctrl + Space

[Find more here](#)

Try writing down ones that you anticipate using often.

Level Up:

- [Create “custom shortcuts” via macros](#)
- [Multi-sheet navigation](#)

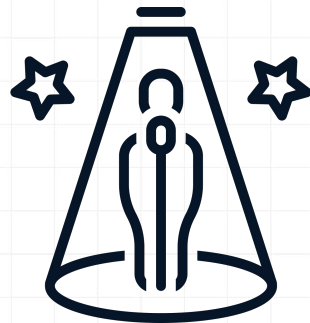
# Making Templates From Your Sheets

## *Turn any sheet into a reusable template*

Steps:

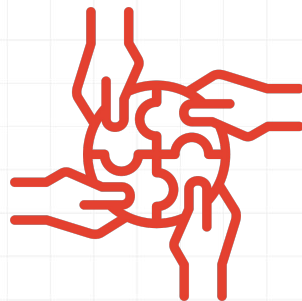
1. Copy your current sheet
2. Keep what you repeat; toss rest.
3. Save as template via gallery

Info on [using template](#); Must be an org/edu account. If unable, try making a [force copy link](#) instead.



# Adding Data Validation

*Make data entry foolproof*



Try This:

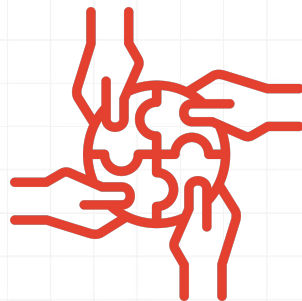
- Create tick boxes
- Create dropdown lists
- Data Validation
  - a. Set date ranges
  - b. Add number rules

Level Up:

- Link dropdowns between sheets
- Create custom validation rules via the “Custom Formula”

# Custom Views – Part 1

## *Filter Views: Your Personal Lens*



### Try This:

- Create a filter view
- Save views
- Share with team

### Level Up:

- Multiple conditions via custom formula

# Quick 5-Min Break

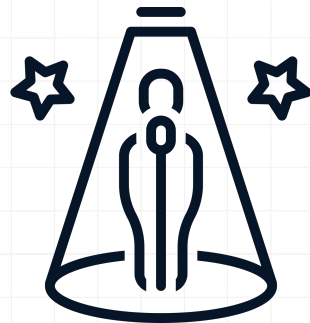


# Custom Views – Part 2

## *Making Views Work For You*

In Your Sheet:

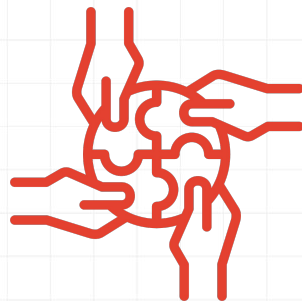
1. Identify common "looks"
2. Create views for each
3. Name them clearly
4. Share appropriately





# Protecting Your Work

## *Version History & Sheet Protection*



Try This:

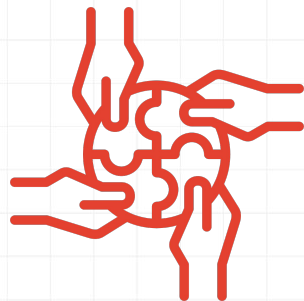
- View edit history
- Restore previous version
- Protect ranges

Level Up:

- Named versions
- Custom permissions
- Conditional protection for cells

# Collaboration Tools – Part 1

## *Comments & Tasks*



Try This:

- Add a comment
- Assign a task
- Add emoji reactions for quick replies

Level Up:

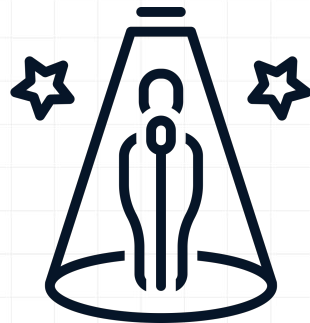
- Set up conditional notifications

# Collaboration Tools – Part 2

## *Sharing & Permissions*

Practice With Your Sheet:

1. Review current sharing
2. Adjust permissions
3. Set up link sharing
4. Check access levels



# Wrap-Up



# Success Stories

Quick Round:

- What feature will save you the most time?
- What will you implement first?
- What surprised you most?

# Your Sheet Makeover Plan

## Your Sheet Makeover Plan

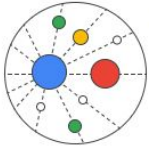
- Pick one sheet to enhance this week
- Add at least one new feature
- Share success stories next time

## Sheets productivity guides



### Create project plans with Sheets

Use a spreadsheet to track, update, and collaborate on projects with your team.



### Tips to add & import data

- Import big data using BigQuery
- Compile data from separate spreadsheets
- Add Analytics data
- Use macros, add-ons, and scripts



### Tips to format & clean up data

- Add your logo or checkboxes
- Color-code tabs & data entries
- Space, split, or swap rows & columns
- Format currencies & validate email addresses

## Resources

- [Sheets Cheat Sheet](#)
- [Google Sheets Help Center](#)
- Session recording link [added after]

**Please complete this  
exit survey:  
[tinyurl.com/aeg17025](https://tinyurl.com/aeg17025)**







## Next Sessions Preview

- Calendar integration
- Advanced formulas
- Process automation

In the meantime, feel free to reach out:

<https://dot.cards/bradylight>