



The Spreadsheet webinar series
Session titles and outcomes

Level	Topic	Session Description
Track 1: Beginner/Intermediate	Working with Spreadsheets	<p>The purpose of the workshop (1h30min) is to guide teachers, management and administrative officials to effectively use spreadsheets to do calculations.</p> <ul style="list-style-type: none"> • How to format content • Formulas & Calculations • Filter (Basic) • Split or concatenate cells • Q & A
	Data visualisation using graphs: Spreadsheets	<p>The purpose of the workshop (1h30min) is to guide teachers, management and administrative officials to effectively use spreadsheets to visualise data using graphs.</p> <ul style="list-style-type: none"> • Prepare data for graphing • Explore chart elements • Select and format chart • Q & A
	Data visualisation using pivot tables in Excel	<p>The purpose of the workshop (1h30min) is to guide teachers, management and administrative officials to effectively use spreadsheets to combine data and to visualise data using pivot tables.</p> <ul style="list-style-type: none"> • Combine all data into one sheet using VLOOKUP • Introduce Pivot tables for reporting • Q & A
Track 2: Intermediate/Advance	Masterclass 1: Google form and sheet integration overview	<p>The purpose of the workshop (1h30min) is to guide teachers, management and administrative officials to effectively use spreadsheets when integrating Google forms and Google sheets.</p> <ul style="list-style-type: none"> • Understand how sheets/forms work together • How to manipulate form response data • Importing information from different sheets • How to create filter views/using filters • Q & A
	Masterclass 2: Data manipulation, automation and data protection using Google sheets	<p>The purpose of the workshop (1h30min) is to guide teachers, management and administrative officials to effectively manipulate, automate and protect datasheets.</p> <ul style="list-style-type: none"> • Basic data management tips • Matching data • Selecting and sorting data (QUERY) • Controlling input in sheets • Special Conditional Formatting

		<ul style="list-style-type: none"> Protecting your sheet Q & A
	Masterclass 3: In-time data visualisation using Google Data Studio	<p>The purpose of the workshop (2h) is to guide teachers, management and admin officials to effectively prepare and visualise spreadsheet data in data studio.</p> <ul style="list-style-type: none"> Setting up a data studio report Connect to data source Design report Add a page with charts Customise interface Publish, share, protect and send schedule reports Q & A

Preliminary Time Schedule: *The Spreadsheet webinar series*

Registration link: <https://bit.ly/Spreadsheet-series-preregistration>

Date	Day	Duration	Session time	Topic
10 Aug 21	Tuesday	1h30m	15:30-17:00	Working with Spreadsheets
11 Aug 21	Wednesday	1h30m	15:30-17:00	Masterclass Part 1: Google forms and sheet integration overview
12 Aug 21	Thursday	1h30m	15:30-17:00	Data visualisation using graphs: Spreadsheets
13 Aug 21	Friday	1h30m	15:30-17:00	Masterclass Part 2: Data manipulation, automation and data protection using Google sheets
17 Aug 21	Tuesday	1h30m	15:30-17:00	Working with spreadsheets
18 Aug 21	Wednesday	1h30m	15:30-17:00	Masterclass Part 1: Google forms and sheet integration overview
19 Aug 21	Thursday	1h30m	15:30-17:00	Data visualisation using graphs: Spreadsheets
20 Aug 21	Friday	1h30m	15:30-17:00	Masterclass Part 2: Data manipulation, automation and data protection using Google sheets
24 Aug 21	Tuesday	1h30m	15:30-17:00	Data visualisation using pivot tables in Excel
25 Aug 21	Wednesday	2h	15:00-17:00	Masterclass Part 3: In-time data visualisation using Google Data Studio
30 Aug 21	Monday	1h30m	15:30-17:00	Data visualisation using pivot tables in Excel
31 Aug 21	Tuesday	2h	15:00-17:00	Masterclass Part 3: In-time data visualisation using Google Data Studio

*Should the schedule change, the following link provides updated information on training programmes, schedules and registration procedures for DEL TPD programmes:

DEL TPD Information Pack: <https://bit.ly/DEL-TPD-info-pack>