



# Google Sheet Syllabus

**Note :** The class duration is one hour and forty-five minutes.

## 1. Data Entry & Basic formatting (2-3 classes)

### **Data Entry:**

This starting will introduce children to the basics of entering information into digital spreadsheets. They will learn how to input data correctly, organise it in a structured table format, and understand the importance of accuracy while handling information.

### **Basic formatting:**

#### 1. Text Styling

- Font size
- Font colour
- Background colour
- Bold text
- Vertical and horizontal alignment

#### 2. Borders

- Applying all borders
- Outer border
- Top, bottom, left, and right borders

#### 3. Cell Layout

- Adjusting cell margins
- Inserting images
- Insert image



#### 4. Data Formats

- Text format
- Number format
- Date and time format
- Custom formatting options

#### 5. Row and Column Management

- Resizing multiple rows and columns simultaneously
- Adding and deleting single or multiple rows and columns

➤ The above topics will be effectively achieved through the completion of structured, hands-on practice [tasks](#).

### Projects:

#### 1. Famous Personalities Data Set:

- Create a data table containing a minimum of ten (10) records.
- The table must include the following five columns: **Number**, **Name**, **Country**, **Profession**, and a placeholder for **Image** (e.g., a text description or URL column).

#### 2. 15-Day Attendance Tracker:

- Develop a 15-day attendance sheet for ten (10) students.
- The sheet must include columns for **Student Name** and fifteen (15) individual date columns.
- Apply basic formatting (e.g., borders, bold headers, and cell shading) to enhance readability and structure.



## 2. Filters (2-3 Classes)

- Sorting (A-Z || Z-A & Descending || Descending)
- Filter by color
- Filter by values
- Filter by conditions
  1. empty / non-empty
  2. Text
    - Text starts with
    - Text ends with
    - Text is exactly
  3. Date
    - Date is
    - Date is before
    - Date is after
  4. Number
    - Greater than
    - Greater than or equal to
    - Less than or equal to
    - Is between
- The above topics will be effectively achieved through the completion of structured, hands-on practice [tasks](#).



## Project:

### Movie Tracker: Execution Guide

#### Data Setup & Formatting

1. **Create Data:** Input **10 movie records** with columns: **ID, Name, Genre, Release Date, Rating.**
2. **Format Table:** Apply **Borders, Bold** headers, and appropriate **Alignment.**

#### Filtering and Sorting

3. **Sort Dates:** Sort **Release Date** from **Newest to Oldest.**
  4. **Filter Genre:** Filter **Genre** to include only "**Biographical**" OR "**Horror**".
  5. **Filter Rating:** Filter **Rating** that has Greater than or equal to the **7.**
  6. **Filter Date:** Filter **Release Date** that is before a specific date like 13-July-2013.
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### 3. Formulas (3-5 Classes)

- Basic calculation  
*(addition, subtraction, multiplication, division)*
- Cell addressing
- Mostly used formulas
  - SUM,
  - MIN,
  - MAX,
  - AVERAGE,
  - COUNT,



- COUNTA,
- IF
- COUNTIF
  
- Text Formulas
  - LOWERCASE,
  - UPPERCASE,
  - CONCATENATE,
  - LEFT,
  - RIGHT,
  - LEN
  
- Date & Time Formulas
  - TODAY,
  - NOW,
  - finding days, months, years between two diff. dates using DATEDIF
  
- The above topics will be effectively achieved through the completion of structured, hands-on practice [tasks](#).



## Project:

### Your Shop Data

- Create a data table with the following columns:
    - Serial Number
    - Item Name
    - Sold Quantity
    - Selling Price
    - Total Revenue
  - Calculate the **total revenue** for each item.
  - Calculate the **overall total revenue** from all items.
  - Identify the item with the **highest revenue** and the item with the **lowest revenue** and **average revenue**.
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## 4. Conditional formatting (5-7 Classes)

### 1. Text

- Is empty
- Text contains
- Text doesn't contains
- Text starts with
- Text ends with
- Text is exactly



## 2. Date

- Date is
- Date is before
- Date is after

## 3. Number

- Greater than or equal to
- Less than
- Is equal to
- Is between

➤ The above topics will be effectively achieved through the completion of structured, hands-on practice [tasks](#).

## Project:

### Cricket Performance Score

1. Create a data table which contains 3 columns (Number, Name, Score).
1. Highlight scores greater than or equal to 90
  - Use Dark Green to show Excellent performance.
2. Highlight scores between 70 and 89
  - Use Yellow to show Good performance.
3. Highlight scores less than 70
  - Use Red to show Needs Practice.



4. Highlight scores equal to 100
    - Use Blue to show Outstanding performance.
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## 5. Topics to Be Covered Across Levels

### 1. Basic File Operations

- Starting a new file
- Creating a new sheet
- Renaming a sheet

### 2. Understanding the Sheet Interface

- Title bar
- Menu bar
- Toolbar
- Formula bar
- Rows and columns
- Worksheets

### 3. Print Preview and Page Setup

- Using print preview
- Selecting paper size
- Choosing page orientation



#### 4. Collaboration Features

- Sharing a file via email
- Sharing a file through a link
- Setting permissions (View, Comment, Edit)

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***Planting Seeds of Transformation***