

Sample Data Set  
<http://bit.ly/MPAAA-Google-F2023-Data>



# Master Class in Google Drive and Sheets

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<http://bit.ly/MPAAA-Google-F2023>

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## Table of Contents

01  
...

**Google Drive**  
My Drive, Shared Drives (Team Drive), organization of your Drive

02  
...

**Google Sheets**  
The menus tabs and how to use them

03  
...

**Advanced Skills**  
Import Range, Concatenate, Vlookup, & Other Functions

04  
...

**Extensions/Add-ons**  
Recommended Add-ons - FormMule & Autocrat



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# Presentation Expectations



This presentation will be a live demo of Google Drive and Google Sheets with a focus on their different features.

The slide deck will not be used most of the time so the presentation participants can see how user will experience the menus in real life scenarios.

You will be provided some practice documents with videos at the end of the presentation so you can practice. None of the data is actual student data.

## 1. What is Google Drive?



### My Drive

Documents in "My Drive" are your documents and you control how they are shared.



### Shared Drives

These drives are shared between multiple people. Ownership can be shared between multiple users.



### Organization

If you don't start with the end in mind, then your Google Drive can be your nightmare.

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# My Drive



## Key Items

- Your Files and Folders
- Shared with Me
- Priority Workspaces

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# Shared Drive



## Key Items

- Collaboration
- Access
- Control
- Longevity

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# Organization

## Key items

- Don't be generic with naming files or folders
- Organize for yourself but with others in mind
- Use Priority Workspaces or a hyperlinked document.



## 2. Google Sheets Menus

### File Menu

Sharing, Downloading, Moving Files, Details (of file), Version History

### Edit Menu

Basic functions, Find & Replace (including searching within a formula), Paste Special

### View Menu

Freezing rows and columns, Group (to expand and collapse data), Zoom (in or out for presentation purposes)

### Insert Menu

Inserting Columns or Rows, Sheets, Images (within or above cells), Check box, Dropdowns (and how they work)

### Format Menu

Number formats (for data representation), Highlighting Cells with Hotkeys, Alternating Colors, Conditional formatting

### Data Menu

Sort vs Filter (dos and don'ts), Filter Views, Text to Columns (on a Separator)



# 3. Advanced Google Sheet Functions

## Create a Reference Doc

**Myth:** People believe that "experts" remember every formula.  
**Truth:** "Experts" organize their skills and reference them for the future. Make a document to document what you have learned.

## Import Range

This formula allows you to import data from another sheet in a workbook or another sheet in another workbook. Data updated in one place updates in the referenced documents.

## Concatenate or Append Text

With this skill you can combine text with content from another cell through concatenation or you can append data from another cell or cells to create a new data set.

## Vlookup

This function allow you to use a unique data string such as a student number to bring in data from another sheet to create a new data set.



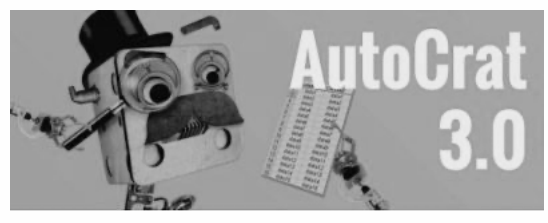
# 4. Extensions/Add-ons



## Form Mule

Turn form responses or spreadsheet data into automated personalized emails

[Link to Site](#)



## AutoCrat

Easily merge data from a spreadsheet into a Google doc or pdf

[Link to Site](#)



# Recommended YouTube Channels

Leila Gharani  
[YouTube Playlist](#)

Ben Collins  
[YouTube Playlist](#)

ExcelGoogleSheets  
[YouTube Channel](#)



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# Thanks!

Do you have any questions?  
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