Data Management with Google Sheets & Forms

7 – 11 November 2027
Online



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Introduction

Effective data management lies at the core of smart decision-making and organizational efficiency. With Google Sheets and Google Forms, professionals can easily collect, organize, analyze, and share data in real time through powerful, cloud-based tools.

This hands-on training program is designed to help participants unlock the full potential of these tools—enhancing collaboration, automating processes, and turning raw data into meaningful insights. Whether you are just starting out or looking to refine your expertise, the program offers practical strategies to streamline workflows, manage data efficiently, and build dynamic reports that support business goals.

Course Objectives

By the end of this course, participants will be able to:

- Design and Manage Forms: Create professional Google Forms for data collection, surveys, and feedback.
- Organize and Manage Data: Use Google Sheets for structured data entry, cleaning, and formatting.
- Apply Formulas and Functions: Leverage built-in functions for calculations, analysis, and reporting.
- Visualize and Interpret Data: Build charts, dashboards, and summaries to gain better insights.
- Automate Workflows: Integrate Sheets and Forms with add-ons and automation tools to save time and reduce errors.

Course Outlines

Day 1: Fundamentals of Google Sheets & Forms

- Introduction to the Google Workspace environment
- Navigating the Google Sheets and Forms interface
- Creating, sharing, and managing documents collaboratively
- Exercise: Build a simple form and capture responses

Day 2: Data Collection with Google Forms

- Designing forms: question types, validation rules, and logic branching
- Embedding forms into websites and sharing options
- Using Google Sheets for real-time data collection
- Hands-on practice: Build a survey form for organizational use



Day 3: Data Management in Google Sheets

- Linking forms with Sheets
- Data entry, formatting, and cleaning techniques
- Using filters, sorting, and conditional formatting
- Importing/exporting data from external sources
- Practical task: Create a structured table from collected responses

Day 4: Data Analysis and Visualization

- Applying formulas and functions SUM, AVERAGE, IF, VLOOKUP, etc.
- Using pivot tables to summarize large datasets
- Creating charts and graphs for visualization
- Workshop: Design a simple, interactive dashboard

Day 5: Advanced Features and Integration

- Automating workflows with add-ons form notifications, mail merge, etc.
- Protecting, validating, and securing data
- Collaboration best practices: permissions, comments, version history
- Final project: Develop a complete form-to-dashboard solution

Why Attend This Course: Wins & Losses!

- Solid Foundation: Build essential skills to manage and analyze data effectively.
- Practical Tools: Gain hands-on experience with tools you can apply immediately.
- Efficiency & Accuracy: Learn automation techniques to save time and minimize errors.
- Collaboration Skills: Enhance team productivity with real-time data integration.
- Strategic Impact: Turn raw data into meaningful insights that drive decision-making.

Conclusion

The Data Management with Google Sheets & Forms program empowers professionals to move beyond basic use and into strategic, impactful data management. Through practical exercises, real-world applications, and expert guidance, participants will gain the confidence to design, analyze, and manage data systems effectively.

Whether you work in a corporate team, educational institution, or non-profit organization, this training equips you with the skills and confidence to manage, analyze, and present data with clarity and impact using Google Sheets and Forms.

