

10 Starter Exercises



Build with AppSheet!

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1. Basic Data Entry and Formatting

No specific data table is needed, but here's a simple example of names:

Name

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Alice
Bob
Charlie

Objective: Learn how to enter data and apply basic formatting.

- Step 1: Open Google Sheets and create a new spreadsheet.
- Step 2: Enter some sample data into the first row, such as names of people or items.
- Step 3: Use the toolbar to change the font size, font color, and fill color of your cells.
- Step 4: Explore the "Format" menu for more formatting options like text wrapping and alignment.

2. Using Formulas for Basic Calculations

A	B
10	5
20	10
30	15

Objective: Perform simple calculations using formulas.

- Step 1: In a new sheet, enter numbers in two columns (A and B).

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- Step 2: In column C, use the formula `=A1 + B1` to add the numbers. Drag the fill handle down to apply this formula to other rows.
- Step 3: Try other basic operations (subtraction, multiplication, division) using `-`, `*`, and `/` in formulas.

3. Creating a Budget Tracker

Date	Item	Category	Amount
2024-02-01	Groceries	Food	150
2024-02-03	Internet	Utilities	60
2024-02-05	Movie Tickets	Entertainment	40

Objective: Use Google Sheets to create a simple budget tracker.

- Step 1: Label the first row with "Date", "Item", "Category", and "Amount".
- Step 2: Enter sample transactions in the following rows.
- Step 3: At the bottom, use the `=SUM()` function to calculate the total amount spent.
- Step 4: Use the "Sort range" feature to organize expenses by date or category.

4. Introduction to Charts

Month	Expense
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January	400
February	350
March	450

Objective: Visualize data by creating a chart.

- Step 1: Enter data for a chart, e.g., monthly expenses.
- Step 2: Select your data range and go to "Insert" > "Chart".
- Step 3: Choose a chart type (e.g., pie chart for category breakdown).
- Step 4: Customize your chart using the Chart Editor on the right.

5. Using Conditional Formatting

Use the same data as in the "Creating a Budget Tracker" table.

Objective: Apply conditional formatting to highlight data based on certain criteria.

- Step 1: Select the cells you want to format.
- Step 2: Go to "Format" > "Conditional formatting".
- Step 3: Set up a rule, like highlighting expenses over a certain amount.
- Step 4: Choose a formatting style and click "Done".

6. Data Validation for Input Control

For this, any data range can be used, but here's an example of acceptable categories for a budget tracker:

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Category
Food
Utilities
Entertainment
Transport

Objective: Restrict data input to specific values in a cell.

- Step 1: Select a cell or range where data input will be restricted.
- Step 2: Go to "Data" > "Data validation".
- Step 3: Choose criteria (e.g., list of items, date, number).
- Step 4: Enter the values or range and click "Save".

7. Simple Pivot Tables

Use the same data as in the "Creating a Budget Tracker" table.

Objective: Summarize data using a pivot table.

- Step 1: Select the range of data you want to analyze.
- Step 2: Go to "Data" > "Pivot table".
- Step 3: In the Pivot Table Editor, add rows, columns, and values to organize your data.
- Step 4: Explore different ways to summarize your data, like sum or average.

8. Importing Data

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No specific data table is provided since this involves the process of importing an existing dataset.

Objective: Import data from another spreadsheet.

- Step 1: Open a spreadsheet where you want to import data.
- Step 2: Go to "File" > "Import" and choose a file to import.
- Step 3: Select how you want to import your data (new sheet, replace dataset, etc.).
- Step 4: Adjust the data as needed after import.

9. Freeze Rows and Columns

Use the same data as in the "Creating a Budget Tracker" table to practice freezing the first row.

Objective: Keep certain rows or columns visible while scrolling through the sheet.

- Step 1: Select the row or column just after the ones you want to freeze.
- Step 2: Go to "View" > "Freeze" and choose "1 row" or "1 column" (or more).
- Step 3: Scroll through your sheet to see the frozen rows/columns in action.

10. Sharing and Collaboration

No data table is necessary for this exercise, as it focuses on the functionality of sharing and collaboration.

Objective: Share your spreadsheet and collaborate in real time.

- Step 1: Click on the "Share" button in the top right corner.
- Step 2: Enter the email addresses of the people you want to share with.

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- Step 3: Choose the permission level (Viewer, Commenter, Editor).
- Step 4: Add a message if you like and click "Send".

These exercises cover fundamental skills in Google Sheets, from basic data manipulation and visualization to collaboration. Practice these exercises to become proficient in navigating and utilizing Google Sheets for various tasks.