



MVECA Google Forms and Sheets

Agenda

Google Sheets

- Sheets Overview
- Merging & Freezing Rows and Columns
- Sorting and Filtering Data | Filter Views
- Using Cell References
- Creating Formulas
- Inserting graphics and hyperlinks
- Working with Functions
- Quick Access Formula Bar
- Data Validation
- Conditional Formatting
- Text Rotation
- Explore button
- Inserting Chart Data into Docs & Slides
- Q & A

Google Forms

- Creating Forms with Multiple Sections
- Utilizing Page Logic
- Response-Based Questioning in Forms
- Creating a Destination Spreadsheet

Utilizing Add-ons to Enhance Form Data

- Form Publisher - *Forms Add-on*
- Workflows for Electronic Approvals - *Sheets Add-on*