

Assessor instructions: Students must create a Google Sheets Training Manual following the instructions provided.

Student must:

- a. Use and fill out the template you created in Task 1. The templates may vary, but they will all need to meet the criteria provided in Task 1 and in ICTICT435_02_Template 1 - Assessor Guide.
- b. Assess Google Sheets functionality and investigate how it can be used to record and analyse class attendance and schedule and log equipment maintenance.

More specifically, they will need to find out how to:

- enter data,
- use formulas for totals and averages,
- create charts for attendance trends,
- and set up monthly maintenance schedules.

This information will need to be recorded in the template. The Google Sheets Training Manual should not exceed 3 pages in length.

Benchmark answers are provided below:

Benchmark Answer:

Bounce Fitness Google Sheets Training Manual

Prepared by: [Your Name]

Date: [Current Date]

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1. Introduction

Welcome to the Bounce Fitness Google Sheets Training Manual. This guide is designed to help Bounce Fitness staff effectively use Google Sheets for tracking class attendance and

maintaining equipment schedules. It will provide step-by-step instructions on data entry, formula application, chart creation, and schedule setup.

2. System Overview

This section needs to describe the system utilised to manage data related to fitness classes and equipment maintenance, which is Google Sheets.

Hardware and Software Requirements:

- **Hardware:** Computers, tablets, or smartphones with internet connectivity capable of running Google Sheets.
 - **Software:** Access to Google Sheets, which is part of the Google Workspace. Staff will need Google accounts, provided by Bounce Fitness, to access and edit the sheets.
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3. Getting Started with Google Sheets

This section introduces Google Sheets, including how to access it, basic navigation, and understanding the interface. Ensure you are logged into your Bounce Fitness Google account before starting.

4. Entering Data

Branding and Logo Usage:

- Include Bounce Fitness logo centred at the top of the document.
- Use Calibri font, size 10 pt, black colour for text.
- Maintain line spacing at 1.15 pt, with 6 pt spacing before and after paragraphs.

Steps:

1. Open your Google Sheet.
2. Select the cell where you want to start entering data.
3. Type your data into the cell and press Enter or Tab to move to the next cell.

Visuals: Include screenshots with labels to assist in identifying parts of the interface.

5. Using Formulas for Totals and Averages

Steps:

1. Click on the cell where you want the total or average to appear.
2. To sum numbers, type =SUM[A1:A10] and press Enter.
3. To calculate an average, type =AVERAGE[B1:B10] and press Enter.

Formatting:

- Use bold and centre alignment for column headers as described in the style guide.
 - Include examples with step-by-step calculations.
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6. Creating Charts for Attendance Trends

Steps:

1. Highlight the data for which you want to create a chart.
2. Click on Insert > Chart.
3. Choose the chart type that best represents your data, such as a line or bar chart.

Formatting:

- Ensure all chart text uses Calibri font, size 10 pt, and is black.
 - Use Fill Colour #1F3864 for headers and #D9E2F3 for row headers.
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7. Setting Up Monthly Maintenance Schedules

Steps:

1. Enter the maintenance tasks in the first column.
2. Across the top row, enter the months.
3. In the corresponding cells, enter the scheduled dates for each task.
4. Use conditional formatting to highlight tasks that are approaching or overdue.

Formatting:

- Utilise table formatting as per the style guide, with attention to colour and alignment for clarity and visibility.
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8. Conclusion

Summarise the key points covered in the manual and encourage staff to consult this document when using Google Sheets for their daily tasks at Bounce Fitness.

9. Appendix

Include any additional resources, glossary of terms, or contact information for technical support.

This document would be formatted according to the specifics provided in the style guide, using the Bounce Fitness branding, colours, and typography. The manual would be designed to be

clear, user-friendly, and practical, ensuring staff can effectively utilise Google Sheets to enhance operational efficiency at Bounce Fitness.