

Etsy Talent Acquisition Team Google Sheets Training Instructions

Instructions to copy exercise files to your Google Drive:

1. Open Google Chrome. Do NOT use Safari, Firefox, Internet Explorer, or any other web browser.
2. Sign in to your WORK Google account (e.g. “name@etsy.com”). Do NOT sign in to your personal Google account.
3. Go to <https://excelshir.com/etsy-ignite-formula-deep-dive> and click on “Etsy Shared Google Drive Folder”.
4. Right-Click on the file “Session X All Exercises - SHARED” (where “X” is the number of the current session) and choose “Make a Copy”.
5. Click on “My Drive” at the top of the left panel and locate the copy of the file (Hint: It is called “Copy of Session X All Exercises - SHARED”).
6. Press SHIFT + F to create a New Folder, and rename the folder: “ExcelShir Training Exercises”.
7. Move the file “Copy of Session X All Exercises - SHARED” to the “ExcelShir Training Exercises” folder.
8. Open the “ExcelShir Training Exercises” folder, and rename the current session file by removing the “Copy of” and replacing the word “SHARED” with your first name.
 - a. For example: “Copy of Session 01 All Exercises - SHARED” should be changed into “Session 01 All Exercises - Shir”.

That's it, you're done! Go ahead, eat a banana to celebrate :)