

Excel Formula Deep Dive

Instructions for **Google Sheets** Users

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 Google account.
3. Go to <https://excelshir.com/jpro-formula-deep-dive> and click on “Shared Google Drive Folder”.
4. Right-Click on the file “Excel Formula Deep Dive 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 Excel Formula Deep Dive Session X All Exercises - SHARED”).
6. Press SHIFT + F to create a New Folder, and rename the folder: “Excel Formula Deep Dive Training Exercises”.
7. Move the file “Copy of Excel Formula Deep Dive Session X All Exercises - SHARED” to the “Excel Formula Deep Dive Training Exercises” folder.
8. Open the “Excel Formula Deep Dive 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 Excel Formula Deep Dive Session 01 All Exercises - SHARED” should be changed into “Excel Formula Deep Dive Session 01 All Exercises - Shir”.

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