Google for Education

Google Certified Educator

Level 2 task cards

Last Update: December 1, 2025

Level 2 core topics

01

Create ✏️

Identify Google tools and create/format within them

02

Communicate 🎤

Engage in ongoing communication with stakeholders

03

Collaborate 👥

Help students reflect on their learning and provide feedback

04

Organize 📁

Manage, gather, and analyze for improved workflows

ISTE Standards

01

Create 🖉

Identify Google tools and create/format within them

Exam learning objective	ISTE Standard alignment
1.01 Utilize additional functionality of GWfe to make aspects of teaching duties more efficient	2.5.a Accommodate Learner Differences
1.02 Utilize Google Slides features to enhance classroom experience with interactive lessons	2.6.d Model and Nurture Creativity
1.03 Implement digital tools that can enhance different personalized learning models	
1.05 Utilize Google Forms and Classroom to analyze student understanding and provide personalized feedback of assessment of learning	2.7.b Use Tech to Create Assessments
1.06 Utilize Google Workspace for Education tools to flip or blend classroom instruction	

ISTE Standards

02

Communicate 🎤

Engage in ongoing communication with stakeholders

Exam learning objective	ISTE Standard alignment
2.01 Utilize automation and personalized updates to connect with the school community more effectively	2.7.c Use Data to Guide Progress
2.02 Leverage Google Workspace for Education to efficiently organize and automate communication with school community	2.6.b Foster Classroom Management of Tech

ISTE Standards

03

Collaborate

Help students reflect on their learning and provide feedback

Exam learning objective	ISTE Standard alignment
3.01 Utilize Google Drive, Docs, and Slides to create, share, and collaborate with school community	2.4.a Collaborate with Colleagues
3.02 Create opportunities for learning both in the classroom and beyond its walls with Google Meet	2.6.d Model and Nurture Creativity 2.4.c Use Collaborative Tools 2.5.c Innovative, Equitable Learning Environments 2.4.a Collaborate with Colleagues 2.5.c Innovative, Equitable Learning Environments 2.6.b Foster Classroom Management of Tech

ISTE Standards

04

Organize 📁

Manage, gather, and analyze for improved workflows

Exam learning objective	ISTE Standard alignment
4.01 Utilize Google Forms and Sheets to establish and effectively organize communication with school community	2.5.c Innovative, Equitable Learning Environments
4.02 Assess and manage student projects to provide space for students to reflect on their learning beyond the classroom	2.6.d Model and Nurture Creativity
4.03 Use GWfE tools to search, understand, and organize information	
4.04 Leverage Google Sheets to visualize student data and differentiate instruction	2.7.c Use Data to Guide Progress

Getting ready

Exam Guide

This 4-page PDF outlines the topics that may appear on the standard and renewal exams for the certifications.

goo.gle/L2examguide →
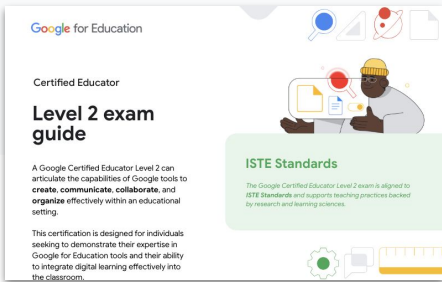
Task Cards

This will be a revamp of our existing task cards, with detailed information about how to use Google for Education tools.

L2 Task Cards (this deck) ↗
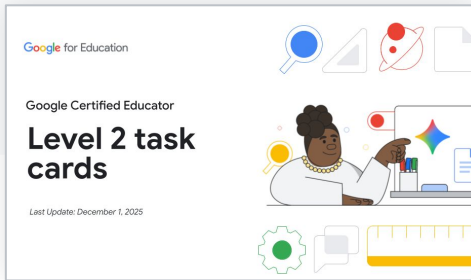
Learning Center

Our Basic and Intermediate use of Google Workspace for Education Fundamentals courses help learners learn skills tested in the exams.

goo.gle/learningcenter →

Google for Education
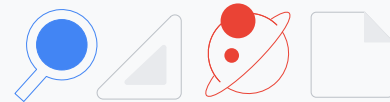
01.

Google Docs

Learn how to use advanced features in **Google Docs**

- create a table
- add hyperlinks
- use paragraph styles
- use the "Find and replace" feature
- search for an add-on from the Google Workspace Marketplace
- join a Google Meet from Docs
- publish a document to the web
- translate documents

Google for Education
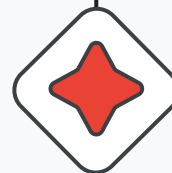
Learn how to use advanced features in Google Docs

Skills checklist

- use the Email draft option in Google Docs
- right-click on words and select Define
- access the Dictionary from the Tools menu
- use Version history to retrieve missing / deleted content

Create a table

1. Click Insert in the top menu.
2. Hover over Table.
3. Select the number of rows and columns needed.
4. Click to insert the table.
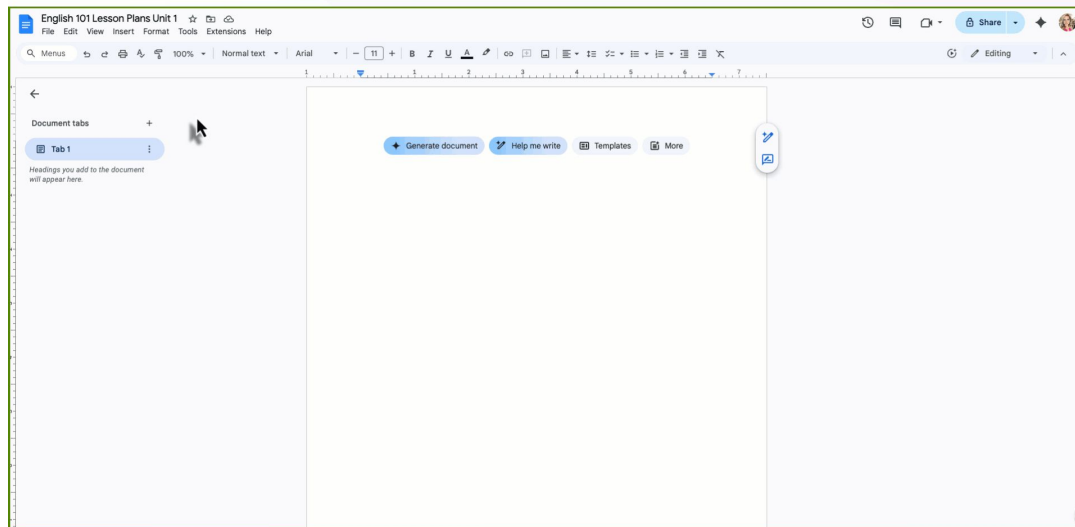
Add hyperlinks

1. Highlight the text you want to hyperlink.
2. Click Insert in the top menu.
3. Click Link.
4. Paste or type the URL.
5. Click Apply.
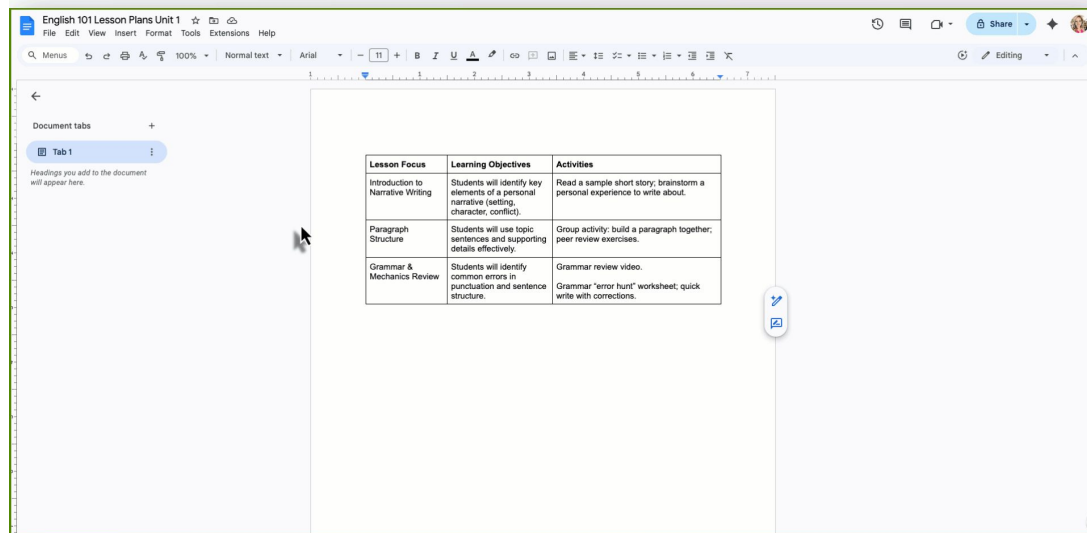
Use paragraph styles

1. Highlight the text.
2. Click the **Styles** drop-down (shows "Normal text" by default).
3. Choose a style like Heading 1, Heading 2, or Title.
4. To update styles, click the **Options** arrow and choose **Update** > to match.
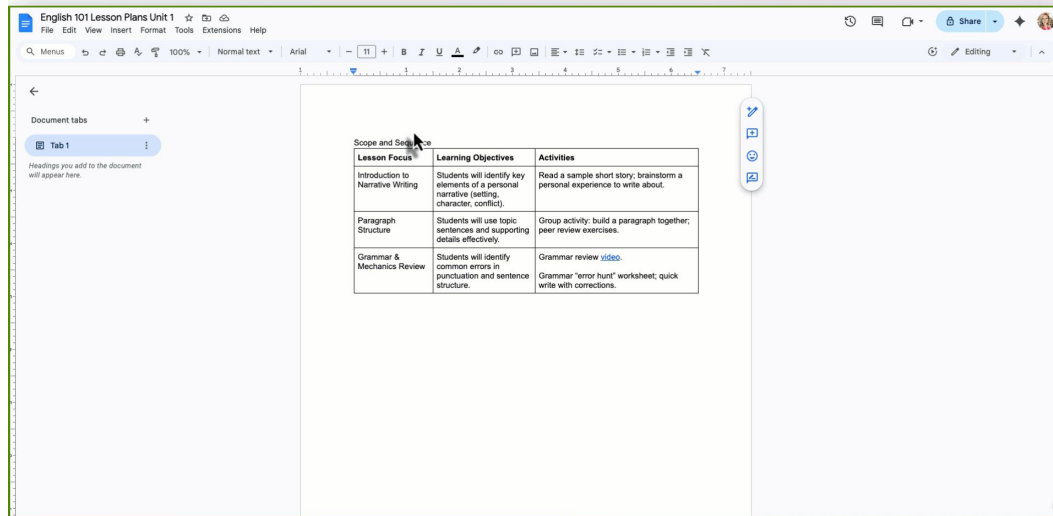
Use Find and replace

1. Click **Edit** in the top menu.
2. Select **Find and replace**.
3. Type the word or phrase to find.
4. Type the replacement word or phrase.
5. Click **Replace** or **Replace all**.
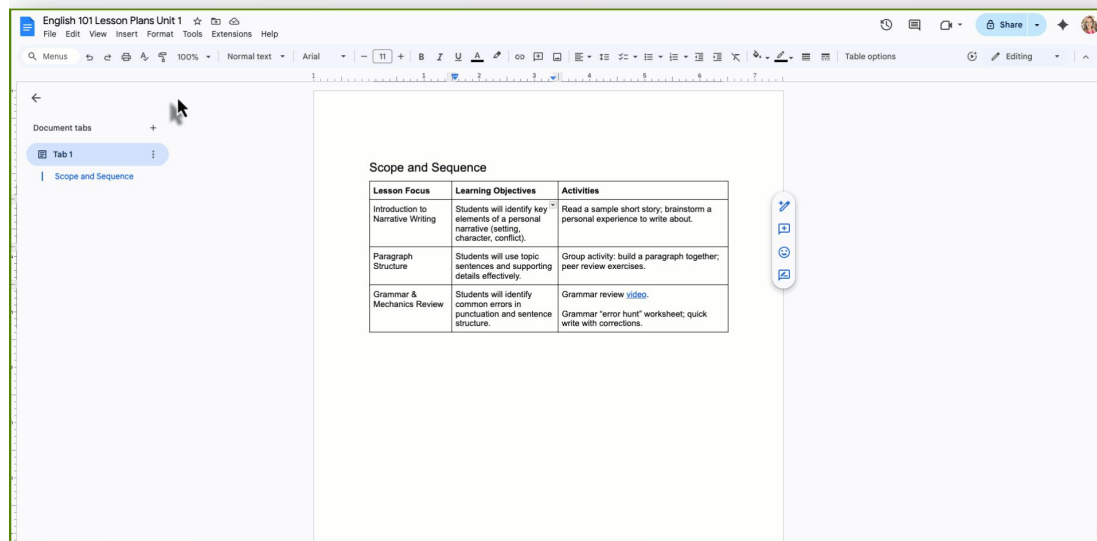
Translate a document

1. Click **Tools > Translate document**.
2. Select the target language.
3. Name the new copy and click **Translate**.
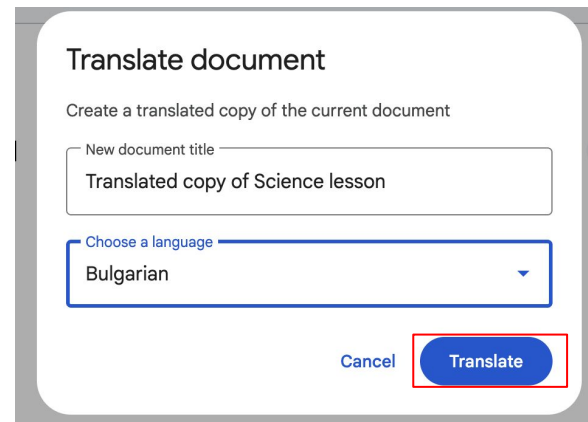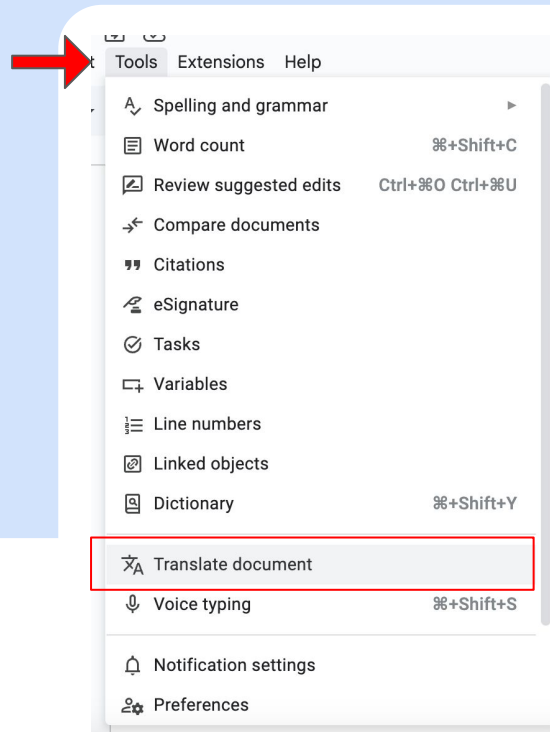
Use Version history to recover content

1. Click **File > Version history > See version history** or go to the clock icon with the reverse arrow in the upper corner of the doc.
2. Click on a version to review the list of changes.
3. Click on a previous version and select **Restore this version** if needed.
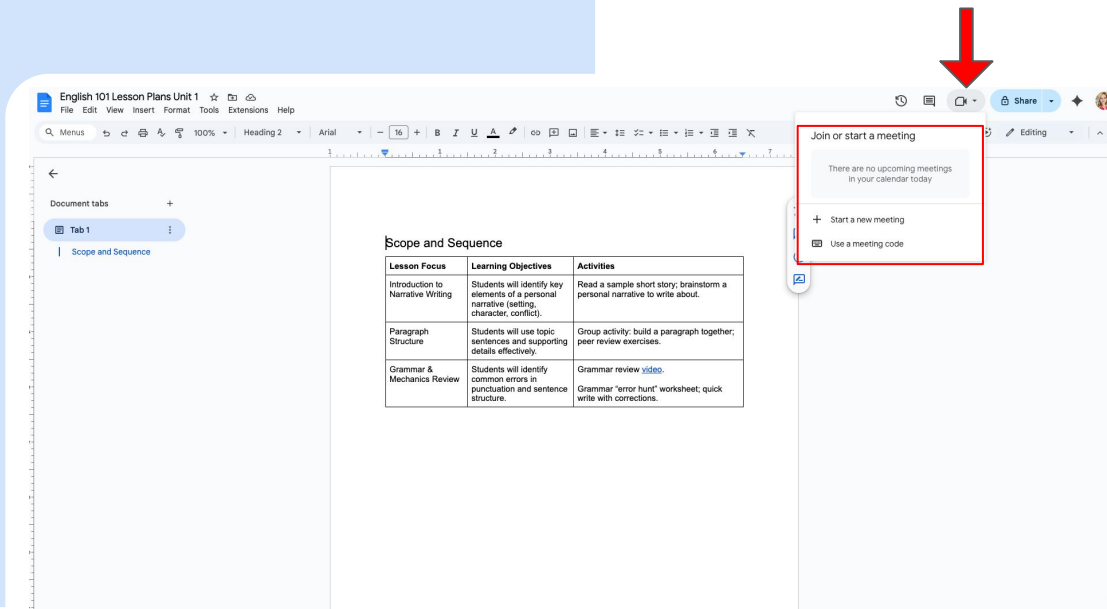
Search for Add-ons

1. Click **Extensions** in the top menu.
2. Select **Add-ons**.
3. Click **Get add-ons**.
4. Search for the add-on.
5. Select to install.
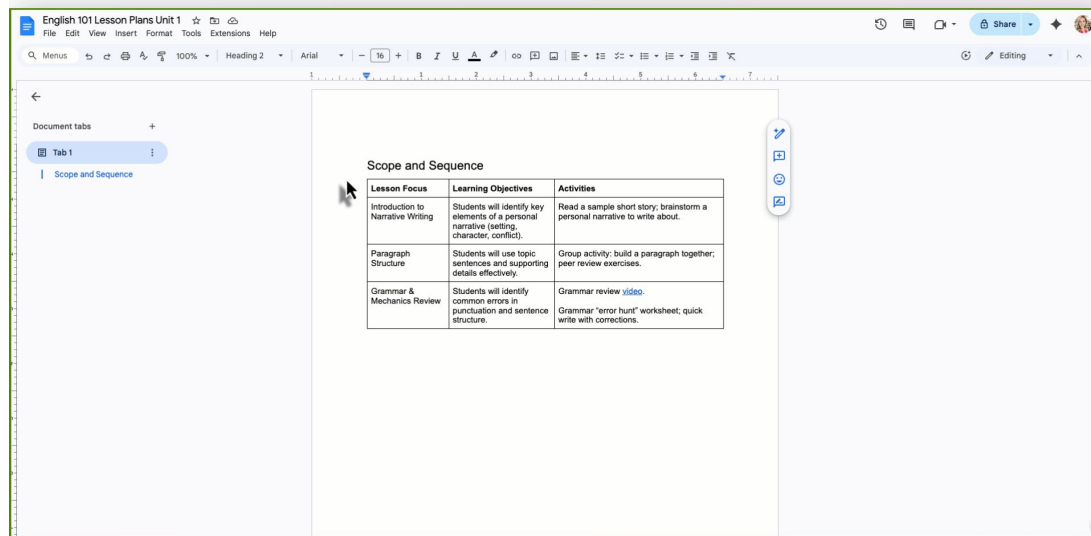
Join a Meet from Docs

1. Click the **Meet** icon in the top right corner of the Doc.
2. Choose an upcoming meeting or start a new one.
3. Click **Join** to open the meeting in a sidebar.

Publish a document to the web

1. Click **File** in the top menu.
2. Scroll to **Share**.
3. Click **Publish to web**.
4. Choose to publish as a link or embed.
5. Click **Publish**, then copy the link.
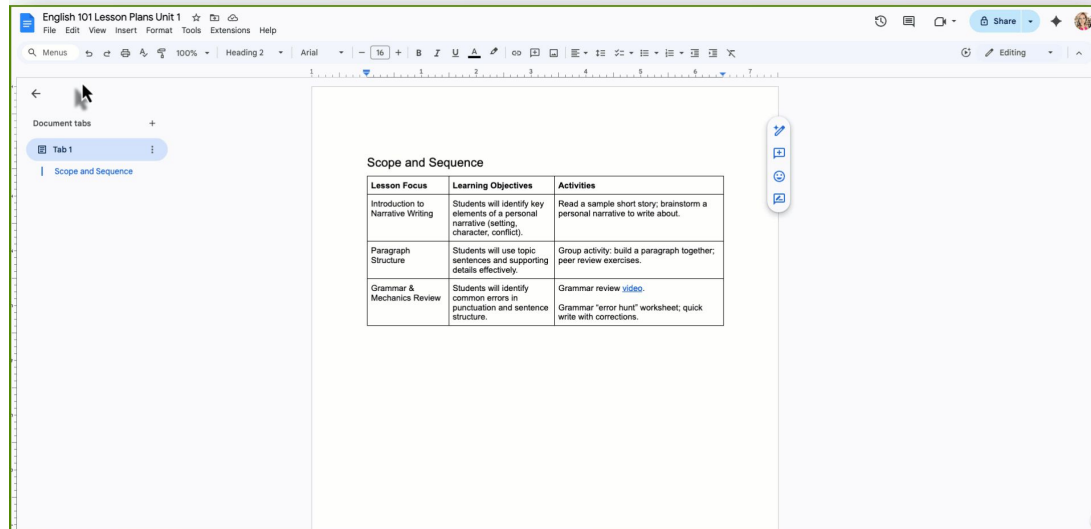
Use the Email Draft option in Docs

1. Click **Insert** in the top menu.
2. Hover over **Building blocks**.
3. Select **Email draft**.
4. Fill out the email template.
5. Click the Gmail icon to open it in your email.
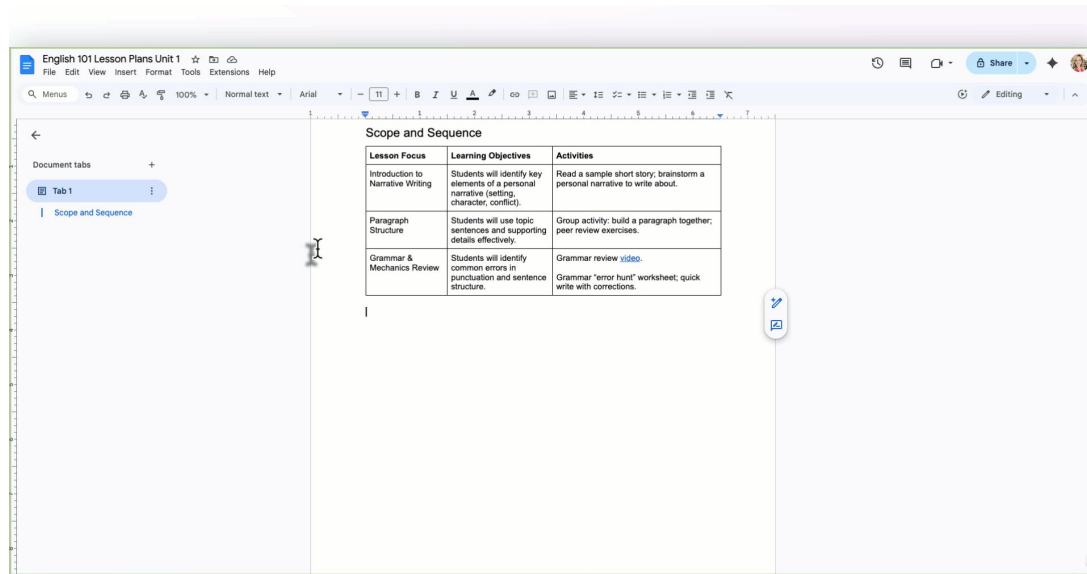
Define words and use the Dictionary

1. Right-click on any word and select **Define**.

   Or

2. Click **Tools** in the top menu.
3. Select **Dictionary**.
4. Search a word in the right sidebar to see definitions.
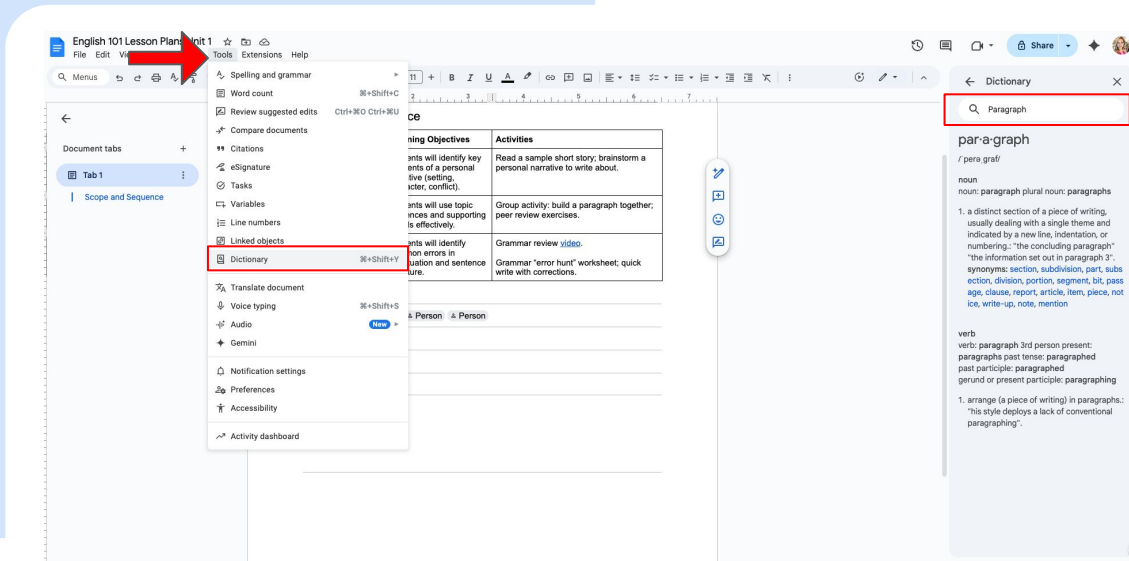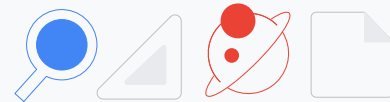
02.

Google Forms
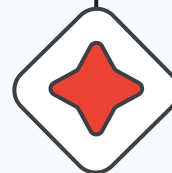
Create surveys and quizzes in Google Forms

- create a new Google Form and title it
- add a short description to explain the purpose of the form
- add at least five different question types
- add a video and a file upload option
- include a paragraph reflection question
- add a short answer field with email validation
- add a second section and configure a question to branch to it

Google for Education

Create surveys and quizzes in Google Forms

- add a confirmation message that encourages students
- ensure the form is not limited to your organization
- make all essential questions required
- preview and test your form flow

Create a Google Form
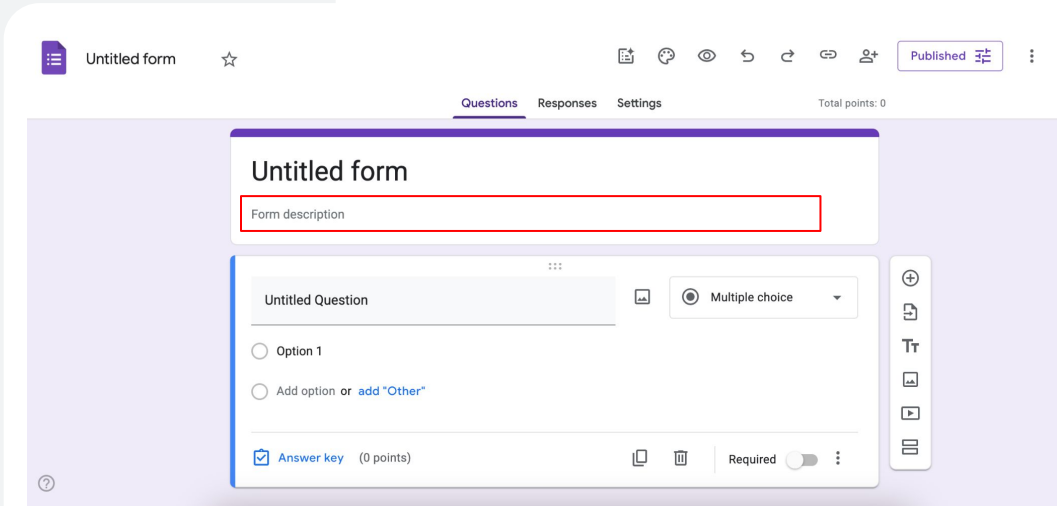
1. Go to forms.google.com
2. Click the **Blank form** or choose a template
3. Title your form and add a description if needed

Alternatively, create a new form by going to Drive and clicking **New > Google Forms.**
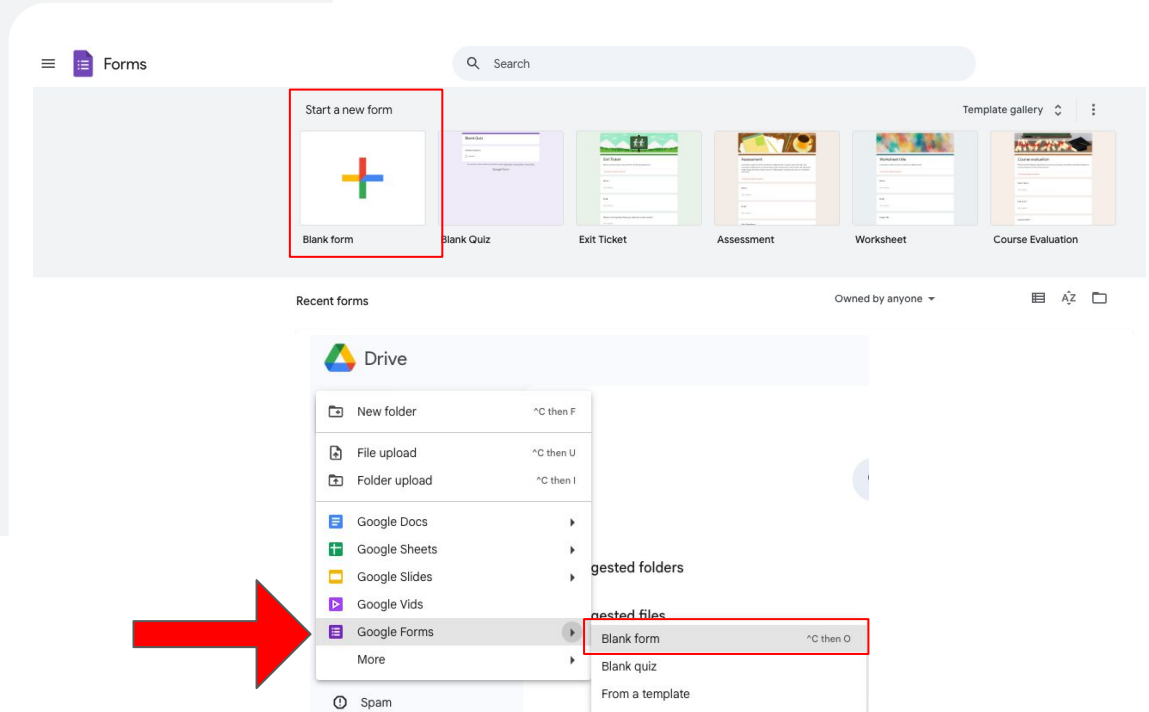
Add a description
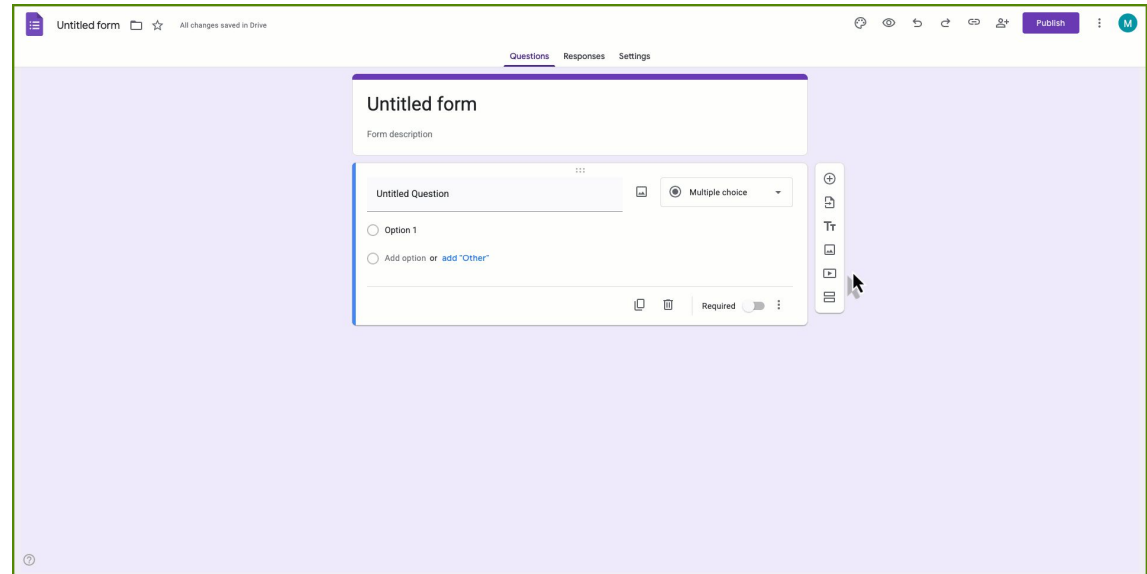
1. Click under the form title where it says **Form description**.
2. Type your short explanation or purpose for the form.

Add questions in multiple formats
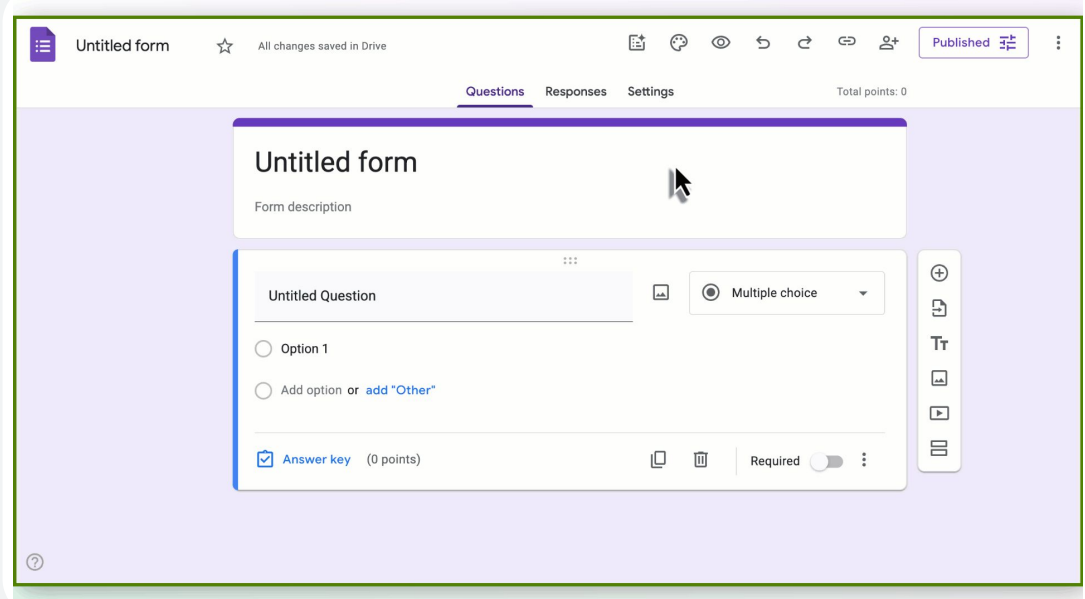
1. Use the **+ button** to add a new question
2. Choose a question type from the dropdown (**Multiple choice, Short answer, Dropdown, Paragraph, etc**)
3. Type in your question and answer choices

Add a File upload question

1. Click the **plus (+)** to add a new question.
2. Select **File upload** as the question type.
3. Click **Continue** to allow file uploads.
4. Set the file type and number of files allowed.

Add short and long text responses

1. Use **Short answer** for brief responses.
2. Use **Paragraph** for longer, open-ended questions.
3. Click the **plus (+)** to add and configure each.
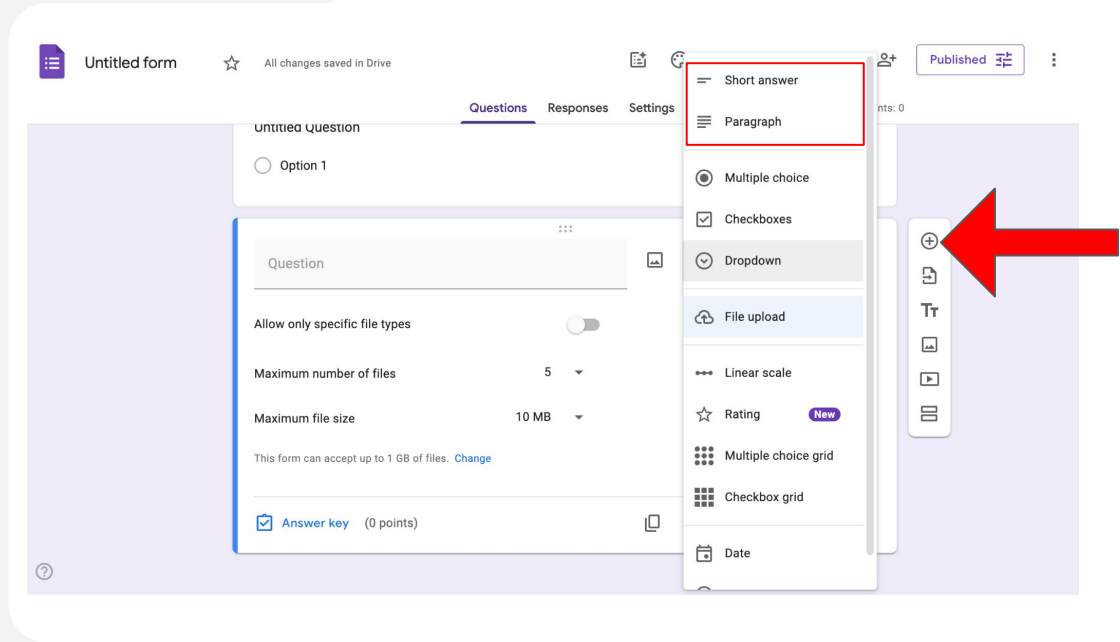
Insert a video
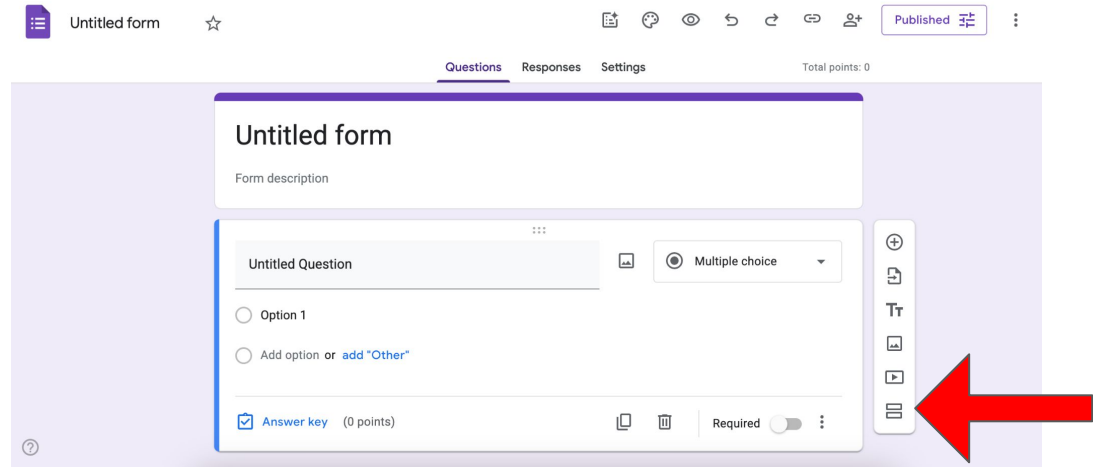
Google Forms

1. Click the **Add video** icon from the side toolbar.
2. Search YouTube or paste a video link.
3. Click **Select** to add the video to your form.
4. Add a title or instructions below the video.

Add a Section

1. Click the **Add section** icon from the side toolbar.
2. Give the new section a title and optional description.
3. Drag and drop questions if needed.

Direct users to the next section

1. Click the three dots in the lower right of the question.
2. Select **Go to section based on answer**.
3. Assign answers to go to different sections.
4. Ensure each path leads to form submission.
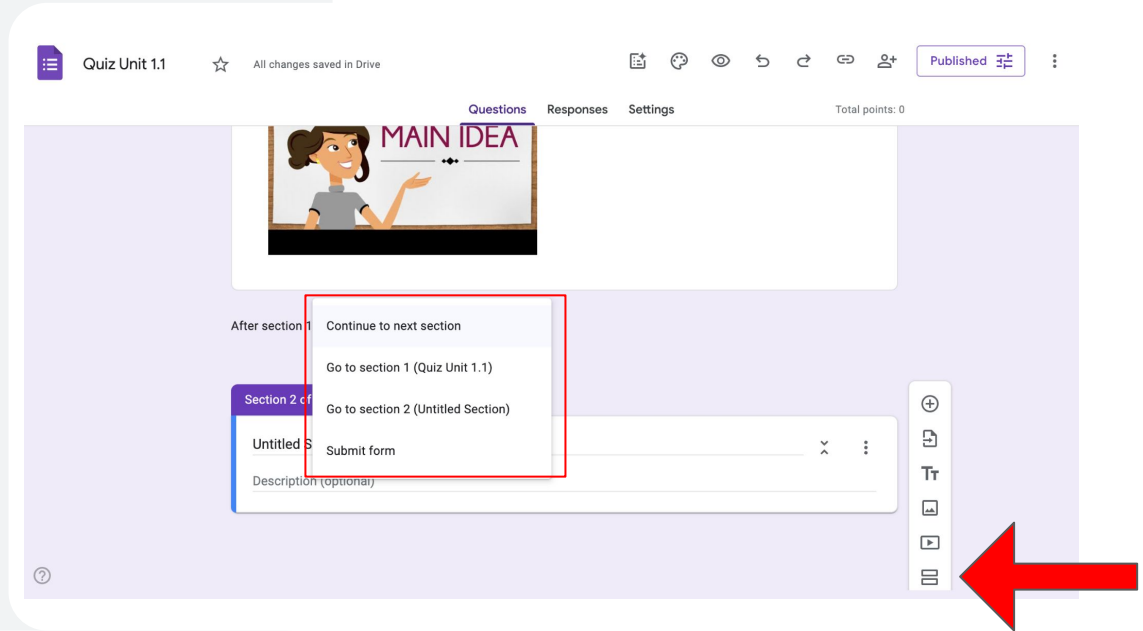
Direct users to Submit Form
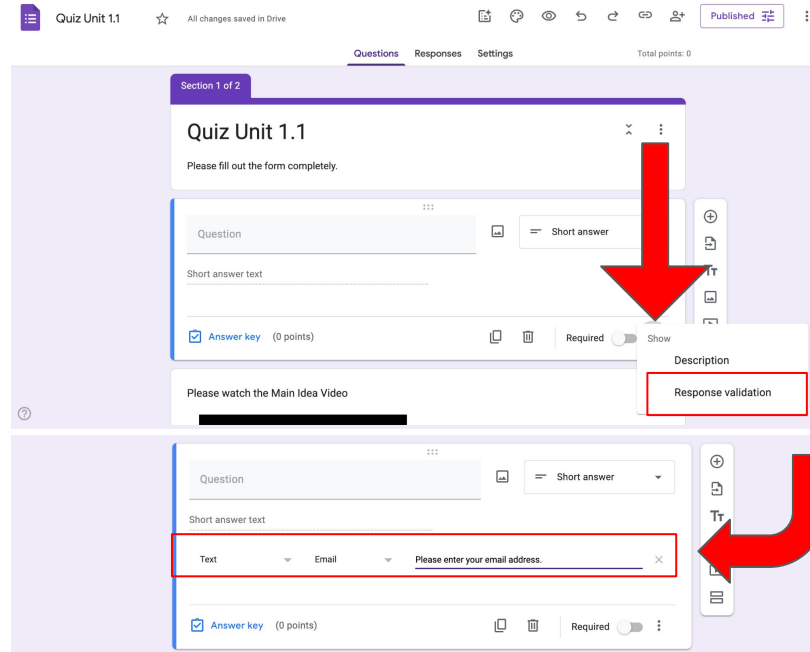
1. After the final section, make sure there are no more branches.
2. Google Forms automatically shows a **Submit** button.
3. Click **Preview** to test form flow.

Quiz Unit 1.1

All changes saved in Drive

Published

Questions   Responses   Settings

Preview

Total points: 0

Section 1 of 2

Quiz Unit 1.1

Please fill out the form completely.

Question

◯ Option 1

Please watch the Main Idea Video

MAIN IDEA

Response validation with email
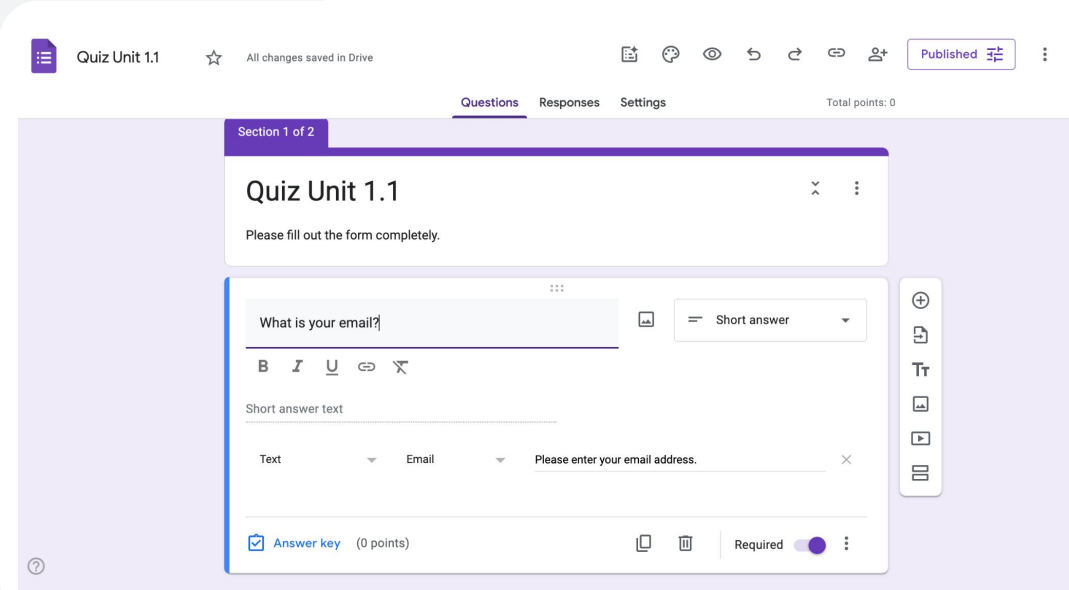
1. Click the **plus (+)** to add a **Short answer** question.
2. Click the three dots in the bottom right corner.
3. Choose **Response validation**.
4. Select **Text > Email address**.
5. Enter a custom error message.

Make questions required

1. Click any question.
2. Toggle the **Required** switch at the bottom right.

Quiz Unit 1.1

All changes saved in Drive

Questions   Responses   Settings

Total points: 0

Section 1 of 2

Quiz Unit 1.1

Please fill out the form completely.

What is your email?

Short answer

Short answer text

Text   Email   Please enter your email address.

Answer key   (0 points)   Required

Add a confirmation message

1. Click the **Settings** tab at the top of the page.
2. Go to the **Presentation** dropdown.
3. Next to Confirmation message click **Edit.**
4. Type your message in the **Confirmation message** box.
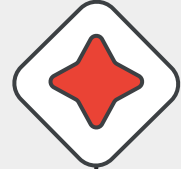5. Click **Save.**

Remove organizational restriction

1. Click the **Share button at the top right corner of the form**
2. Click on the dropdown for **Responder View**
3. Choose **Anyone with the link**
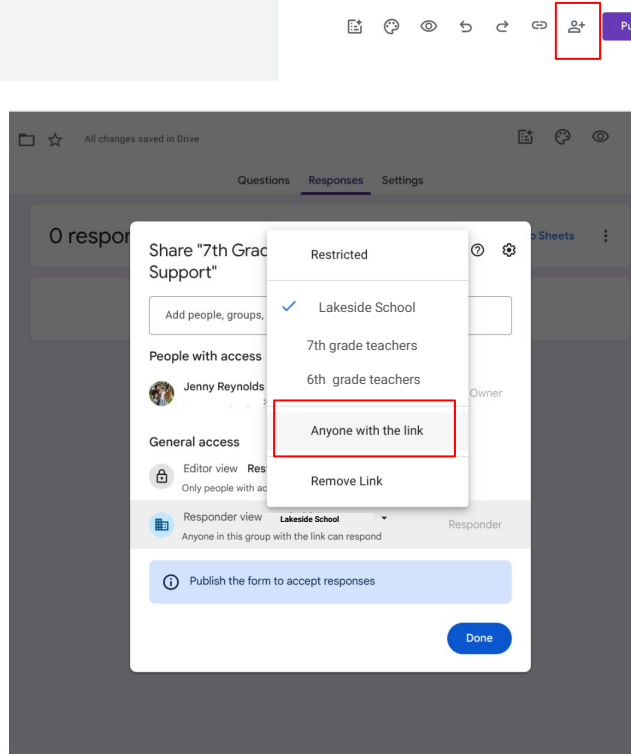
03.

Google Slides

Enhance your classroom experience with interactive lessons with features from Google Slides

- embed a YouTube video directly onto the slides
- integrate additional tools via Add-ons
- set video playback to the specific time
- set video to Play (automatically)
- hyperlink slides to each other
- attach resources
- start a meeting from Slides
- enable a video to play automatically during a presentation

Enhance your classroom experience with interactive lessons with features from Google Slides

Skills checklist

- create a Google Slides presentation and title the slide
- customize the title slide and make it more visually interesting by adding an images
- invite users to the presentation
- insert an image placeholder
- create different slides in the presentation to highlight certain parts of the experience and assign them to different colleagues
- add a video
- share the Slides presentation

Create Slides with multimedia

1. Go to slides.google.com and click **Blank Presentation** or choose a template.
2. Click **Insert > Image** to add a picture (from your device, Drive, or the web).
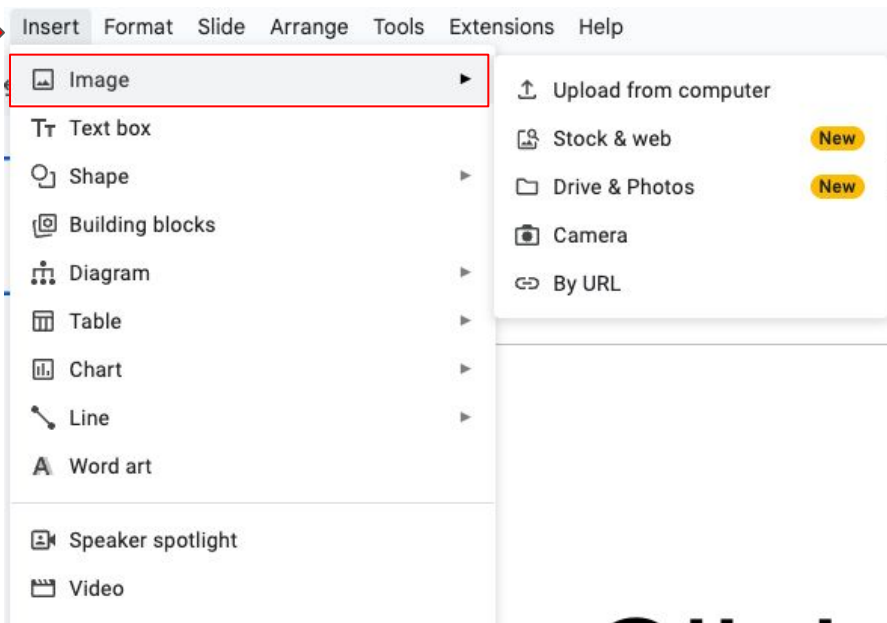
Insert a YouTube video

1. Click **Insert > Video** to embed a video (from YouTube or Drive).
2. **YouTube:** Search the video or topic you're interested in or paste the URL for the video in the search bar.
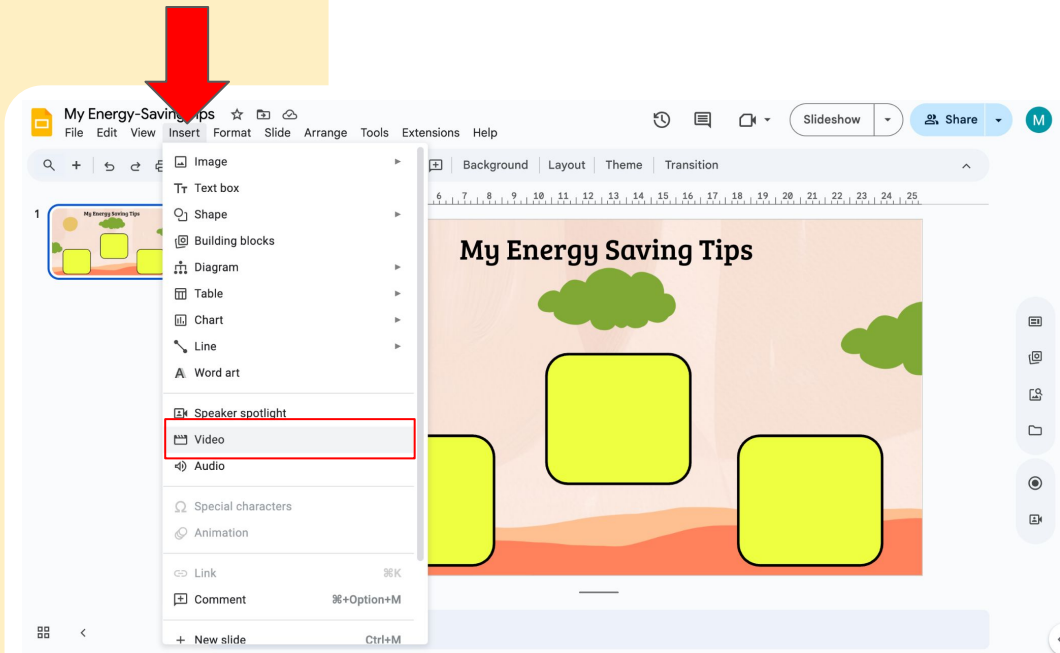
Hyperlink slides to each other

1. Click the text or shape you want to link.
2. Click **Insert > Link** or press **Ctrl+K (Cmd+K)**.
3. Click **Slides in this presentation** and choose the target slide.
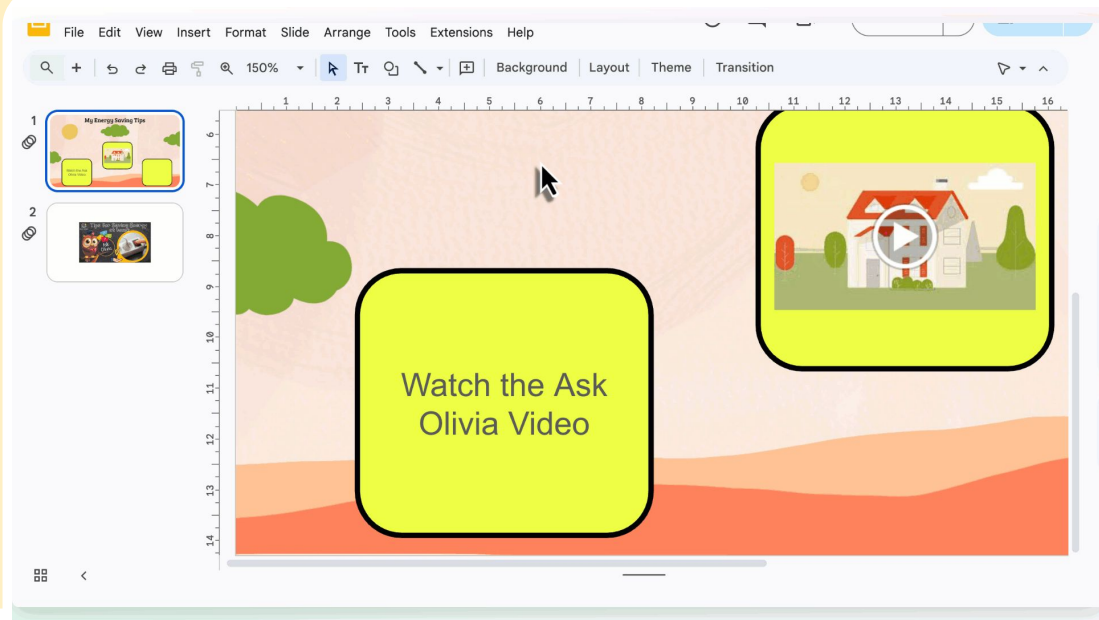
Start a Meet from Slides

1. Click the **Slideshow** dropdown next to the Present button.
2. Select **Present in Google Meet**.
3. Choose a scheduled Meet or start a new one.
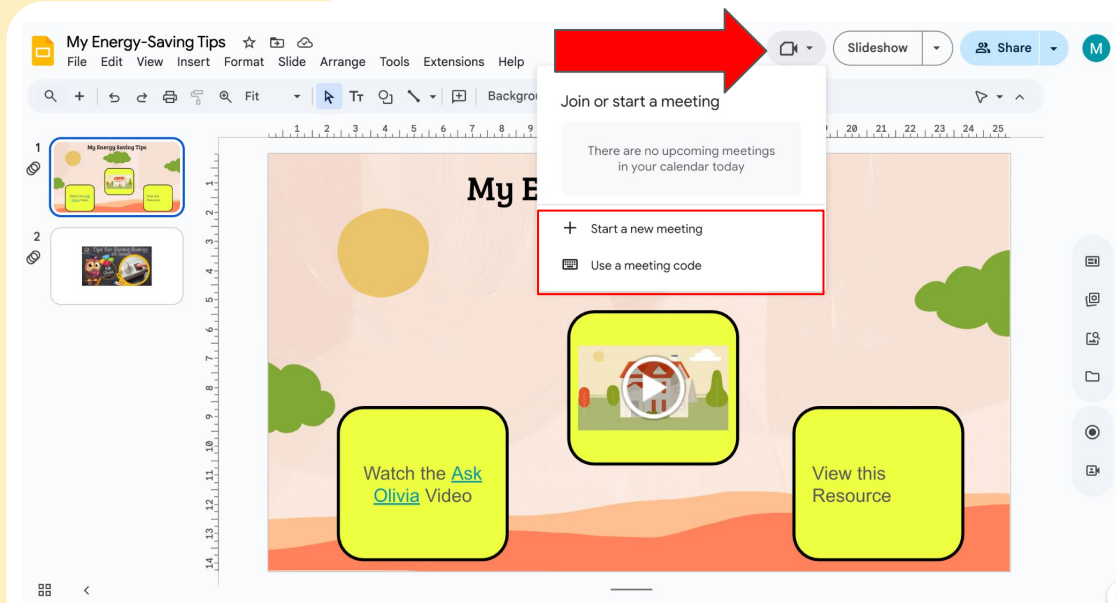
Use Add-ons in Slides

1. Click **Extensions > Add-ons > Get add-ons**.
2. Search for an Add-on.
3. Click **Install**.
4. Access it from the **Extensions** menu after installation.

Share the presentation

1. Click the **Share** button in the top right.
2. Type in the collaborator's email or choose **Copy link**.
3. Set the permissions (Editor, Commenter, Viewer).
4. Click **Send**.
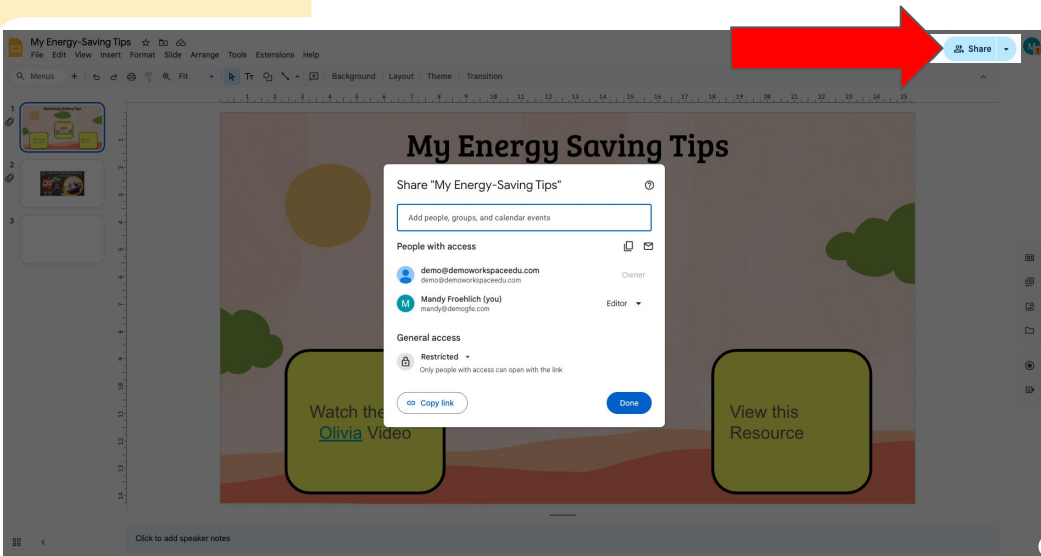
Insert an image placeholder

1. Click **Slide > Edit Theme.**
2. Click **Insert > Placeholder > Image Placeholder**.
3. Click and drag to draw the placeholder on the slide.
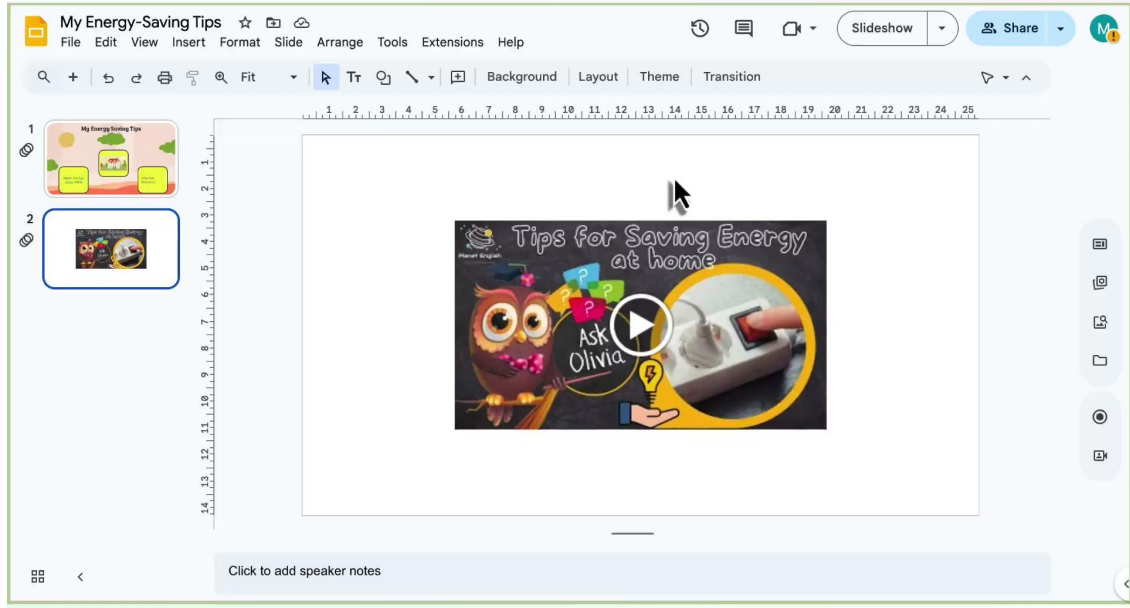
Use Comments to assign slides

1. Highlight the slide that needs to be assigned
2. Click **Insert > Comment** or the Comment icon
3. Use the @ key and begin typing the name to assign.
4. Click on **Assign to [the name]**.
5. Add any additional comments and click **Comment**.
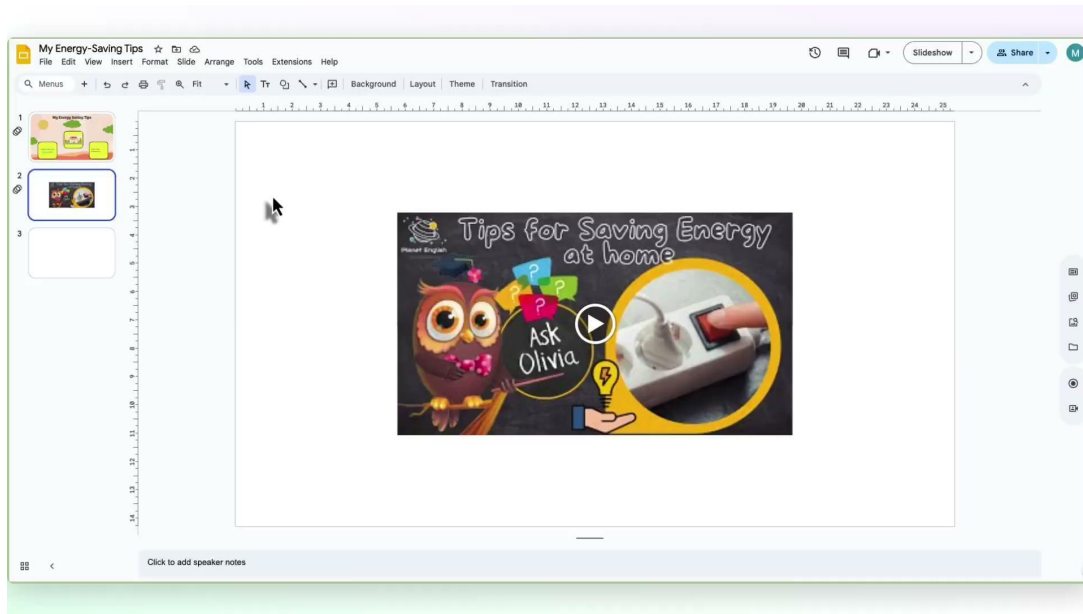
04.

Google Classroom

Learn how to use **Google Classroom** to collect student work and streamline instruction

Google Classroom

Skills checklist

- Create a new class and give it a name
- Invite a co-teacher and 3 classmates
- Create 2 topics (e.g., "Short Story Unit" and "Assessments")
- Create an assignment titled Reading Response #1
- Attach a file from Drive
- Set points, due date, and assign it to the correct topic
- Make the assignment ungraded
- Disable late submissions
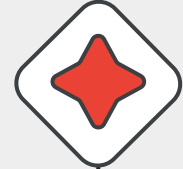
Learn how to use **Google Classroom** to collect student work and streamline instruction

Skills checklist

- Post an announcement with a reminder and a Google Meet link
- Generate and make visible a Google Meet link
- View the Class Insights tab
- Access originality reports
- Add a Form from Drive to a new assignment
- Create a Quiz Assignment and add instructions
- Add a short answer question
- Add a File Upload question and allow only image files

Google Classroom

Learn how to use **Google Classroom** to collect student work and streamline instruction

Google Classroom

Skills checklist

- Set the max number of files to 2
- Assign points to each question
- Make all questions required
- Use Grade importing
- Schedule the quiz to be released at a later time
- Create a Practice Set
- Add at least 2 resources
- Use the Extra Help feature
- Share the Practice Set with your class

Create & name a class

1. Go to classroom.google.com
2. Click the **+** icon in the top-right corner and select **Create class**
3. Enter the class name and optional section, subject, and room info
4. Click **Create**
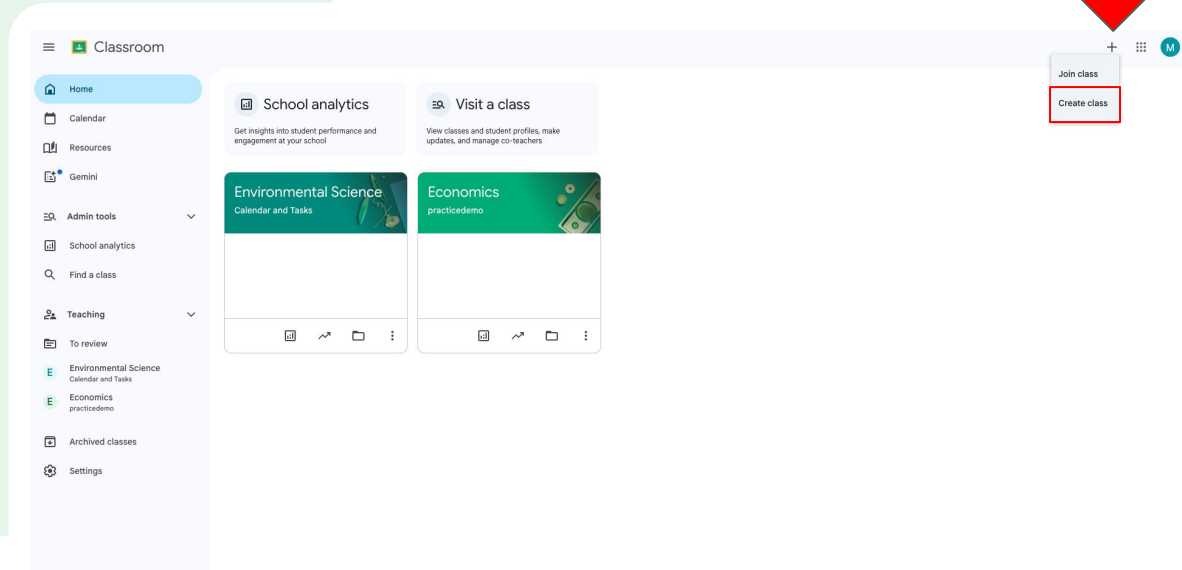
Invite co-teachers or students

1. Open your class.
2. Click the **People** tab.
3. Next to **Teachers**, click the **Invite teachers** icon.
4. Type in an email address and click **Invite**.
5. Repeat for students under the **Students** section by clicking the **Invite students** icon.
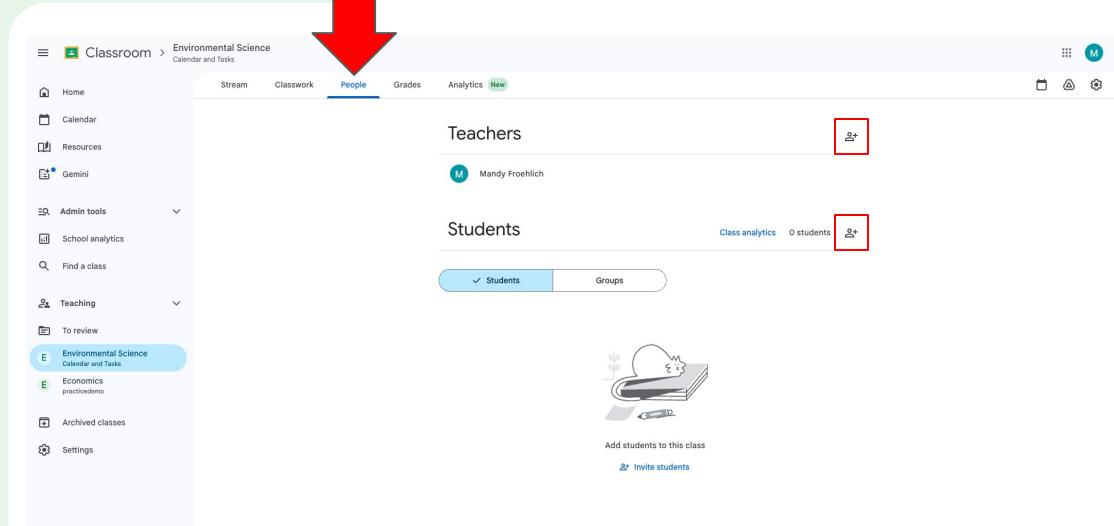
Create Topics

1. Go to the **Classwork** tab.
2. Click **+ Create** and select **Topic**.
3. Type the name of your topic and click **Add topic**.
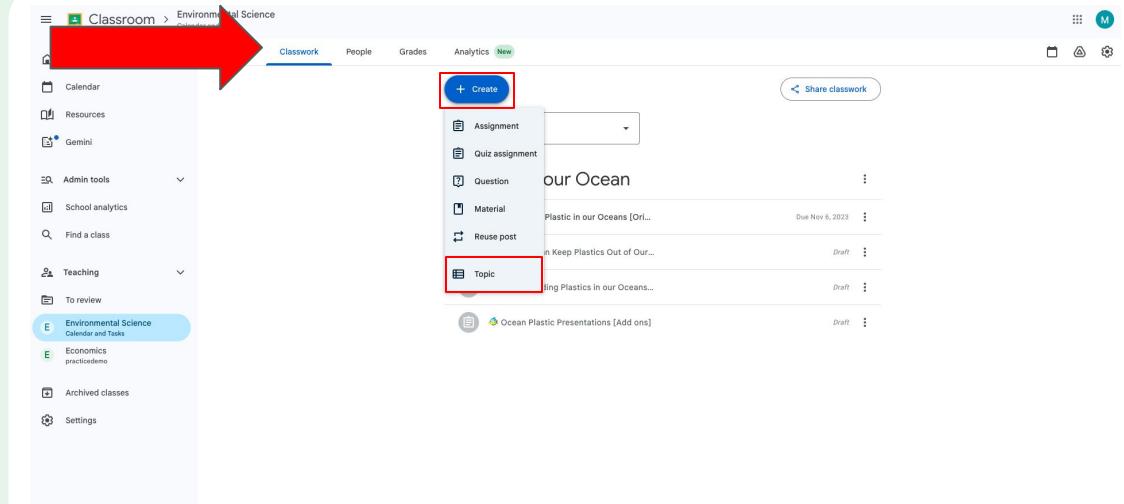
Create an Assignment with a Due Date
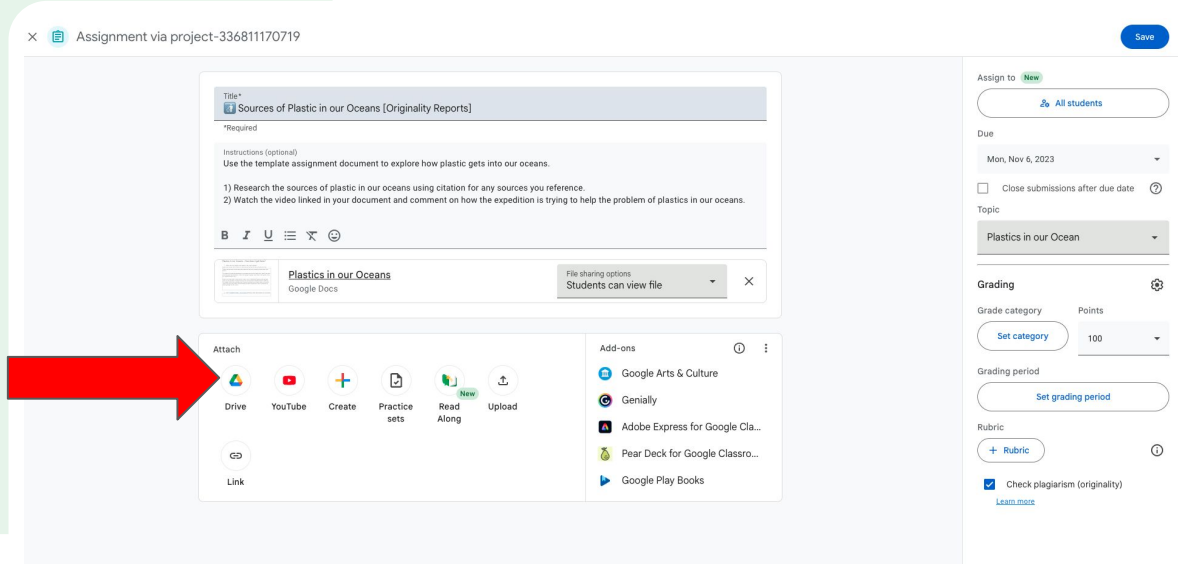
1. Click **Classwork > Create > Assignment**
2. Add a title and instructions
3. Set **Due Date**, **Topic**, and **Points** (if needed)
4. Click **Assign**, **Schedule**, or **Save Draft**
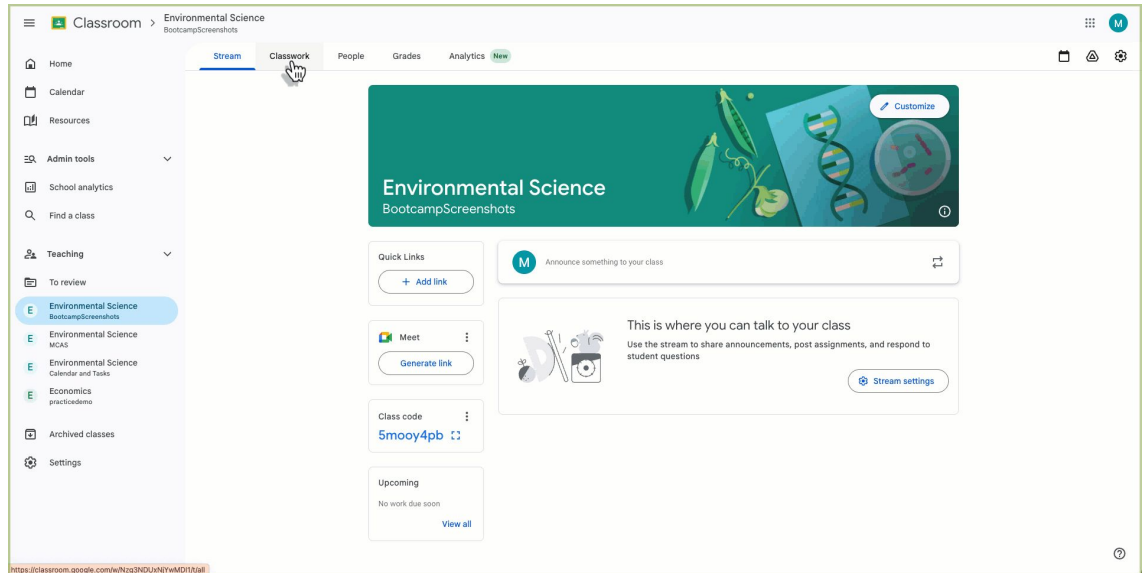
Attach a file from Drive

1. In the assignment editor, click the **Drive icon**.
2. Locate and select the file you want to attach.
3. Click **Add**.

*To attach a Drive file in the Stream, click **Announce something to your class** and then choose the **Drive icon** at the bottom of the announcement box.

Set Points, Due Date, & Assign a Topic

On the right sidebar of the assignment editor:

- Use the **Points** dropdown to choose the point value (or "Ungraded").
- Click the **Due** date field and select the date.
- Under **Topic**, choose your previously created topic.

Disable Late Assignments

- After setting a due date, click the three-dot menu (if available) or check assignment options.
- Toggle the setting that controls late submissions. *(Note: This may be in the admin panel or school-managed setting and not always available in Classroom UI.)*
- If available, **turn off** "Allow late submissions."

Post an Announcement

1. On the Class Stream tab, click **Announce something to your class**
2. Type your message
3. Choose to post it immediately or schedule it
4. Click **Post**
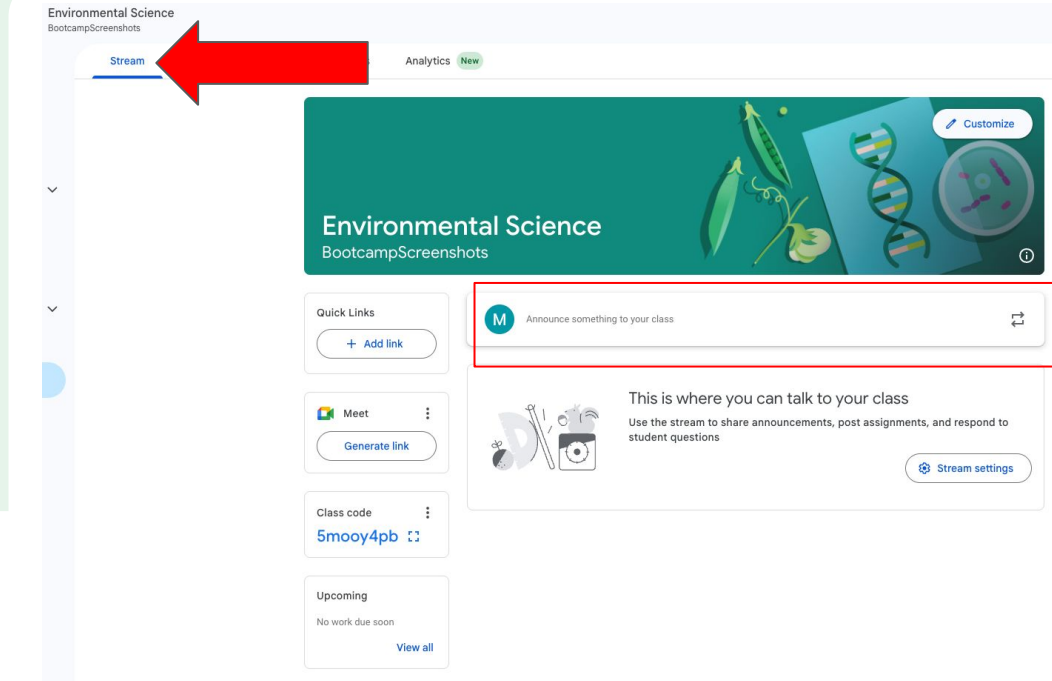
Include Meet link in Announcements

1. Click on **Generate Link** under Meet. You'll only do this the first time you use Meet.
2. Click the three dots by Meet and choose **Copy link.**
3. While typing your announcement, click the **Insert link icon** or **Add** > **Meet link** (if available).
4. Paste or insert the Meet link.
5. Click **Post**.
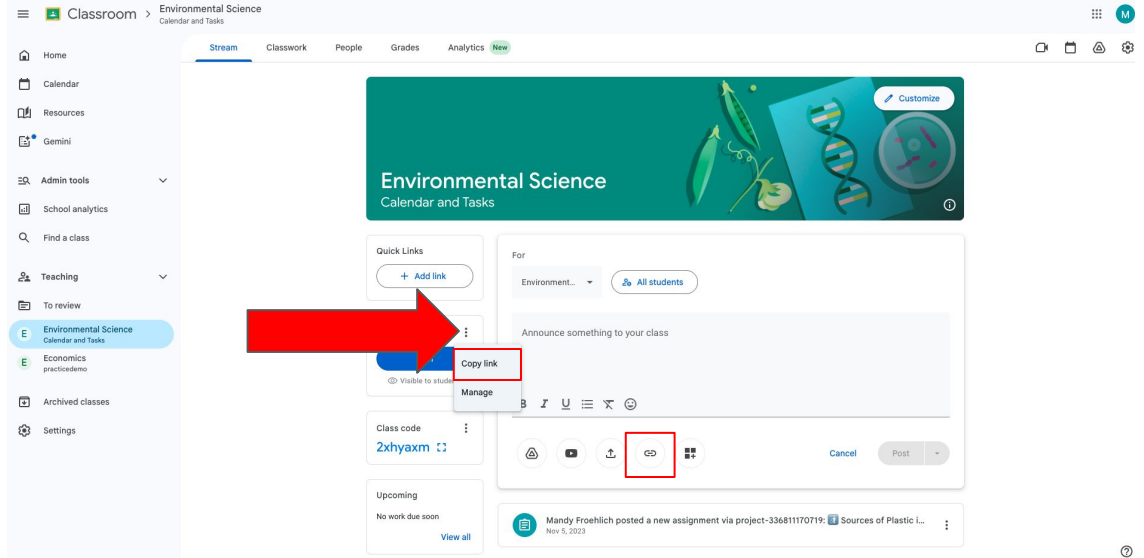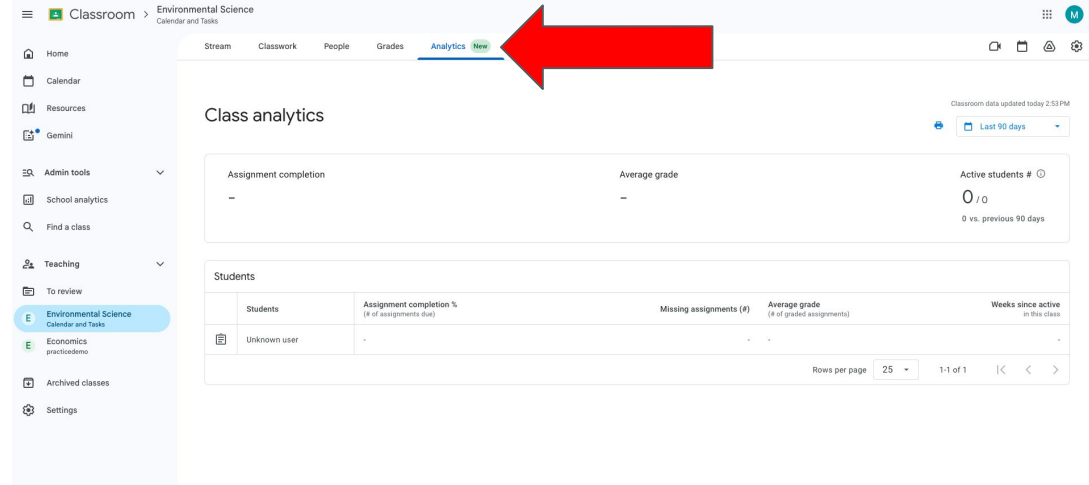
Add Meet link in the class header

1. Go to the **Class Settings** (gear icon).
2. Scroll to **General**.
3. Click **Generate Meet link**.
4. Toggle **Visible to students** to **On**.
5. Click **Save**.
6. Once this is done, the Meet icon will appear in the header.
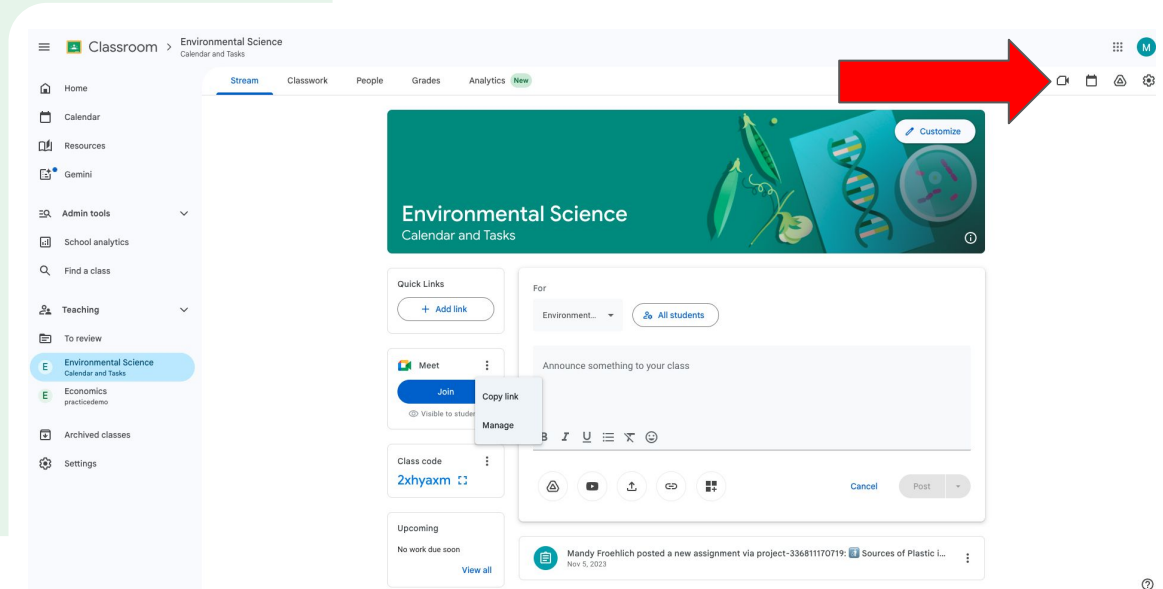
View class Analytics

1. Go to your class.
2. Click the **Analytics** tab.
3. Explore engagement and performance data.

Access Originality Reports

1. Open the **assignment editor**.
2. Check the **Originality reports** checkbox (if available).
3. Once a student submits work, go to the **Student Work** page.
4. Click the report icon next to the student's file to open the originality report.

Add a Form to a new assignment

Google Classroom

1. In the **Classwork** tab, click **+ Create** > **Assignment**.
2. In the editor, click the **Drive icon**.
3. Select a Form from your Drive and click **Add**.
4. Fill in the assignment details and click **Assign**.

Create a Quiz Assignment

1. Go to the **Classwork** tab.
2. Click **+ Create** > **Quiz assignment**.
3. In the **Title** field, give your quiz a name.
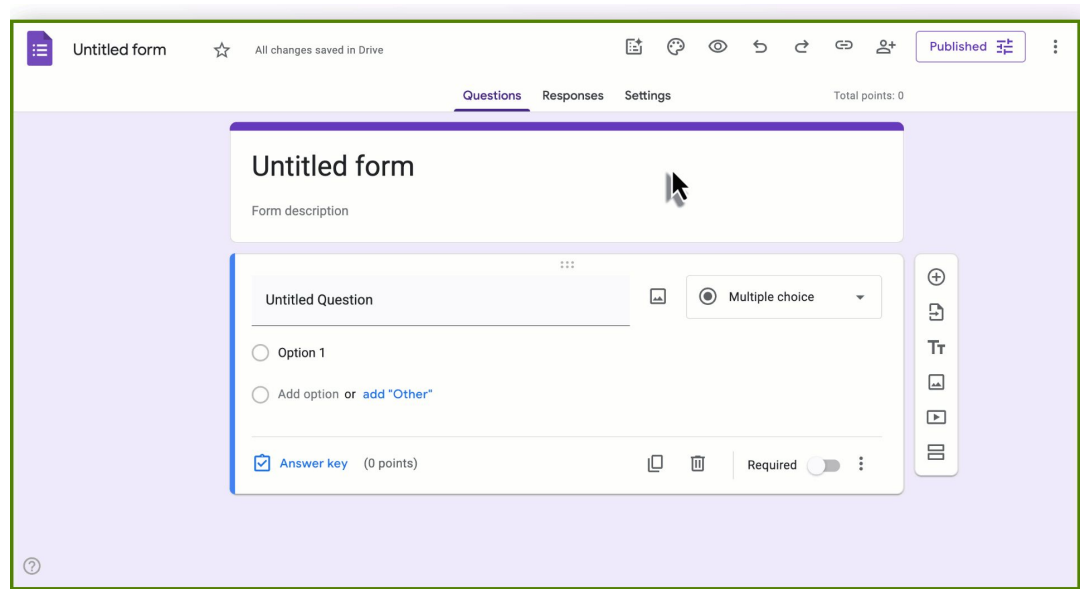4. In the **Instructions** box, add directions for students.
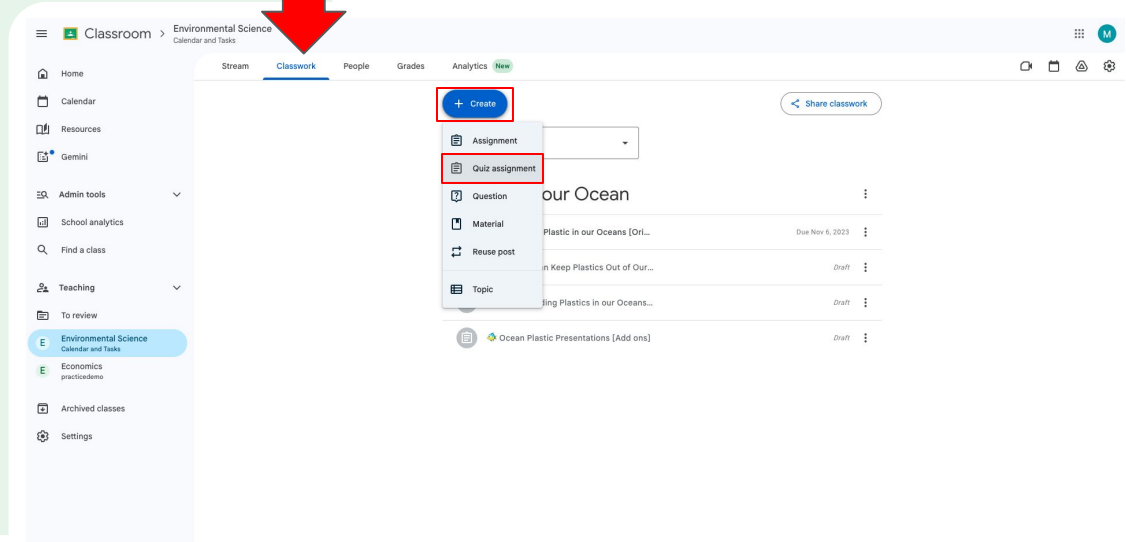
Add a Short answer question

1. In the attached Google Form that auto-generates with a Quiz assignment, click the **plus (+)** button to add a new question.
2. Change the question type to **Short answer**.
3. Enter a question prompt and mark it as **Required**.
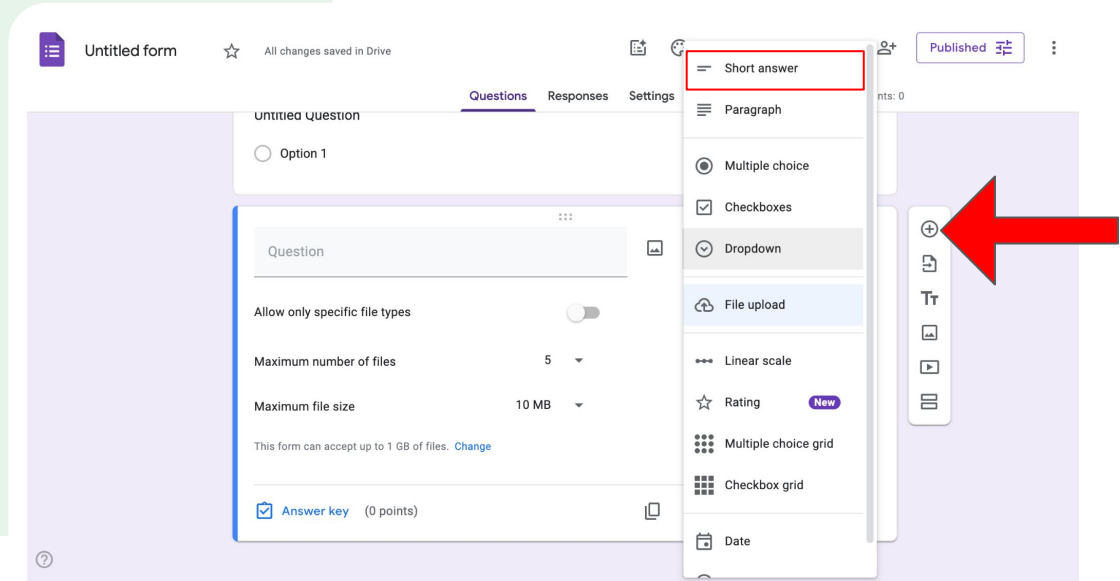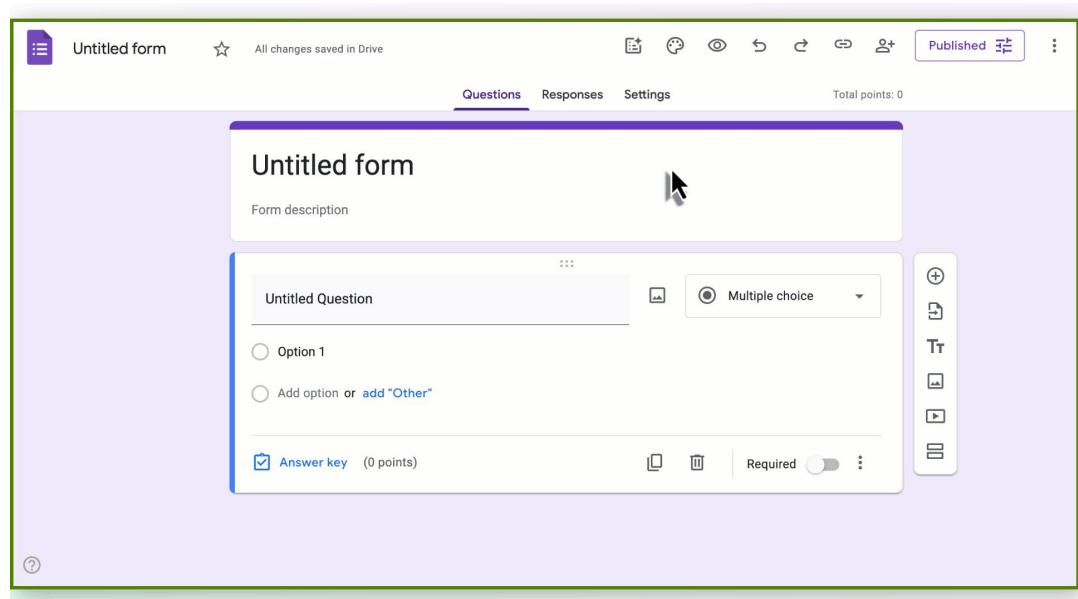
Allow Only Images for File Upload Questions

1. In the Form, click the **plus (+)** button to add another question.
2. Change the question type to **File upload**.
3. Click **Continue** if prompted.
4. Click **File type** dropdown > **Images**.
5. Limit the number of files if desired.
6. Make sure it is marked as **Required**.

Set a max number of files to upload

1. In the **File upload** question settings, click the **Maximum number of files** dropdown.
2. Select **2 files** from the list.

Schedule a quiz

1. In the assignment editor, next to **Assign,** click the dropdown arrow.
2. Select **Schedule**.
3. Choose a **date and time** for the quiz to be released.
4. Click **Schedule**.

Grade importing

1. In the assignment editor, make sure the **Grade importing** checkbox is selected.
2. This allows scores from the Form to automatically sync into the **Grades** tab.
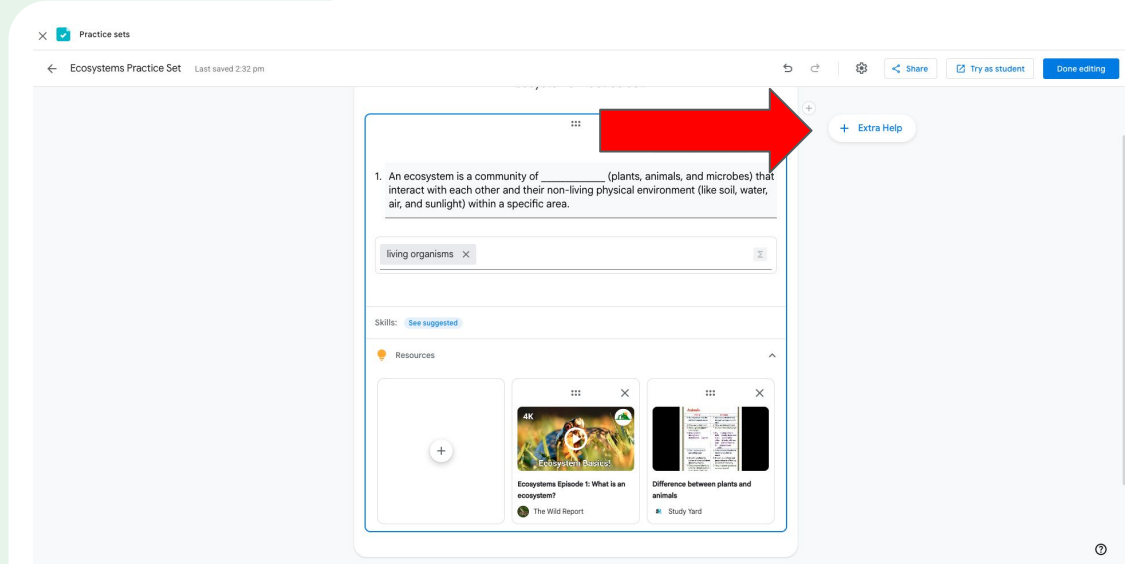
Create a Practice Set

1. In the **Classwork** tab, click **+ Create** > **Assignment**
2. Click on **Practice sets**.
3. In the editor, either click the **New practice set** and enter a meaningful title or choose an already created Practice set.
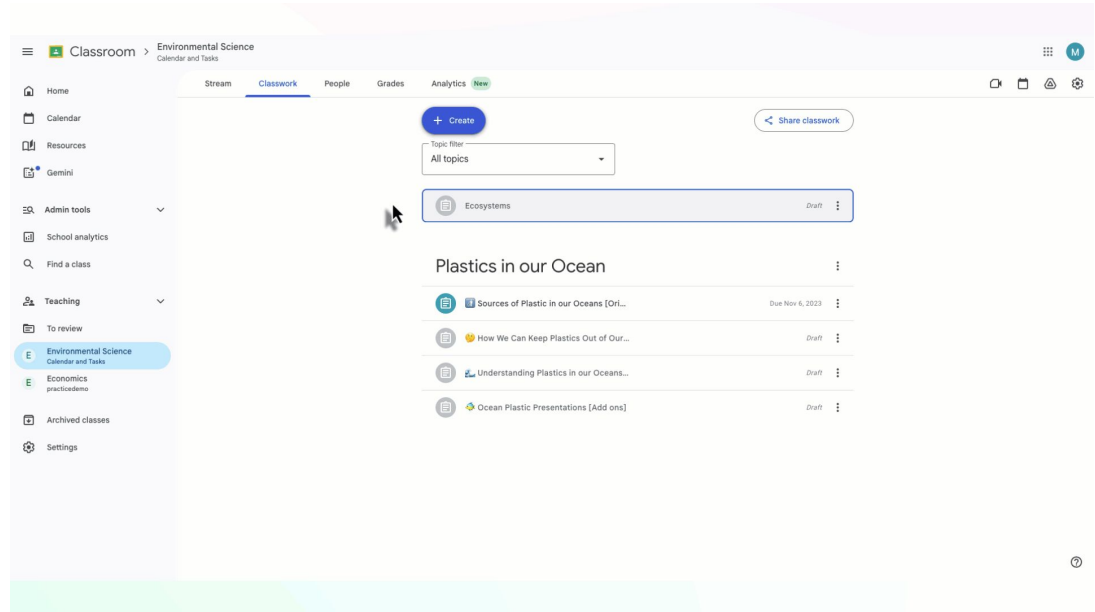
Add resources to Practice Sets
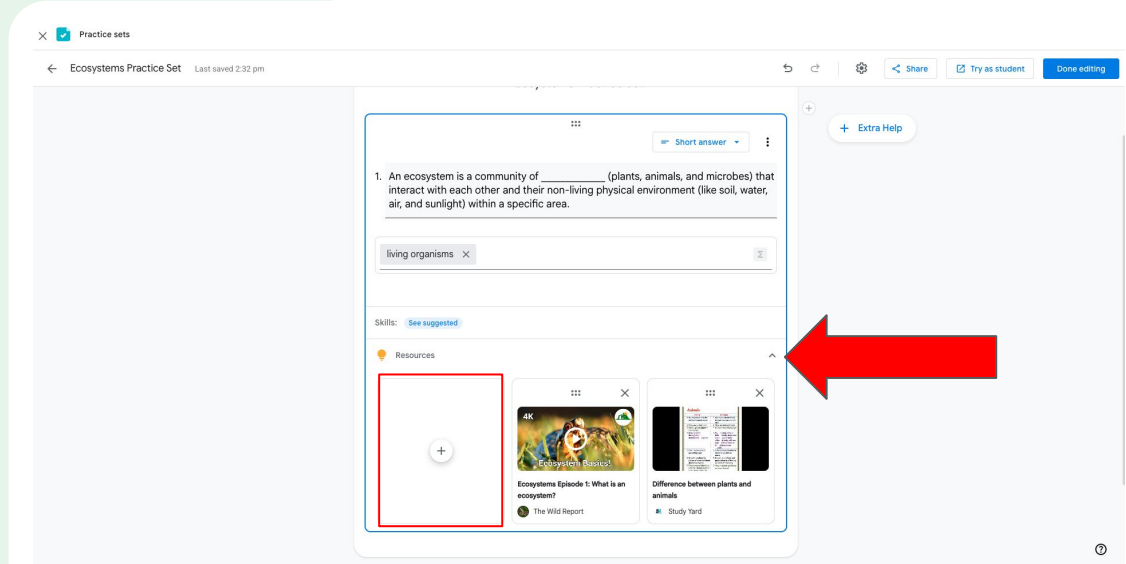
1. Click on **Extra Help** in the side column.
2. Select **YouTube video** or add a **Hint**.

Add Resources to Practice Sets

1. After writing your question in the practice set, click the **dropdown icon** next to the resources section.
2. Review the suggestions and select one to add additional support for struggling students.

Share the Practice Set with the Class

1. Once the practice set is complete by clicking on **Done Editing**, click **Attach** to attach it to the assignment.
2. Fill out the rest of the assignment details.
3. Click **Assign** to share it with students.
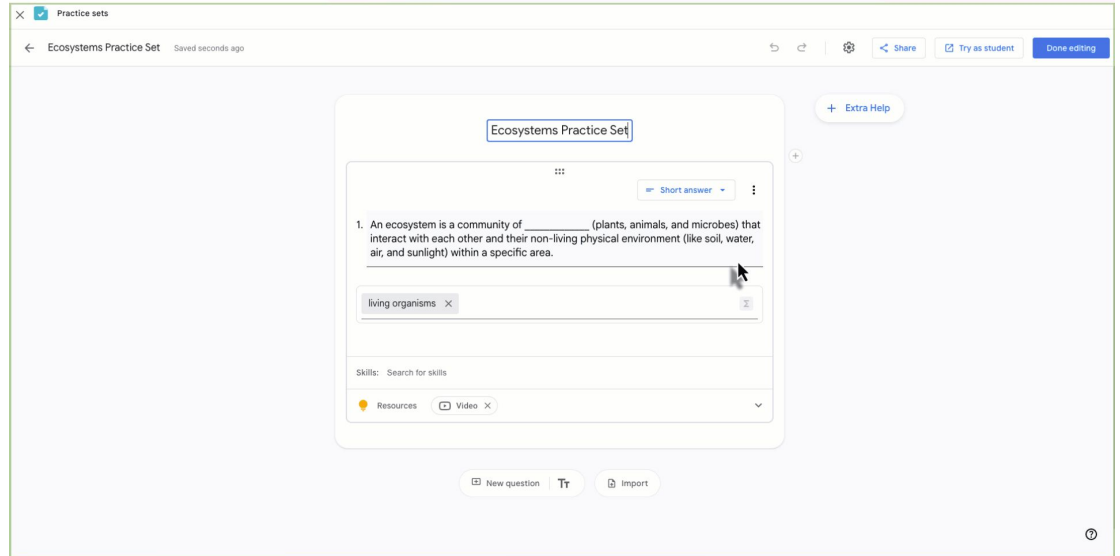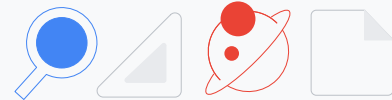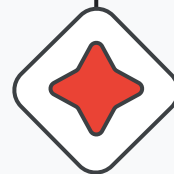
Google Calendar

Create and maintain schedules with Google Calendar

- set up appointment schedule and send the URL link
- attach documents to an event
- add a Google Meet to an event
- add buffer time between appointment scheduling / slots
- create a Google Calendar Event
- add a title to an event
- set the date and time
- attach a file located in Drive

Google for Education

Create and maintain schedules with Google Calendar

- allow guests to join with Google Meet
- enable guests to attend with live streaming
- add a location to the invite.
- set a personal Notification
- invite guests
- modify settings so that guests can not invite others and can not see other guests' emails

Google for Education

Set appointment slots

1. Click in the time block you want or choose **Create > Appointment Schedule**.
2. Choose your options for selections such as time slots, availability, and co-host.
3. Click **Next**.
4. Choose the rest of your desired options.
5. Click **Save**.
6. **Share** the appointment schedule.
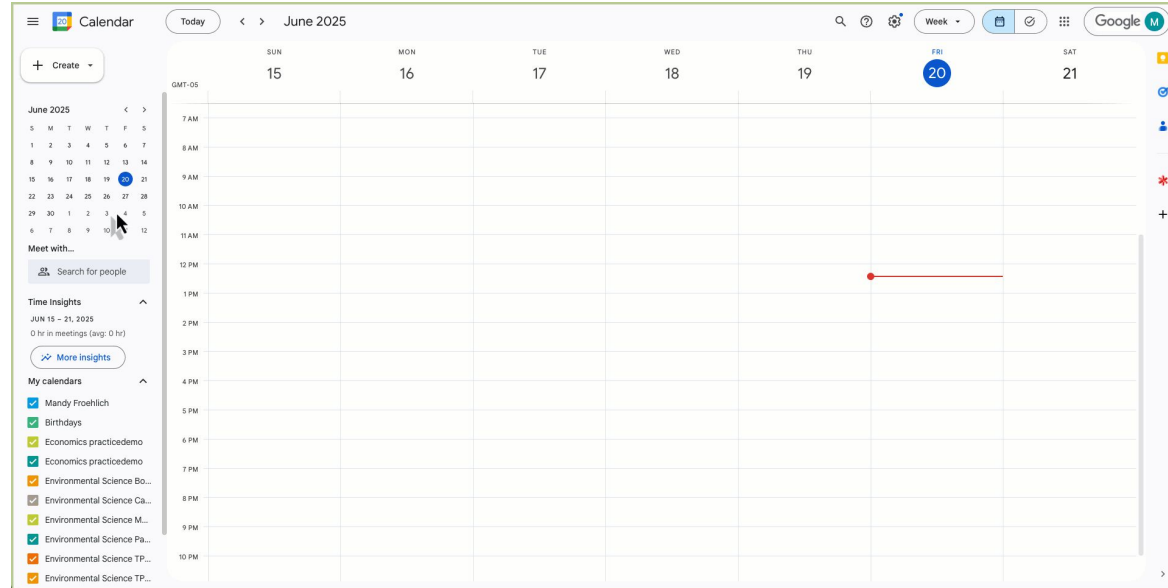
Create an event with attachment

1. Open Calendar and click **Create > Event**. To see the full-screen option, click on **More Options** at the bottom.
2. Add a title and date/time.
3. In the quick-look view, "Add description or Drive Attachment," click **Drive Attachment**.
4. In the full-screen view, click on the Drive icon in the description box.
5. Choose the desired file.
6. Click **Insert**.
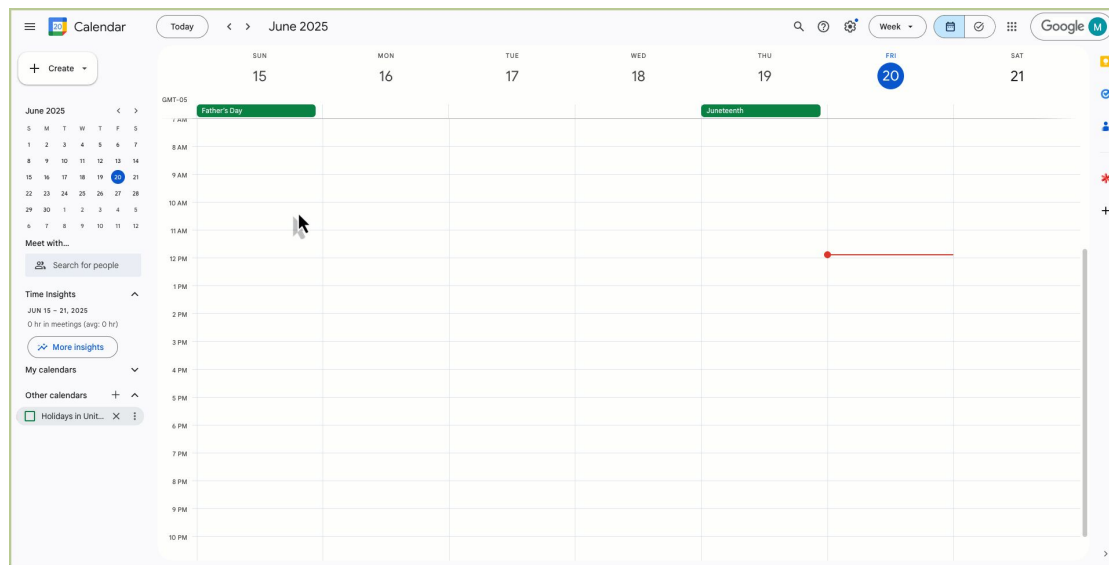
Add a Meet link to an event

1. Click **Add Meet video conferencing** in the event.
2. The Meet link is added automatically for attendees.
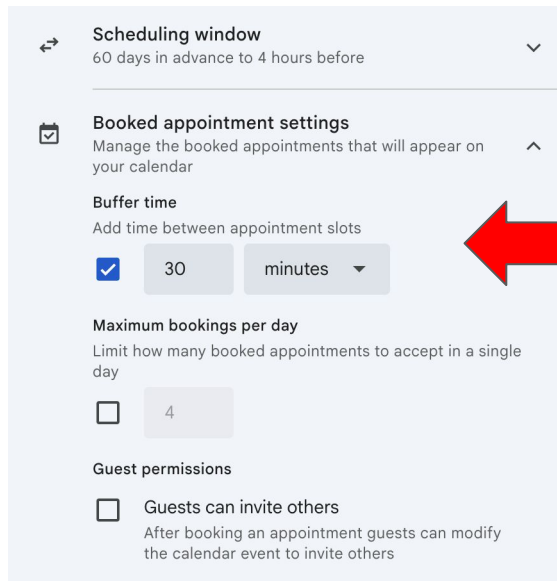
Note: Your administrator may have a Meet link automatically added to new events.

https://calendar.google.co

Add buffer time to appointments

1. Click an existing appointment schedule and then **Edit appointment schedule**.
2. Click **Booked appointment settings**
3. To add time between appointments:
   a. Next to "Buffer time," check the box.
   b. Enter the buffer time.

Learn more

Scheduling window
60 days in advance to 4 hours before

Booked appointment settings
Manage the booked appointments that will appear on your calendar

Buffer time
Add time between appointment slots

☑ 30   minutes ▾

Maximum bookings per day
Limit how many booked appointments to accept in a single day

☐ 4

Guest permissions

☐ Guests can invite others
After booking an appointment guests can modify the calendar event to invite others

Set a personal notification

1. On your computer, open **Google Calendar**.
2. Click the event and then **Edit** event.
3. Next to Notifications :
   a. **To edit your notifications:** Choose if you want to receive a notification or an email. You can change how often you want to get alerts in advance.
   b. **To add another type of notification:** Click Add notification.
   c. **To remove a notification:** Click Remove Remove.
4. At the top, click **Save**.

Sync

Nov 24, 2025   3:00pm   to   3:30pm   Nov 24, 2025   Time zone

All day   Does not repeat

Event details   Find a time

Add Google Meet video conferencing

Add location

Notification   10   minutes   ✕

Add notification

Monica Martinez

Busy   Default visibility

Create meeting notes

Add description
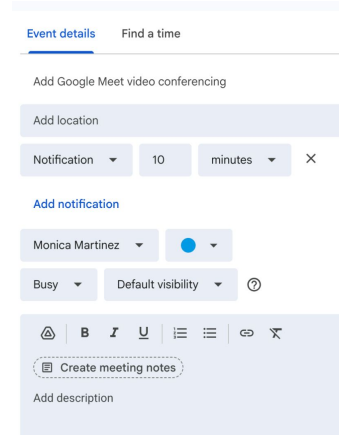
Invite guests

*Modify settings so that guests can not invite others and can not see other guests' emails*

1. On your computer, open **Google Calendar**.
2. Click an event and then **Edit** event.
3. Add guests under the **Guests** tab.
4. At the right, under **Guest permissions**, uncheck "Invite others" and "See guest list".
5. Click **Save**.

Enable guests to attend with live streaming

1. On your computer, open the **Google Calendar**.
2. Click an event and then **Edit** event.
3. Click on the (**^**) **View conference details** button.
4. Click **Add live stream**.

Note: To invite people to watch the live stream, save this event and create a view-only copy.

Event details   Find a time

Join with Google Meet
meet.google.com/abc ⊘

Meeting ID
meet.google.com/abc-abc
Phone Numbers
+1(123)456-7890 ⊘
PIN: 123 456 789 10#
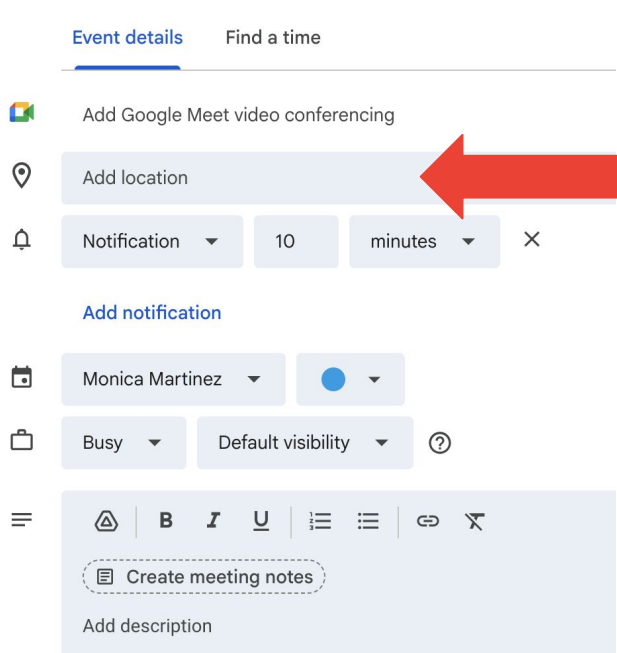
More phone numbers

Add live stream

Add a location to the invite

1. On your computer, open **Google Calendar**.
2. Click an event and then **Edit** event.
3. Under the **Event details** tab, add the address to the **Add location** section.
4. Click **Save**.

Event details   Find a time

Add Google Meet video conferencing

Add location

Notification ▾   10   minutes ▾   ✕

Add notification

Monica Martinez ▾   ● ▾

Busy ▾   Default visibility ▾   ?

Create meeting notes

Add description

06.

Google Meet
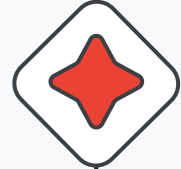
Make organizing meetings easy with Google Meet

Skills checklist

- allow users to join by phone
- use host controls like 'Trusted'

Allow users to join by phone

In your Calendar event:

1. In the Meet or Calendar app, tap the dial-in number. Or, you can:
   a. Dial the number shown in the Google Calendar event or meeting invitation.
   b. Enter the PIN, followed by "#".
2. To mute or unmute, press *6.

Tips

Event details   Find a time

Join with Google Meet
meet.google.com/abc ⑦

Meeting ID
meet.google.com/abc-abc
Phone Numbers
+1(123)456-7890 ⑦
PIN: 123 456 789 10#

More phone numbers

Add live stream

Use host controls like 'Trusted'

Turn on Host controls when you plan a meeting:

1. In your Google Calendar, select an event.
2. Click **Settings**.
3. Open the "**Host controls**" tab.
4. Scroll to "**Meeting access**."
5. Choose a meeting access type:
   a. Open
   b. Trusted
   c. Restricted
6. Click **Save** or, close the "Host controls" panel.

Host controls
Waiting room
Meeting records
Guests
Breakout rooms
Security
Gemini

Meeting access

These settings also apply to future instances of this meeting

Meeting access type

○ Open
No one has to ask to join. Anyone can dial in.

● Trusted
People can join without asking if they belong to your organization or are invited using their Google Account. Anyone can dial in by phone.

☑ Anyone with the meeting link can ask to join

○ Restricted
People can join without asking only if they're invited using their Google Account
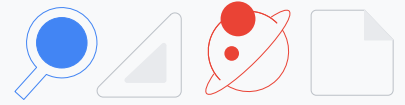
07.

Gmail
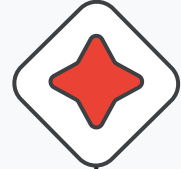
Delegate & collaborate on Gmail

- grant access to your account

Grant access to your account

1. On your computer, open **Gmail**.
2. In the top right, click **Settings** and then **See all**.
3. Click the **Accounts and Import** or **Accounts** tab.
4. In the "Grant access to your account" section, click **Add another account**.
5. Enter the email address of the person you want to add.
6. Click **Next Step** and then **Send** email to grant access.

[Delegate & collaborate on email](#)
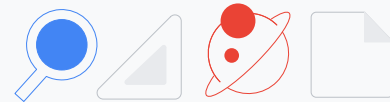
Google Sites
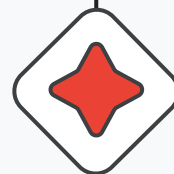
Learn how to create and customize a **Google Sites** of your own

Skills checklist

- publish a website
- create a site and provide users with edit rights
- make a site Public

Publish a website

1. On a computer, open a site in Google Sites.
2. At the top, click **Publish**.
3. Under Web address, **enter a public site name** for your site's URL.
4. Click **Publish**.

Learn more

Created by Google
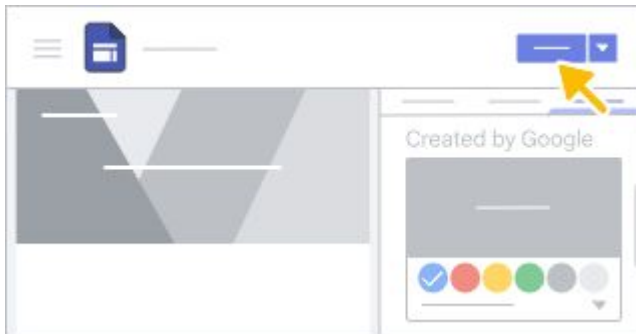
Create a new Google Site

1. Go to sites.google.com

2. Click the **+** button to start a new site

3. Add a title to the site at the top left.
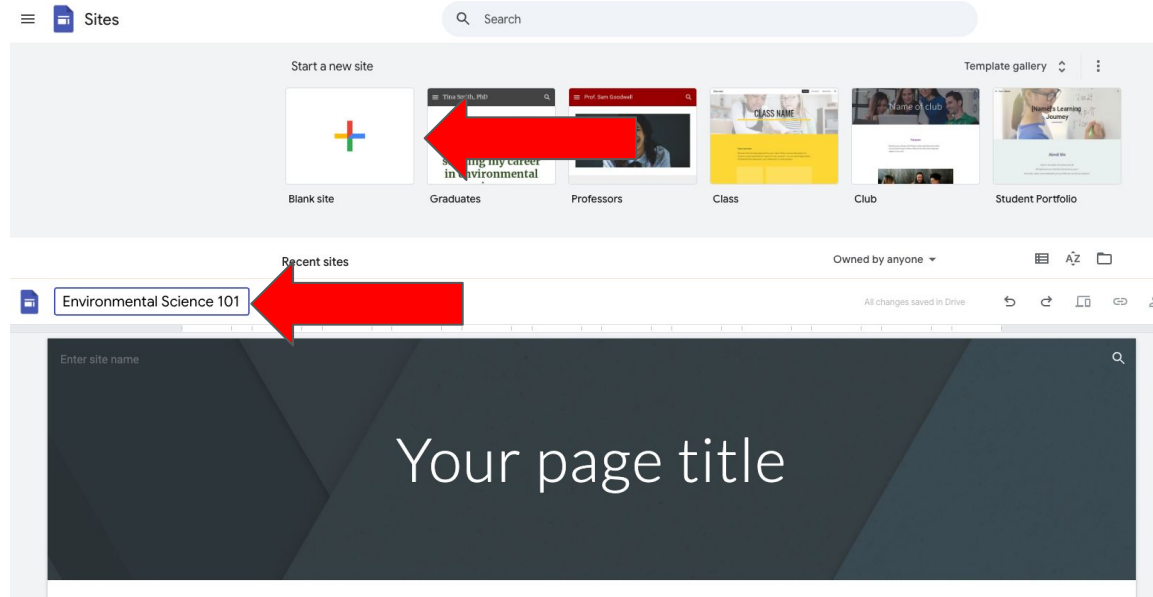
Provide users with edit rights

1. Click the **Share with others** icon
2. Add email addresses and select **Editor** permission
   a. Published viewer will only be able to see the published view of the site
   b. Editor will be able to edit the site
3. Click **Send** to share the site with collaborators

Manage share settings
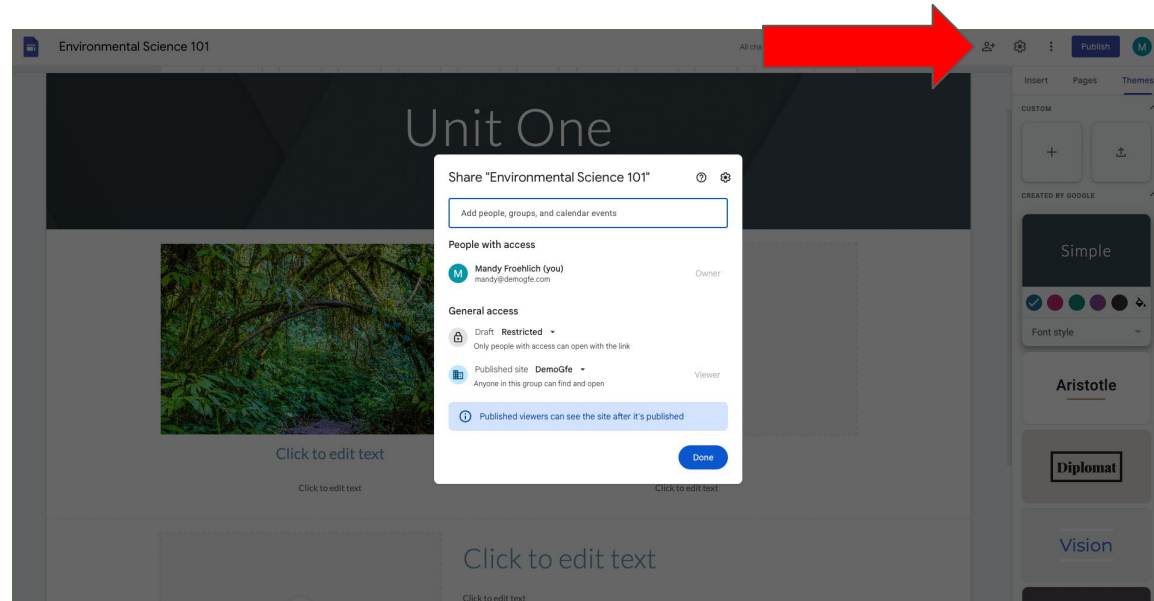
Make a site public

1. On a computer, open a site in Google Sites.
2. At the top, click **Share with others**.
3. Next to "Published site," from the drop-down list, select **Public**.
4. Click **Save** or **Done**.

Environmental Science 101

All cha...   Publish

Insert   Pages   Themes

CUSTOM

CREATED BY GOOGLE

Simple

Font style

Aristotle

Diplomat

Vision

Unit One

Share "Environmental Science 101"

Add people, groups, and calendar events

People with access

M   Mandy Froehlich (you)   Owner
     mandy@demogfe.com

General access

🔒   Draft Restricted ▾
     Only people with access can open with the link

📑   Published site DemoGfe ▾   Viewer
     Anyone in this group can find and open

ⓘ   Published viewers can see the site after it's published

Done

Click to edit text

Click to edit text   Click to edit text

Click to edit text

Click to edit text

Google Sheets

Organize, sort, and filter student data using Google Sheets

- leverage column stats
- what is a pivot table
- apply conditional formatting

Google for Education

Leverage column stats

1. On your computer, open a spreadsheet in Google Sheets
   a. On the top, click **Data** > **Column Stats**.
   b. If you import data into a sheet and suggestions are detected, a Data cleanup notification will appear on the bottom right > click **See all**.
   c. Once you've reviewed your suggestions, click **Review Column Stats**.
2. At the top of the sidebar, use the arrows < > to switch between columns.
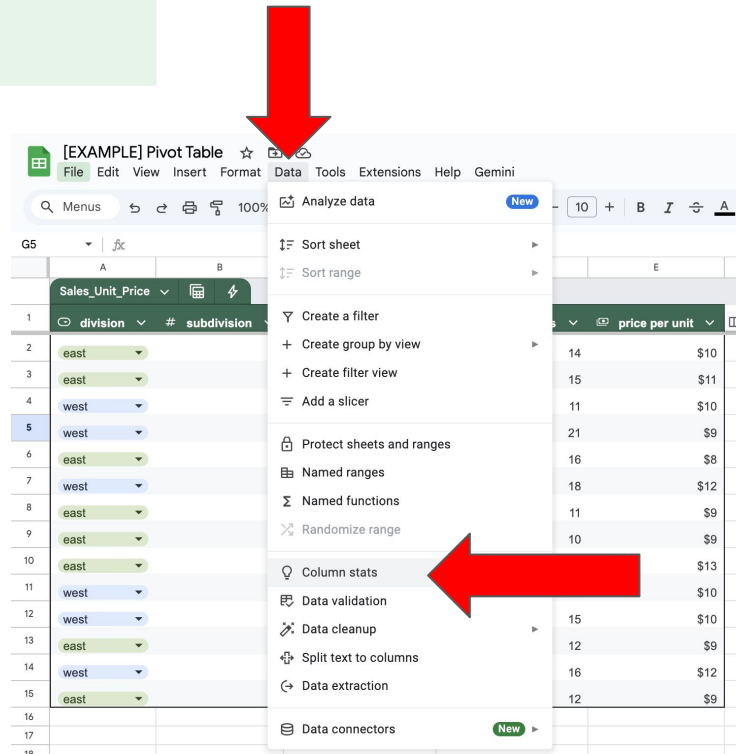
What is a pivot table?

A pivot table is a powerful tool that summarizes and organizes data from selected columns and rows to help you analyze your data. Pivot tables have the ability to compare various aspects of a data set and create custom calculations. They are typically built to summarize data numerically.

For example, you might give a quiz and organize the results by grade level, class period, or another criteria. Whether by date, score, grade level, or year, you can quickly switch the inputs and axes of the data being analyzed.

[Create and use pivot tables](#)
[Customise a Pivot table](#)
[Collaborate with Gemini in Google Sheets](#)

division	subdivision	product number	number of units	price per unit
east	1	$1	14	$10
east	2	$1	15	$11
west	1	$1	11	$10
west	2	$1	21	$9
east	3	$1	16	$8
west	3	$1	18	$12
east	4	$1	11	$9
east	1	$2	10	$9
east	2	$2	9	$13
west				
west				
east				
west				
east				

division	subdivision	SUM of number of units	AVERAGE of price per unit
– east	1	24	$9.50
	2	24	$12.00
	3	28	$8.50
	4	23	$9.00
east Total		99	$9.75
– west	1	23	$10.00
	2	36	$9.50
	3	34	$12.00
west Total		93	$10.50
Grand Total		**192**	**$10.07**

Apply conditional formatting

1. On your computer, open a spreadsheet in Google Sheets and select the cells you want to apply format rules to.
2. Click **Format** and then **Conditional formatting**.
3. Create a rule.
   a. Single color: Under "Format cells if," choose the condition that you want to trigger the rule. Under "Formatting style, choose what the cell will look like when conditions are met.
   b. Color scale: Under "Preview," select the color scale. Then, choose a minimum and maximum value, and an optional midpoint value. To choose the value category, click the **Down arrow**.
4. Click **Done**.

Google for Education

Google Certified Educator

Level 2 task cards

Last Update: December 1, 2025