



# Spreadsheets



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# 1 Overview

The CES - Spreadsheets takes participants through various aspects covering the process of exporting, importing, and filling out the spreadsheets.

This course also takes you through the Overview of Spreadsheets, helping to get a complete overview.

This course is designed with Tell Me, and Support article web links (from Syndigo Help Center) learning format so that you get the maximum benefits.

## 2 Objectives

By the end of this course, you will be able to:

- Understand how to Export Spreadsheets, and Existing Product Data.
- Understand how to Fill Out and Import Spreadsheets.

## 3 Duration

The course duration is 33 minutes.

## 4 Agenda

### 4.1 Module 1: Spreadsheets Overview – 33 minutes

- Exporting a Blank Spreadsheet
- Exporting Existing Product Data
- Filling Out Spreadsheets
- Importing Spreadsheets
- Import a Spreadsheet to Add Products (Support Web Link)
- Export a Spreadsheet (Support Web Link)
- Download Content from the Product Index Page (Support Web Link)
- Auto-Approving Subscription Requests (Support Web Link)

## 5 Contact Us

For any additional information on the available catalog, please write to us at the following address [university@syndigo.com](mailto:university@syndigo.com)