

Google Workspace

▶ Jeff Su: [YouTube](#)

To Utilize the URL Efficiently

To Open a New Project

Type any of the following into the URL/Address Bar and it will open a new project within the selected application: [slides.new](#), [sheets.new](#), or [docs.new](#)

Edit the URL of a project

Example: <https://docs.google.com/document/d/1UbLcEysHfZiPnCmWgCjrMX9nxPVI-3d9C3w0R60EID8/edit?usp=sharing>

- to allow other users to be prompted immediately to make a copy of the doc, replace [edit](#) and everything after it with [copy](#)
- to allow other users to see a clean preview of the doc, replace [edit](#) and everything after it with [preview](#)
- to create a link that delivers a pdf download to other users, replace [edit](#) and everything after it with [export?format=pdf](#)

To Create Reminders/Bookmarks

To access Google [Keep](#):

- Click the rounded, left-pointing arrow tab in the bottom right of the screen to open the right side panel
- Click on the Google Keep icon to open the application in the side panel
- Select take a note (if accessed while working on a Docs, Sheets, or Slides project, the current project will be attached to the note automatically)
- Save the note, then hover over the note title, and click the 3-dot menu
- Select Open in Keep
- You can now add a Remind Me alert by clicking the bell icon in the bottom edge of the note and selecting a date and time

To access Google [Tasks](#):

- Click the rounded left-pointing arrow tab in the bottom right of the screen to open the right side panel
- Click on the Google Tasks icon to open the application in the side panel
- Select add a task
- Highlight and copy the url for the project you are working on currently (and subsequently any other document related to the task) and paste that into the new task
- Select a date and time to have a Remind Me alert

To Revert Changes (in Docs, Sheets, Slides)

- Select File from the top toolbar
- Select Version history
- Select See version history
- From here you can restore a previous version or rename the various versions available

Google Calendar

◆ Pocketful of Primary: [YouTube](#); The Savvy Professor: [YouTube](#); Simpletivity [YouTube](#)

To See Behind the Create an Event Window

- Create an event or click an existing event
- Hover over the top bar of that event pop-up
- Click and hold, drag and drop this event overtop of the small calendar on the upper left side (where it will stay until you save it or click to create a new event)

To Share your Calendar with Others

- Locate the section heading “My calendars” in the menu on the left
- Beneath that heading, hover over the name of the calendar you intend to share
- Select the 3-dot menu
- Select Settings and sharing
- Find Share with Specific People
- Add the people with whom you wish to share this calendar
- Select Permissions (such as “see only busy/free”)

To Utilize Events Effectively

Provide helpful tools to guests: Include attachments, links, locations, descriptions, availability markers, etc.

Create additional calendars:

- Locate the section heading Other calendars
- Select the plus sign to the right and Create New Calendar
- This new calendar can be used to declutter your main calendar, be shared with select individuals, and also allow for more specific notification and sharing settings

Zoom Chrome Extension:

- **Enable this Google Chrome Extension**
 - Click the text above to go to the Google Chrome Web Store
 - Click the blue Add to Chrome button
 - Click Add to Chrome in the pop-up window
 - You may need to close any Google Calendar tabs you have open before utilizing the extension
- Open a new Calendar tab, and create an event or click an existing event
- Select the Add video conferencing dropdown and select Zoom or select Make it a Zoom Meeting in the lower right corner

To Expedite Finding a Time To Meet

Create a Booking Schedule:

- Create a new event
- Select Appointment schedule
- Select Time frame
- Set up the schedule with duration, general availability, repetition, days and availability, scheduling window, adjust availability, appointment settings, calendar selection, and co-hosts
- Include title, photo and name, location and conferencing, description, booking form, confirmation, and/or reminder

Find a Time Feature:

- Create an event for the date you wish to find a time to meet, or a date that is at the beginning of a time frame wherein you'd like to schedule a meeting

- Select More options
- Select the Find a time tab
- Add guests
- Select the blue suggested times

To Receive Daily Agenda Emails

- Locate the calendar for which you would like to receive daily agenda emails
- Hover over the name of the calendar and select the 3-dot menu
- Select Settings and sharing
- Locate other notifications
- For the Daily Agenda option, select email (this will only compile events for the day for that single calendar; separate calendars with this enabled will send separate emails)

To Duplicate/Copy Events

- Select the event you wish to duplicate/copy
- Select the 3-dot menu in the top right corner of the event window
- Select whether to Duplicate the event or Copy the event to another calendar
- Change the date and/or time and any additional info

To Restore Deleted Events

- Select the gear icon in the upper right corner
- Select Trash
- View the trash for the specific calendar by selecting the calendar name in the menu on the left
- Select the check box to the left of the event(s) you wish to restore (these are available only for 30 days), and then click the curved undo arrow that appears near the top to restore the event(s)

Keyboard Shortcuts

View multiple specific days: Click and drag on mini calendar to see a selected period of dates

Enable keyboard shortcuts:

- Select the gear icon in the upper right corner
- Select Settings
- Select Keyboard Shortcuts in the menu on the left
- Select the checkbox beside Enable keyboard shortcuts
- Return to your main calendar and press the shift and ? keys to view the guide,
or [click here to view the guide](#)

Actions:

Create event - c
 Edit event - e
 Delete event - Backspace or Delete
 Undo last action (if possible) - Ctrl + z or z
 Back to calendar view - Esc
 Save event - Ctrl + s or Ctrl + Enter

Navigation:

Previous period - p or k
 Next period - n or j
 Today - t
 Go to date - g

Views:

Day view - 1 or d
 Week view - 2 or w
 Month view - 3 or m
 Custom view - 4 or x
 Schedule view - 5 or a
 Year view - 6 or y

Google Docs

► Jeff Su: [YouTube](#); Tasia Custode: [YouTube](#); Pocketful of Primary: [YouTube](#)

To Utilize Voice to Text

- Select tools in the top toolbar
- Select voice typing
- Click the microphone in the new pop-up window to begin transcription, then click it again to end
- Your dictation should appear relatively accurately, and you can include punctuation with the name of the symbol you wish to use

To Insert Drawings

- Select Insert in the top toolbar
- Select Drawing
- Select New
- Hover over the down arrow to the left of the T₊ symbol, and select Scribble
- Use your cursor or touch screen to draw
- Select Save and close

To Utilize the @ Command (type @ without a space and then select from the pop-up menu)

People: This will suggest NMU employees with whom you have interacted recently; you can also type out the username of an individual and hit enter for it to link an information card about that person to their name

Smartchips:

- Date - to select a date which will link to the corresponding date on your Google Calendar
- Dropdown - to create a dropdown menu
- Placeholder Chip - to create a formatted placeholder link that acts as a preview for specific Smartchips

Building Blocks:

- See All Building Blocks - to open a new panel to the right that allows you to browse the options for Building blocks
- ★ Meeting Notes - to create a formatted document that allows you to select an event from your Google Calendar for which it will auto populate links to the Calendar Date, the Calendar Event, as well as list the guests who have RSVP'd to the event, and space for Notes and Action Items — *(very useful for taking meeting minutes)*
- Email Draft - to create an email template page that can be shared with others prior to sending; creates fields for To:, Cc:, Bcc:, Subject, and body of the email message; after you complete this template, you can click the blue email logo in the upper left corner to preview it in Gmail
- Simple Decision Log - to create a simple table that includes columns for Topic, Decision, Owner, and Status
- Detailed Decision Log - to create a more detailed table that includes columns for Added by, Topic, Decision, Notes, Owner, Status, and Last Updated
- Product Roadmap - to create a simple table that includes columns for Project, Status, Related files, and Notes
- Review Tracker - to create a simple table that includes columns for Reviewer, Status, and Notes

Files: This will suggest recently-opened files across the Google Workspace; you can directly link to another file

Calendar Events: This will suggest upcoming Google Calendar events that appear on your calendar(s); you can directly link to an event

To Utilize Pageless Format

- Select Format in the top toolbar
- Select Switch to Pageless Format
- This format ignores page dimension constraints
- This format allows for Collapsible Headings if you create headings
 - highlight the text you wish to make a heading then select the down arrow beside the words Normal Text in the top toolbar,
 - or you can type # without a space following and then words you wish to be the heading; the more # you put before the text, the smaller the heading format it will create

Fonts and Text Tips

To create a default style for heading text:

- Highlight the text you wish to format to suit the needs of a title, heading, or sub heading
- Format this text to your suit your preference
- Select the Normal Text/Heading Drop Down arrow in the top toolbar, located between the Zoom percentage and the Font selection dropdown
- Select the type of heading you want to adjust to match the current selected text
- Select the option that lists your desired format (Update to Match Title/Subtitle/Heading 1/Heading 2/Heading 3 etc.)
- Continue this process until you have updated each of the appropriate text formats
- Deselect all text then select the Heading Drop Down arrow
- Select Options
- Select Save as my default styles

Copy Heading as a Link:

- Highlight the heading for which you wish create a link
- Right click
- Select Copy Heading Link
- Insert as typical link in an email or into other documents, which can be access by those with whom that document is shared

To Utilise the Suggest Edits Function

To Enable the Function:

- Select the down arrow beside the word Editing (may also appear as Viewing) in the top right corner
- Select Suggesting
- This function will visualize the edits you suggest in the document

To Review Suggestions:

- Select Tools in the top toolbar
- Select Review suggested edits
- Here you can preview all suggested edits

To Bypass the Extra PDF Download Step when Sharing Documents

To send a PDF without downloading a copy first:

- Select File in the top toolbar
- Select Email
- Select Email this file
- Input info (including send copy to self) and select file type before sending

To send an email to contributors:

- Select File in the top toolbar
- Select Email
- Select Email collaborators

- Input info (including send copy to self) before sending

To Create a Customized “Autocorrect”

- Select Tools in the top toolbar
- Select Preferences
- Select Substitutions
- Add substitutions you wish to make (these can be common acronyms that will auto-edit to become the full title for that acronym, or they can be substitutions for words that you know you often misspell)
- Deselect the checkboxes beside the substitutions you don't wish to use, and then select OK

Formatting Tips

Alter capitalization:

- Select Format
- Select Text
- Select Capitalization
- Choose from lowercase, UPPERCASE, or Title Case

Change the orientation of pages (portrait or landscape):

- Select all text/objects on the page
- Select Format
- Select Page orientation
- Choose whether to change the orientation for the whole document or just the selected page
- Select the orientation and then select OK















To Grab Text from an Image

- Save an image with text to Google Drive (must be a .jpg or .png file type)
- Save a copy of that image (following this process will alter the file you select)
- Right click on the image copy in the drive
- Select Open With
- Select to open in Google Docs
- You should now be able to highlight and copy the text

Google Docs shortcut keys for Windows

Common Actions

Action	Windows shortcut keys
	 
Cut	Control-X
	 
Copy	Control-C
	 
Paste	Control-V
	  
Paste without formatting	Control-Shift-V
	 
Undo the last action	Control-Z
	  
Redo the last action	Control-Shift-Z
	 
Insert or edit link	Control-K
	 
Open link	Alt-enter
	 
Show common keyboard shortcuts	Control-Forward slash

	 
Save (saves are automatic)	Control-S
	 
Print	Control-P
	 
Open	Control-O
	 
Find	Control-F
	 
Find and replace	Control-H
	 
Find again	Control-G
	  
Find previous	Control-Shift-G
	  
Hide the menus (compact mode)	Control-Shift-F
	 
Insert page break	Control-enter
	  or   
Search the menus	Alt-Forward slash or alt-Shift-Z
	 
Repeat last action	Control-Y

Google Drive

► Burn to Learn: [YouTube](#); Simpletivity: [YouTube](#); Jeff Su: [YouTube](#); Tasia Custode: [YouTube](#)

Templates Tips

New Template:

- Create or find a document that serves a common yet specific purpose
- Save a copy of it and rename that copy in a designated templates folder
- Open that new file and remove or replace frequently edited text/objects with placeholders (e.g. [Student Name Here] or [Today's Date Here])
- Save and potentially share the template
- The next time you need to create a file for this purpose, you will have a template ready (make sure that you get into the habit of making a copy of that template before you edit it—that way you can avoid listing or saving over the template file)

Google Templates:

- From your main Google Drive screen, click the + New button in the top left
- Click the right pointing arrow beside the application you want to use
- Select From a template
- Scroll through the available templates and select the one that appeals to you for your task
- Save this template to a templates folder or edit this template to better suit your needs before saving to a templates folder
- The next time you need to create a file for this purpose, you will have a template ready (make sure that you get into the habit of making a copy of that template before you edit it—that way you can avoid listing or saving over the template file)

To Manage the Versions of a File

- Right click on a file in your drive
- Select File information
- Select Manage versions (the sharing settings of a file prevent this option... I am uncertain why)
- This will allow you to replace the file with a version that has been updated elsewhere, but will retain the title and all sharing settings of the original drive file

To Organize Folders

Change the folder color:

- Right click on the folder you want to recolor
- Select Change Color
- Select the preferred color option

Insert Emojis into folder/file names:

- Right click on the folder/file you wish to rename
- Enter a new name
- Right click within the text box
- Select Emoji
- Select your emoji and save the name
(with an emoji at the beginning of the name, Drive will sort this file at the top of alphabetical lists)

To Search Google Drive within the Google Chrome URL/Address Bar

- Select the 3-dot menu in the top right corner of the Google Chrome window
- Select Settings

- Select Search engine in the menu on the left
- Select Manage search engines and site search
- Locate the section titled Site Search
- Select Add
- For Name, type Google Drive
For Shortcut, type drive
For URL with %s in the place of query, type <https://drive.google.com/drive/u/0/search?q=%s>
- Click Add
- Now, in the URL bar of any Google Chrome tab:
 - Type drive
 - Press the Tab key
 - Type the keywords you want to search for in your Google Drive and press Enter/Return
 - or you can begin typing keywords and then select any of the suggested files that appear in the dropdown below the search bar

Gmail

► Charles Kerr: [YouTube](#)

To Organize Mail Inboxes

Multiple Inboxes:

- Select the gear icon in the top right corner
- In the right menu, select Inbox Type: Multiple Inboxes
- Select Customize
- Locate the section titled Multiple inbox
- Select Learn More
- In section 5, click [search criteria](#) (this will showcase many filtering options)
- Recommended Options:
 - For Search Query, type from:[the email address of the individual whose emails are of importance here] (example: from:kbuhrman@nmu.edu)
For Section Name, type [the name of the individual or their email address] (example: kbuhrman)
 - For Search Query, type has:Attachments
For Section Name, type Attachments
 - For Search Query, type “[key phrase here]” (example: “Information Request”)
For Section Name, type [that same key phrase here] (example: Information Request)
 - For Search Query, type +[one keyword] (example: +survey)
For Section Name, type [that same keyword here] (example: Survey)

Unread First:

- Select the gear icon in the top right corner
- In the right menu, select Inbox Type: Unread First
- Now your Gmail Inbox will show a top section for unread messages, and a lower section for read messages still in the inbox

To Create Labels

- In the menu on the left, locate the section titled Labels
- Select the plus button to the right
- Give the Label a title and click create
- In the main inbox, Click the selection box to the left of any email(s)
- Locate the label you just created in the menu to the left
- Drag and drop the check-marked emails into the label you just created; the email(s) will be removed from the inbox and filed within that label on the left

To Create Tasks

- Open an email
- In the top toolbar for that email, click the icon that is the circle with a check mark and plus sign
- A menu will appear to the right, a new Task will be created, and this task will contain a link to this email
- Add a date and time if you want a Remind Me alert

Google Sheets

► Simplicity: [YouTube](#); Jeff Su: [YouTube](#)

To Efficiently Create Sequences within Columns

For numbers, days of the week, Months, or Seasons listed in a predictable and repeated order:

- Input first two instances of the order in the desired column
- Hover over bottom right most corner of the cells until you see a X/cross-shape appear
- Click, drag, and drop the black X/cross-shape for the desired duration of the order

For single-letter alphabetical sequences:

- Input the following Function/Formula in the first cell of the column
`=Arrayformula(Char(64+(Row(A1:A26))))`
Replace the **A1:A26** section with the sequence of cells in which you wish the alphabet to appear
- Click the Enter/Return key

To Quickly Clean-up Data

- Select Data in the top toolbar
- Select Data cleanup
- Select from Cleanup suggestions, Remove duplicates, or Trim whitespace

To Learn Time-saving Functions/Formulas

Kevin Stratvert: [click here to watch on YouTube](#)

Flipped Classroom Tutorials: [click here to watch on YouTube](#)

Better Sheets: [click here to watch on YouTube](#)

To Convert Data to a Table

- Select all data (do not select the entire spreadsheet, this will create too many unnecessary columns and rows)
- Right click within the data selected
- Select Convert to table

To Separate Data into New Columns

- Begin with one column which has the data combined so long as there is a recurring separator (comma, semicolon, period, space, or custom)
- Copy this combined data into the next column
(this next column will contain the data that appears before the recurring separator, and each column after it will contain the data that appears after the separator)
- Select the copied data
- Select Data in the top toolbar
- Select Split text to columns
- Select the correct separator

To Utilize the @ Command (type @ without a space and then select from the pop-up menu)

People: This will suggest NMU employees with whom you have interacted recently; you can also type out the username of an individual and hit enter for it to link an information card about that person to their name

Files: This will suggest recently-opened files across the Google Workspace; you can directly link to another file

Dates: This will suggest Date (to select a custom date), Today's Date, Tomorrow's Date, and Yesterday's Date; all selections will create a link to that date on your Google Calendar

Calendar Events: This will suggest upcoming Google Calendar events that appear on your calendar(s); you can directly link to an event

Components: This will suggest inserting Tables, Dropdowns, or Ratings into the spreadsheet

Media: This will suggest inserting an emoji into the current cell

To Create a Link to Specific Data












- Select a column of data
- Right click within that column
- Select View more column actions
- Select Get link to this range






To Highlight/Recolor Spreadsheet Tabs

- Select the tab you'd like to recolor (or cmd/ctrl + click to highlight multiple tabs)
- Right click on the selected tab(s)
- Select Change color

Google sheets shortcut keys for Windows

20 most useful shortcuts

Action	Shortcut keys
 Select all	 A or  
 Undo	 Z
 Redo	 Y or  
 Find	 F
 Save	 S
 Open	 O
 Print	 P
 Copy	 C

 Cut	 X
 Paste	 V
 Show common keyboard shortcuts	 /
 Strike through	 alt  5
 Insert link	 K
 Insert time	 ;
 Insert date	 ;
 Clear formatting	 \
 Moving to beginning of row	 home
 Move to beginning of sheet	 
 Move to end of row	 end
 Move to end of sheet	 

Google Slides

► Tasia Custode: [YouTube](#); Pocketful of Primary: [YouTube](#)

To Create Guide Lines when Designing Slides

- If you do not see a ruler at the top and left edges of the space surrounding the current presentation slide, Select View in the top toolbar and select Show ruler
- Hover over the top or left ruler
- Click and drag from either ruler (top ruler: drag downward, left ruler: drag rightward) to create a guide line to mark where items can be placed to stay in alignment with others, or to keep a consistent frame of blank space at the outer edges of a slide (which is helpful if you are uncertain of the dimensions of the screen on which this presentation will be viewed)

To Insert Specific .gifs

Insert .gifs via url:

- Go to [giphy.com](#)
- Search for a keyword
- Click on the .gif you wish to use
- Click the chain link icon for the “Copy Link” option
- Go back to your presentation and select Insert in the top toolbar
- Select Image
- Select By url
- Paste the url from giphy.com
- Click Insert image

Insert .gifs via Slides search function:

- Select Insert in the top toolbar
- Select Image
- Select Stock & Web
- From the menu on the right, select from Stock Images, Gifs, Stickers, Google Images
- Use the search function to find the right image
- Click the image you wish to use

To Insert Slides from Other Presentations

- Open the presentation that contains the slide(s) you'd like to copy.
- Right click on the slide(s) you wish to copy
- Open the presentation where you would like to insert the slide(s)
- Hover over the space above, below, or between two slides where you want to insert the slide
- Right click
- Select Paste
(this method should paste the slide while still abiding by the theme choice of the new presentation; you can also select Paste Without Formatting to create an exact duplicate slide)

To Group Objects on a Slide

- Select all of the items on a slide that you would like to keep locked in a group, in relation to each other
- Right click within the selection
- Select Group
- Click on any of the items and it should also select the other items with which you grouped it

To Add Video Timers

- Select Insert in the top toolbar
- Select Video
- Select Search
- Search for the time duration you wish to abide by and select a video that seems to fit your needs
- Insert and then preview the video to make sure there isn't any surprise aspects of the video you did not anticipate from the thumbnail and description (you can then edit the format of the video with playback timestamps, play on click option, mute option, size and rotation, position, and drop shadow effect)

To Create a Table of Contents Slide

- Insert a new slide near the beginning of the presentation
- On the new slide, insert a table or a selection of images which will become clickable and link to different slides to follow
- For Images:
 - Select the image you wish to make clickable
 - Select Insert in the top toolbar
 - Select Link (sometimes this is unavailable... I'm not sure why)
- For Text:
 - Highlight the text you wish to make clickable
 - Right click
 - Select Link
- You will have the option to link to outside files, but with the search function, you can seek the correct slide in the presentation, or you can select Slides in this Presentation to search from only the slides in the presentation
- Repeat this process until you have a full slide that can serve as a clickable table of contents; when sharing this presentation, your audience will be able to navigate more efficiently

To Crop an Image to a Shape

































- Select the image you want to crop
- In the top toolbar, select the dropdown with the Crop icon (two opposite facing arrowheads which overlap a bit at the ends)
- Select from Shapes, Arrows, Callouts, or Equations to choose the shape into which you wish to crop the image

To Share Parts of a Presentation

- Select all the slides you wish to share with someone else (ctrl + click to select multiple)
- Select File in the top toolbar
- Select Make a copy
- Select Selected Slides
- Rename the copy file, select which folder to save it to, and choose whether to select Share it with the same people, and/or Remove all speaker notes
- Select Make a copy

Google Slides shortcut cheat sheet

www.brightcarbon.com

	Undo	Ctrl + Z		Group	Ctrl + Alt + G
	Redo	Ctrl + Y		Ungroup	Ctrl + Alt + Shift + G
	Cut	Ctrl + X		Bold	Ctrl + B
	Copy	Ctrl + C		Italic	Ctrl + I
	Paste	Ctrl + V		Underline	Ctrl + U
	Paste without formatting	Ctrl + Shift + V		Toggle bulleted list	Ctrl + Shift + B
	Duplicate objects	Ctrl + D		Find and replace	Ctrl + H
	Move on a straight axis	Shift + 		Add new slide	Ctrl + M
	Keep aspect when resizing	Shift + 		Duplicate slide	Ctrl + D
	Rotate by 15° increments	Shift + 		Run slideshow from the beginning	Ctrl + Shift + F5
	Multiple object select	Ctrl or Shift + 		Run slideshow from current slide	Ctrl + F5
	Select all	Ctrl + A		Add comment	Ctrl + Alt + M
	Zoom in	Ctrl + Alt + +		Bring object forward	Ctrl + ↑
	Zoom out	Ctrl + Alt + -		Send object backwards	Ctrl + ↓