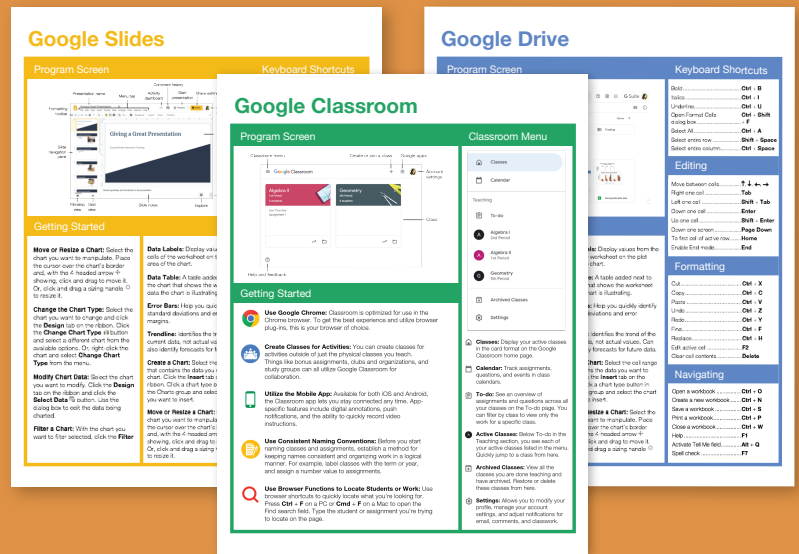


# G Suite™ For Teachers



## FREE QUICK REFERENCE BUNDLE



[Google Classroom](#)



[Google Meet](#)



[Google Docs](#)



[Google Sheets](#)



[Google Drive](#)



[Google Slides](#)

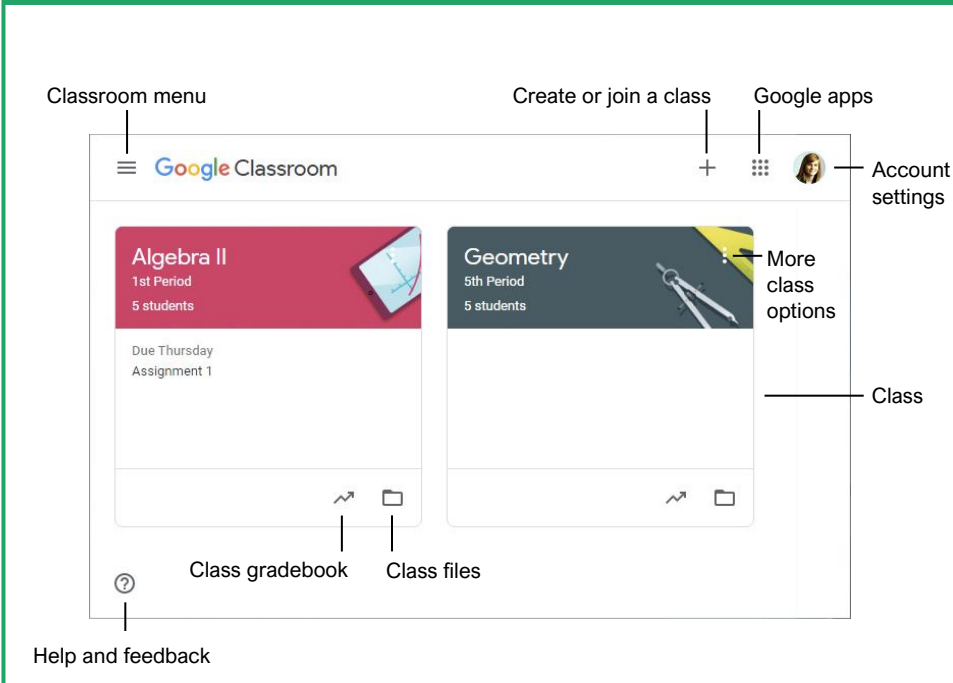


Click the [links](#) to jump to a topic

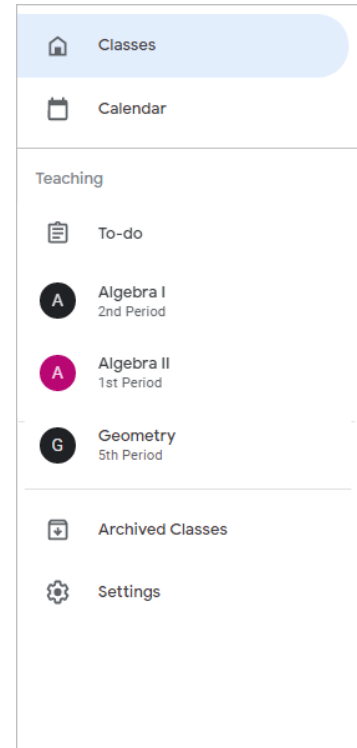


# Google Classroom: Teachers Cheat Sheet

## The Google Classroom Screen



## The Classroom Menu



## Classroom Fundamentals

**Sign In to Google Classroom:** Navigate to [Classroom.Google.com](https://classroom.google.com) in a browser window. Click **Go to Classroom**, then enter your Google account email address and click **Next**. Enter your Google account password and click **Next**.

**View and Modify Classroom Settings:** Click the **Menu** ≡ button and select **Settings**. From here you can adjust the Google Classroom settings, modify your profile, manage account settings, and adjust notifications for email, comments, and classwork.

## Helpful Tips



**Use Google Chrome:** Classroom is optimized for use in the Chrome browser. To get the best experience and utilize browser plug-ins, this is your browser of choice.



**Create Classes for Activities:** You can create classes for activities outside of just the physical classes you teach. Things like bonus assignments, clubs and organizations, and study groups can all utilize Google Classroom for collaboration.



**Utilize the Mobile App:** Available for both iOS and Android, the Classroom app lets you stay connected any time. App-specific features include digital annotations, push notifications, and the ability to quickly record video instructions.



**Use Consistent Naming Conventions:** Before you start naming classes and assignments, establish a method for keeping names consistent and organizing work in a logical manner. For example, label classes with the term or year, and assign a number value to assignments.



**Use Browser Functions to Locate Students or Work:** Use browser shortcuts to quickly locate what you're looking for. Press **Ctrl + F** on a PC or **Cmd + F** on a Mac to open the Find search field. Type the student or assignment you're trying to locate on the page.

**Classes:** Display your active classes in the card format on the Google Classroom home page.

**Calendar:** Track assignments, questions, and events in class calendars. For each class, you and your students can view work in a calendar view.

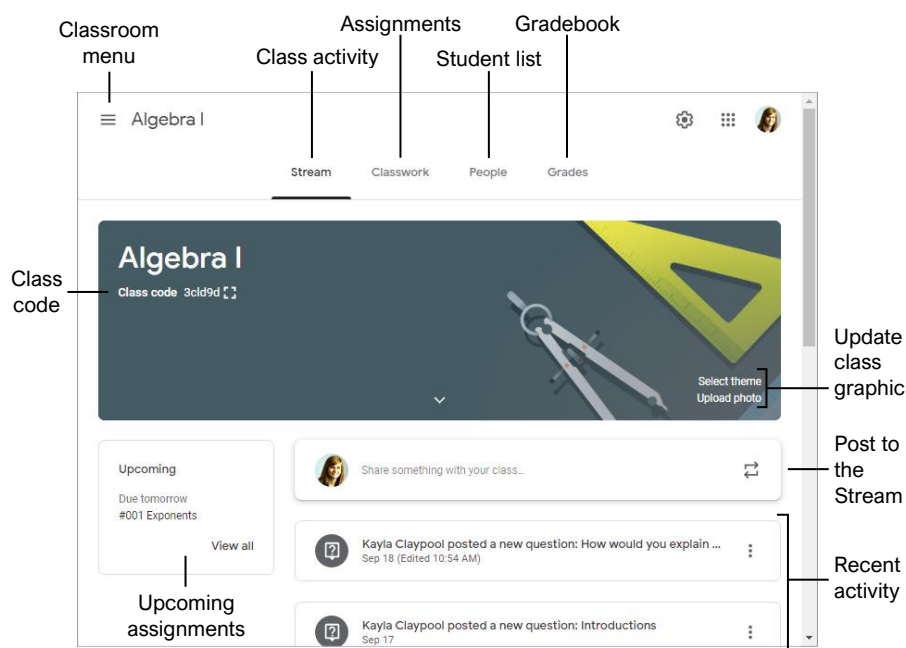
**To-do:** See an overview of assignments and questions across all your classes on the To-do page. You can filter by class to view only the work for a specific class.

**Active Classes:** Below To-do in the Teaching section, you see each of your active classes listed in the menu. Quickly jump to a class from here.

**Archived Classes:** View all the classes you are done teaching and have archived. Restore or delete these classes from here.

**Settings:** Allows you to modify your profile, manage your account settings, and adjust notifications for email, comments, and classwork. The settings here are Classroom-wide settings that affect all the classes you teach.

## The Class Screen



## Manage the Classroom

**Create a Class:** On the Google Classroom homepage, click the **+** button and select **Create class**. Fill in the class information, then click **Create**.

**Apply a Class Theme:** On the class Stream page, click **Select theme**. Choose a theme category, choose a theme, then click **Select class theme**.

**Share a Class Code:** View it on the class Stream page. Or, click the **Settings** button, then on the Class settings page, click the **Class code** list arrow, and select **Display**. Any student with this code can join the class.

**Send an Email Invitation:** Click the **People** tab, then click the **Invite students** button. Type the name of the student you want to add to the class, then click **Invite**.

**Remove Students from a Class:** On the People page, select the check box for the student(s) you want to remove. Click the **Actions** list arrow, select **Remove**, then click **Remove**.

**Invite an Additional Teacher:** From the People page, click the **Invite teachers** button. Type the name of the teacher you want to add to the class, then click **Invite**.

**Modify Class Settings:** Click the **Settings** button, modify the class settings, and click **Save**.

**Delete a Class:** On the Google Classroom homepage, click the **More** button for the class you want to delete, select **Archive**, then click **Archive**. Click the **Menu** button and select **Archived Classes**. Click the class' **More** button, select **Delete**, then click **Delete**.

## Assignments

**Create an Assignment, Quiz, Question, or Material:** Click the **Classwork** page, click the **Create** button, and select the type of classwork you want to create. Fill in the details, then click the button at the bottom-right of the dialog box.

**Grade an Assignment or Quiz:** Click the **Grades** tab and fill in the student grades for an assignment. Click the assignment's **More** button in the column heading, select **Return all**, and click **Return**.

**Grade a Question:** You can grade from the Grades page, or, on the Classwork page, click the question you want to grade and click **View Question**. Click a student's name to view their response and leave a comment. If necessary, click **Close** to return to the summary view. Click in the grade field for the student you want to grade and type in a grade. Click **Return**, then click **Return** again.

## Communication

**Post an Announcement:** On the Stream page, click in the **Share something with your class** field. Type your announcement and click **Post**.

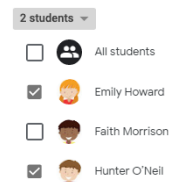
**Email Students:** Click the **People** tab, then select the students you want to email. Click the **Actions** button and select **Email**. Populate the email and click **Send**.

**Invite Guardians:** Click the **People** tab, then click **Invite Guardians** next to a student's name. Enter the guardian(s) email and click **Invite**. Click **Add class** to turn on email summaries or **No thanks** to keep them off.

**Email Guardians:** Click the **People** tab, then click the **Email All Guardians** button. Populate the email and click **Send**.

## Time Savers

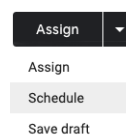
### Assign Work to Specific Students:



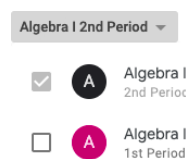
When creating an assignment, click the **All Students** button. Select only specific students to differentiate assignments or vary group work.

### Schedule an Assignment:

Create your assignments up-front and schedule them to be posted on a specified date. In the Assignment dialog box, click the **Assign** button's list arrow and select **Schedule**.



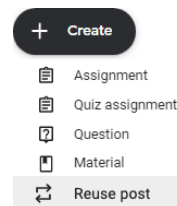
### Use Assignments in Multiple Classes:



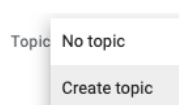
Create an assignment once and post it to multiple classes. In the Assignment dialog box, click the **Class** button and select the classes to which you want to post the assignment.

### Reuse Assignments:

If there's an assignment you've already posted, either in this class or a different one, reuse it. On the Classwork page, click the **Create** button and select **Reuse post**.



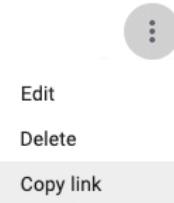
### Organize Work Using Topics:



Group related work into topics to keep classwork organized. In the Assignment dialog box, click the **Topic** list arrow and select **Create topic**.

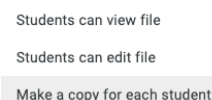
### Send Links to Assignments:

Refer students to an assignment by sending a direct link to it. On the Classwork page, click the assignment's **More** button and select **Copy link**.



### Save Unique Copies of Assignment:

Ensure students don't overwrite your document by creating a copy for each student. After selecting a file in the Assignment dialog box, click the **Students can view file** list arrow and select **Make a copy for each student**.





# Google Classroom: Students

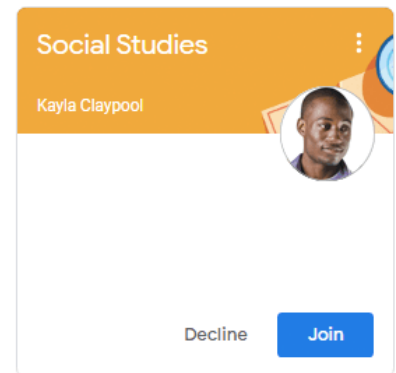
## Quick Reference Guide

### Sign-in to Classroom

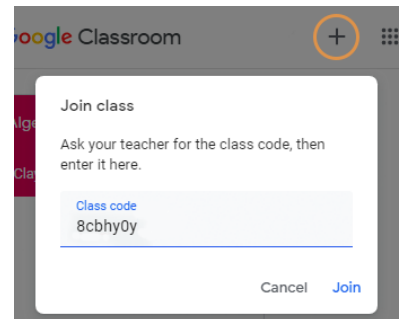
Navigate to **classroom.google.com** in a browser window. Click the **Go to Classroom** button, then enter your Google account email address and click **Next**. Enter your Google account password and click **Next**. You are brought to the Google Classroom home page and will see your profile picture at the upper-right corner, if you have one.

### Join a Class

If invited by a teacher, click **Join** on the class tile that appears on the Google Classroom page.



If entering a class code from a teacher, click the **Join a class** button, enter the class code, and click **Join**.



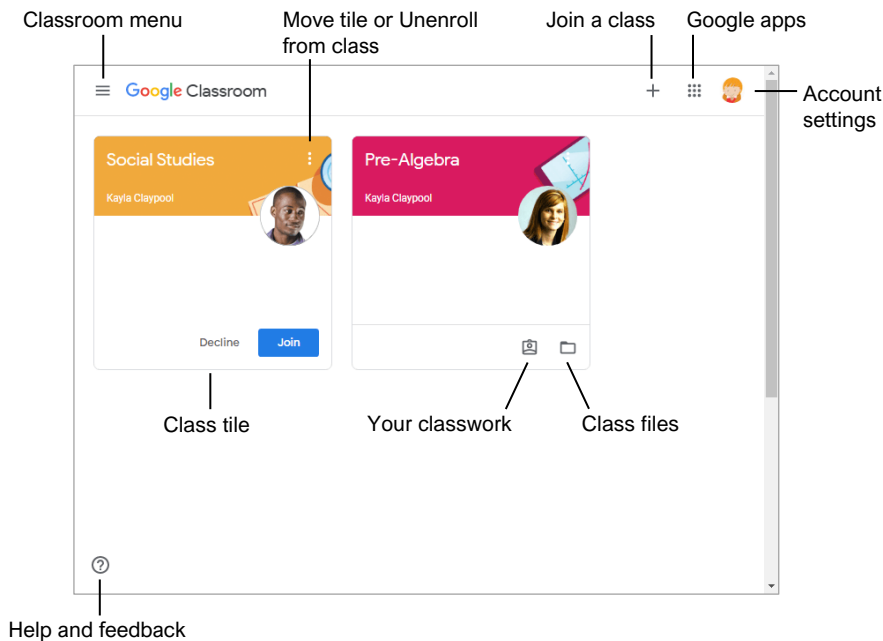
### Google Drive

Your Google Drive is connected to your Google Classroom account. A Classroom folder is automatically created for you in your drive at **drive.google.com**.

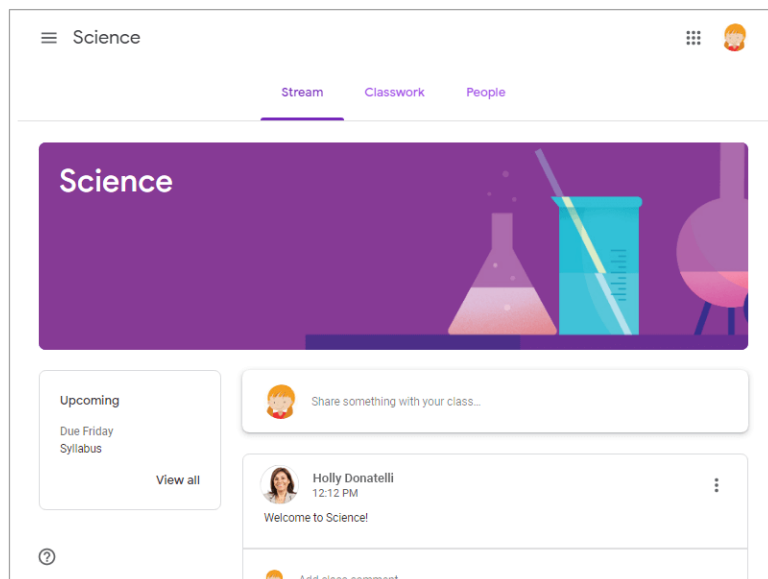
### Commenting

Class comments are visible to everyone in the class. Private comments posted are only visible to the teacher.

## The Google Classroom Screen



## The Class Screen



**The Stream page:** Shows all the class activity, including upcoming assignments that are due and any recent posts from the teacher or other students.

**The Classwork page:** Where you go to view and complete any assignments for the class.

**The People page:** Shows your teacher and a list of all your classmates.

## The Assignment Screen

This screenshot shows the assignment interface. On the left, labels point to the 'Due date' (Due Nov 1), 'Assignment Instructions' (Read chapter 1 and answer the questions.), and 'Comments visible to the class' (Add class comment...). The main content area shows the assignment title, points (20 points), and the teacher's name (Kayla Claypool). On the right, the 'Your work' section shows the assignment status as 'Assigned', a list of files attached by the teacher (Emily Howard - #001 Chapter 1 Questions, Google Docs), and buttons to '+ Add or create' and 'Turn in'. Below this, the 'Private comments' section shows a button to 'Add private comment...'.

Due date — Due Nov 1

Assignment Instructions — Read chapter 1 and answer the questions.

Comments visible to the class — Add class comment...

Assignment status — Assigned

Files attached by the teacher — Emily Howard - #001 Chapter 1 Questions, Google Docs

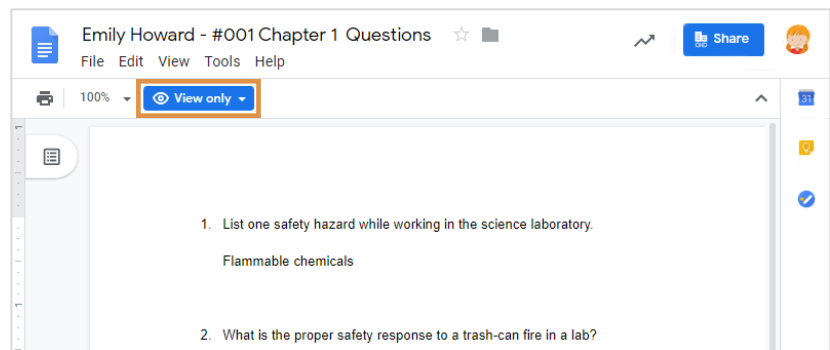
Attach additional files — + Add or create

Turn in the assignment — Turn in

Comments only visible to the teacher — Add private comment...

## Document Sharing

Once an assignment is turned in, it becomes a view-only file. Ownership of the document switches to the teacher to prevent changes. You will still be able to see your responses, but you lose editing abilities.



## Unsubmit Assignments

This screenshot shows the assignment interface after the assignment has been turned in. The 'Your work' section now shows the status as 'Turned in' and a button to 'Unsubmit'. The 'Private comments' section is also visible.

Due Nov 1

#001 Chapter 1 questions

20 points

Kayla Claypool 3:20 PM

Read chapter 1 and answer the questions.

Class comments

Add class comment...

Your work

Turned in

Unsubmit

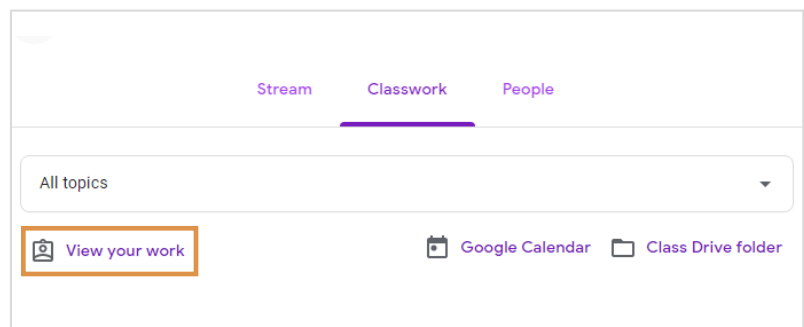
Private comments

Add private comment...

If the teacher has allowed it, an Unsubmit button appears after work is turned in. Unsubmit the assignment to gain back editing rights and make changes before the due date.

## View Your Assignments

If the teacher displays grades in Google Classroom, you can check grades on the View your work page. Click the **Classwork** tab, then click **View your work**. This page displays all your assigned classwork with due dates, as well as the status or grade received.

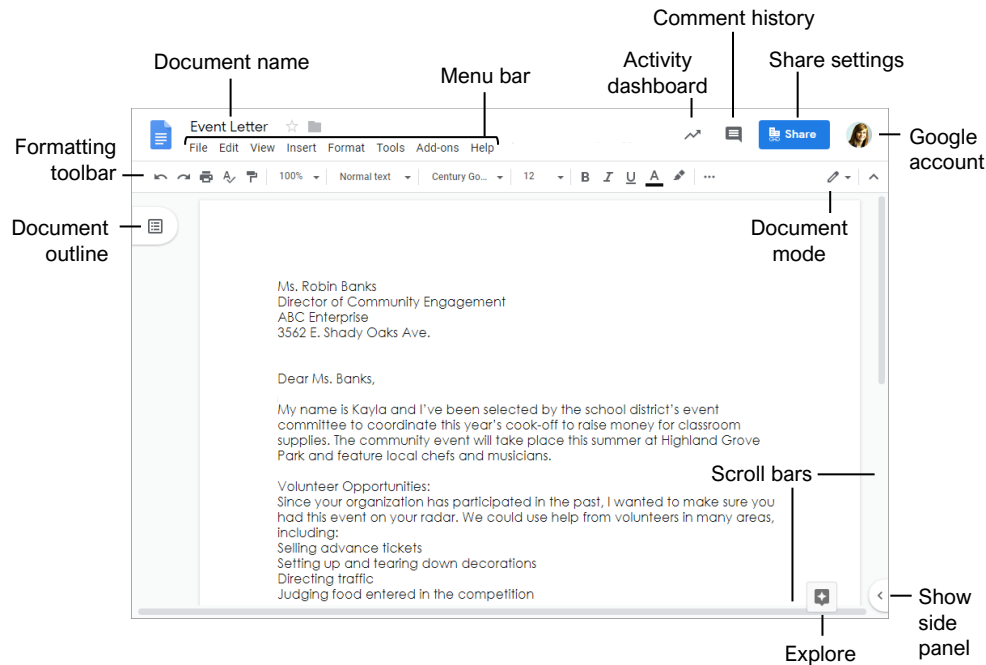




# Google Docs

## Quick Reference Guide

### The Google Docs Screen



### Keyboard Shortcuts

#### General

Open .....	<b>Ctrl + O</b>
Jump to start.....	<b>Ctrl + Home</b>
Jump to end.....	<b>Ctrl + End</b>
Find .....	<b>Ctrl + F</b>
Print .....	<b>Ctrl + P</b>
Search the menus.....	<b>Alt + /</b>
Hide the menus.....	<b>Ctrl + Shift + F</b>

#### Editing

Cut .....	<b>Ctrl + X</b>
Copy .....	<b>Ctrl + C</b>
Paste .....	<b>Ctrl + V</b>
Paste without formatting.....	<b>Ctrl + Shift + V</b>
Undo.....	<b>Ctrl + Z</b>
Redo.....	<b>Ctrl + Y</b>
Select all .....	<b>Ctrl + A</b>
Insert or edit a link.....	<b>Ctrl + K</b>
Insert a page break .....	<b>Ctrl + Enter</b>

#### Formatting

Bold .....	<b>Ctrl + B</b>
Italics .....	<b>Ctrl + I</b>
Underline .....	<b>Ctrl + U</b>
Strikethrough .....	<b>Alt + Shift + 5</b>
Superscript .....	<b>Ctrl + .</b>
Subscript .....	<b>Ctrl + ,</b>
Align left.....	<b>Ctrl + Shift + L</b>
Align center .....	<b>Ctrl + Shift + E</b>
Align right .....	<b>Ctrl + Shift + R</b>
Justify .....	<b>Ctrl + Shift + J</b>
Increase indent .....	<b>Ctrl + ]</b>
Decrease indent.....	<b>Ctrl + [</b>
Insert a numbered list.....	<b>Ctrl + Shift + 7</b>
Insert a bulleted list .....	<b>Ctrl + Shift + 8</b>
Increase font size .....	<b>Ctrl + Shift + &gt;</b>
Decrease font size .....	<b>Ctrl + Shift + &lt;</b>
Copy formatting .....	<b>Ctrl + Alt + C</b>
Paste formatting.....	<b>Ctrl + Alt + V</b>
Clear formatting .....	<b>Ctrl + \</b>

#### Comments and Tools

Insert a comment .....	<b>Ctrl + Alt + M</b>
Spelling check.....	<b>Ctrl + Alt + X</b>
Word count .....	<b>Ctrl + Shift + C</b>
Dictionary .....	<b>Ctrl + Shift + Y</b>

### Docs Fundamentals

**Create a Document from Google Drive:** In Google Drive, click the **New** button and select **Google Docs**.

**Open a Google Doc:** Click **File** on the menu bar, select **Open**, then navigate to the file you want to open. Select the document and click **Open**.

**Rename a Document:** Click in the document name field at the top of an open document. Type a name and press **Enter**.

**Star a Document:** Click the **Star** ☆ button next to the document name. The file appears in the **Starred** section of Google Drive.

**Copy a Document:** Click **File** on the menu bar and select **Make a copy**. Enter a name for the copied document and specify the folder where you want to save it. Click **OK**.

**Move a Document:** Click **File** on the menu bar and select **Move to**. Navigate to the folder where you want to move the document and click **Move here**.

**Delete a Document:** Click **File** on the menu bar and select **Move to trash**.

**Print:** Click **File** on the menu bar, select **Print**, specify the print settings, and click **Print**.

### Docs Fundamentals

**Search Help Topics:** Click **Help** on the menu bar and select **Docs Help**. Type a keyword or phrase in the Search Help field and press **Enter**. Select the desired help topic.

### Edit a Document

**Select a Word:** Double-click a word to select it.

**Select a Block of Text:** Click and drag across the text you want to select; or, click at the beginning of a text block, hold down the **Shift** key, and click at the end of a text block.

**Select a Paragraph:** Triple-click in the left margin next to the paragraph you want to select.

**Select Everything:** Click **Edit** on the menu bar and click **Select all**, or press **Ctrl + A**.

**Edit Text:** Select the text you want to replace and type a new word or phrase to replace it.

**Correct a Spelling or Grammar Error:** Manually make the correction; or, right-click the error and select a suggestion from the menu.

**Ignore a Spelling or Grammar Error:** Right-click the error and select **Ignore** or **Ignore All**.



## Edit a Document

**Copy and Paste:** Select the text you want to copy, click **Edit** on the menu bar, and select **Copy**. Click where you want to paste the text, then click **Edit** on the menu bar, and select **Paste**.

**Cut and Paste:** Select the text you want to cut, click **Edit** on the menu bar, and select **Cut**. Click where you want to paste the text, then click **Edit** on the menu bar, and select **Paste**.

**Insert a Page Break:** Place the text cursor where you want the page break, click **Insert** on the menu bar, select **Break**, then select **Page break**.

**View Word Count:** Click **Tools** on the menu bar and select **Word count**.


**Find Text:** Click **Edit** on the menu bar and select **Find and replace**. Enter a word or phrase in the **Find** field and click **Next** to jump to the first occurrence in the document.

**Replace Text:** Click **Edit** on the menu bar and select **Find and replace**. Enter a word or phrase in the **Find** field, then enter the text that will replace it in the **Replace with** field. Click **Replace** or **Replace all**.



## Format Text and Paragraphs

**Change the Font:** Select the text you want to format, click the **Font** list arrow on the formatting toolbar, and select a new font.


**Change the Font Size:** Select the text you want to format, click the **Font size** list arrow on the formatting toolbar, and select a new font size.

**Change the Text Color:** Select the text you want to format, click the **Text color**  button on the formatting toolbar, and select a new color.

**Apply Bold, Italic, or an Underline:** Select the text you want to format, click the **Bold** **B**, **Italic** **I**, or **Underline** **U** button on the formatting toolbar.

**Create a Bulleted or Numbered List:** Select the text you want to make into a list, and click the **Bulleted list**  or **Numbered list**  button on the formatting toolbar.


**Change List Levels:** Click in a list item, then click the **Increase indent**  or **Decrease indent**  button on the formatting toolbar.

**Change Line Spacing:** Select the paragraph you want to adjust, click the **Line spacing**  button on the formatting toolbar, and select a spacing option.

**Change Paragraph Spacing:** Select the paragraph you want to adjust, click **Format** on the menu bar, and select **Line spacing**. Select **Add space before paragraph** or **Add space after paragraph**.

## Format Text and Paragraphs


**Align a Paragraph:** Click anywhere in the paragraph you want to align and click an alignment option on the formatting toolbar.

 Left align

 Center align

 Right align

**Use Paragraph Styles:** Select the text you want to apply a style to, click the **Styles** list arrow on the formatting toolbar, and select a style.

**Copy Formatting:** Select the formatted text you want to copy, click the **Paint format**  button on the formatting toolbar, then select the text you want to apply the formatting to.

**Set a Tab-Stop:** Select the text you want to align with a tab-stop, click on the ruler where you want to place the tab-stop, and select the type of tab-stop you want to use.

- **Left tab-stop** will align the left side of the text with the tab-stop.
- **Center tab-stop** will align the text so that it's centered under the tab-stop.
- **Right tab-stop** will align the right side of the text with the tab-stop.

**Apply a Column Layout:** Click **Format** on the menu bar, select **Columns**, and select a column layout.

## Format the Page

**Adjust Margins:** Click **File** on the menu bar, select **Page setup**, and update the values in the **Margins** text fields. Click **OK**.

**Change Page Orientation:** Click **File** on the menu bar, select **Page setup**, and select an orientation option. Click **OK**.

**Change Page Size:** Click **File** on the menu bar, select **Page setup**, click the **Paper size** list arrow, and select a paper size. Click **OK**.

**Add a Header or Footer:** Click **Insert** on the menu bar, select **Header & page number**, and select **Header** or **Footer**. Add the desired header or footer text.

**Add Page Numbers:** Click **Insert** on the menu bar, select **Header & page number**, and select **Page number**. Select a page numbering option.

## Insert Objects

**Insert a Picture:** Place the text cursor where you want to insert a picture, click **Insert** on the menu bar, select **Image**, and select the location from which you want to add an image.

**Insert a Link:** Select the text or object you want to link, click **Insert** on the menu bar, and select **Link**. Enter or select a web address or select a heading, then click **Apply**.

## Insert Objects

**Insert a Special Character:** Place the cursor where you want to insert a special character, click **Insert** on the menu bar, and select **Special characters**. Select a special character, then click **Close**.

**Insert a Table of Contents:** Click where you want to add the table of contents, click **Insert** on the menu bar, and select **Table of contents**. Select a table of contents formatting option.

## Tables

**Insert a Table:** Click where you want to add a table, click **Insert** on the menu bar, select **Table**, and select a table size.

**Insert or Delete a Row or Column:** Click in a cell next to where you want to add or remove a row or column. Click **Format** on the menu bar, select **Table**, and select an option to insert or delete a row or column.

**Format a Table:** Click inside the table you want to format, click **Format** on the menu bar, select **Table**, and select **Table properties**. Use the options in the dialog box to modify the table properties, then click **OK**.

**Resize Rows and Columns:** Click and drag a table border to make it larger or smaller.

**Move a Table:** Select a table, then click and drag the table to a new location.


## Share, Collaborate, and Convert

**Download a Document:** Click **File** on the menu bar, select **Download as**, and select a file format.

**Email a Document:** Click **File** on the menu bar and select **Email as attachment**. Select an attachment type, add your email recipient(s), and type a personalized message, then click **Send**.

**Share a Document:** Click the **Share** button, enter the email address(es) for the people you want to share the document with, set a permissions level, and click **Send**.

**Add a Comment:** Click in or select the text you want to comment on, click **Insert** on the menu bar, and select **Comment**. Type a comment into the text field and click **Comment**.

**Edit with Suggesting Mode:** Click the **Editing mode**  button in the upper-right, and select **Suggesting mode**. Suggest edits by making changes in the document.

**Accept or Reject Suggested Edits:** Review suggested edits by clicking the **Accept** or **Reject** button.

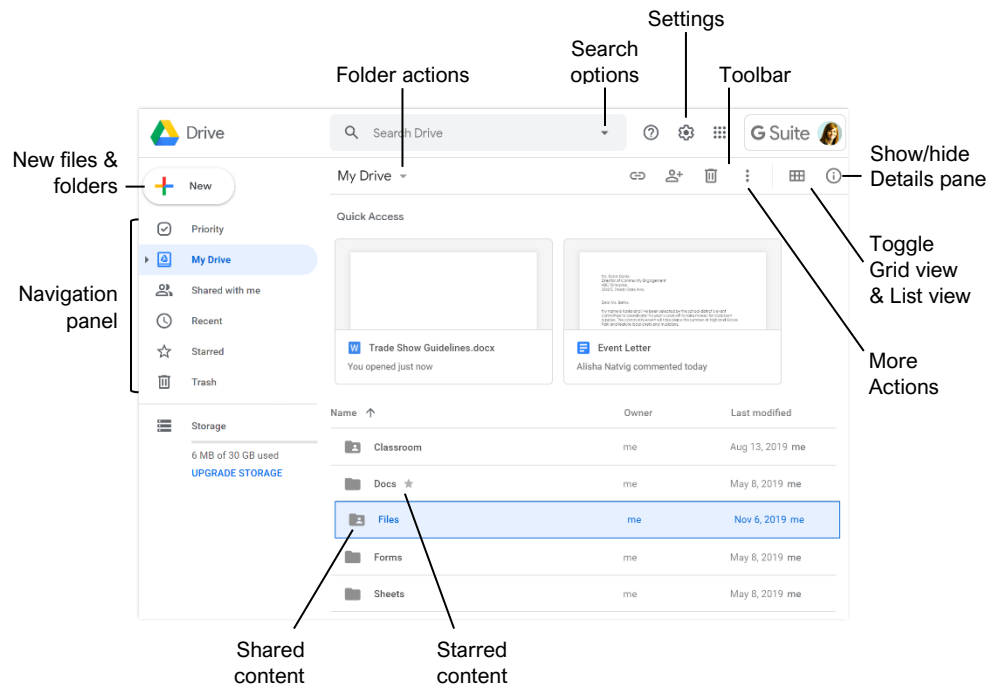
**View Version History:** Click **File** on the menu bar, select **Version history**, and select **See version history**.



# Google Drive

## Quick Reference Guide

### The Google Drive Screen



### Keyboard Shortcuts

#### General

Go to navigation panel .....**g** then **n**  
Go to Details pane .....**g** then **d**  
Show/hide Details pane.....**d**  
Show/hide Activity pane .....**i**  
Find .....**Ctrl + f**  
Search your Drive .....**/**  
Print .....**Ctrl + p**

#### Selection

Select/deselect item.....**X**  
Select next item down .....**↓**  
Select next item up .....**↑**  
Select next item to left.....**←**  
Select next item to right .....**→**  
Expand selection down .....**Shift + ↓**  
Expand selection up.....**Shift + ↑**  
Select all .....**Shift + A**  
Clear all selections .....**Shift + N**

#### Actions

Open a selected item .....**Enter**  
Move a selected item .....**z**  
Add a selected item to new location.....**Shift + z**  
Rename a selected item.....**n**  
Star/unstar item .....**s**  
Remove a selected item .....**#**  
Undo.....**Shift + z**  
Redo.....**Ctrl + Shift + z**

#### Create

New document.....**Shift + t**  
New spreadsheet.....**Shift + s**  
New presentation.....**Shift + p**  
New folder .....**Shift + f**  
New form .....**Shift + o**  
New drawing.....**Shift + d**

#### Menus

Open Create menu .....**c**  
Open Settings menu .....**Shift + s**  
Open Sort menu .....**Shift + p**  
Open More Actions menu .....**a**  
Open current folder's Actions menu.....**f**

### Google Drive Views

**Priority:** Displays files that Google finds most relevant, based on what has been recently opened, edited, or shared with you. You can also view and manage Workspaces from this view. If you find it useful, you can update your settings to make Priority view the home page of your Google Drive.

**My Drive:** The default view when you log in to Google Drive. Expand My Drive in the side navigation pane to see your hierarchy of folders. The Quick Access section displays files that you've recently viewed or edited so you can quickly return to them.

**Shared with Me:** Displays files that have been shared with you. These files aren't included in your My Drive by default but can be added to My Drive for improved visibility and organization as you see fit.

**Recent:** Makes it easy to pick up where you left off. Files are grouped by when they were last opened or modified.

**Starred:** Displays files and folders you've flagged as important.

**Trash:** Shows content you've deleted. This content can be recovered if needed.

### Access Google Drive

**Sign In:** Go to [drive.google.com](http://drive.google.com) in a browser. Select your account, or, enter your email and click **Next**. Enter your password and click **Next**.

### Find Files

**Search for Files:** Click in the **Search** field, type a search term, and click **Search**.

**Toggle List and Grid View:** Click the **List view** or **Grid view** button on the toolbar.

**Sort Files:** Click the **Last modified** list arrow and select **Last modified**.

**Filter Results:** Click the **Search options** arrow in the Search field, set additional search criteria, and click **Search**.

**Show File Location:** Select a file and view the path in the toolbar. Or, right-click a file and select **Show file location**.


### Open Files and Folders



**Open a File or Folder:** Double-click a file or folder to open it. Or, click the name of a folder in the path to open it.



**Preview a File:** Select a file and click the **Preview** button. When done, click **Close**.





## Create Files and Folders



**Create a Google File:** Open a folder in Google Drive, click the **New**  button, and select a file type. Click **Create and Share**, type a new name, and then press **Enter**.


**Copy a File:** Select a file you want to copy, click the **More actions**  button on the toolbar, and select **Make a copy** .

**Rename a File:** Select a file you want to rename, click the **More actions**  button on the toolbar, and select **Rename** . Then, click **OK**.



**Create a Folder:** Click the **New**  button, select **Folder** , type a new name, and then click **Create**.



## Move/Add Content to New Locations



**Move Files or Folders:** Select the file(s) or folder(s) you want to move, click the **More actions**  button on the toolbar, and select **Move to** . Select the destination location, click **Move**, and click **OK**, if needed.

**Add Files to My Drive:** Select the file(s) you want to add to My Drive and click the **Add to My Drive**  button.


## Star and Color Code Content

**Star a File or Folder:** Select the file(s) or folder(s) you want starred, click the **More actions**  button on the toolbar, and select **Add to Starred** .


**Remove from Starred:** Select the file(s) or folder(s) you want to remove from Starred, click the **More actions**  button on the toolbar, and select **Remove from Starred** .


**Color Code a Folder:** Select the folder(s) you want to color code, click the **More actions**  button on the toolbar, select **Change color** , and select a color.


## Manage Workspaces

**Create a Workspace:** Navigate to  **Priority**, click the **Create Workspace** button, enter a name, and click **Create**.

**Add Files to a Workspace:** Click **Add files** from the Priority view, navigate to the files' location, select the files you want to add, and click **Insert**.



**Remove a File from a Workspace:** Click the file's **More actions**  button and select **Remove from workplace**.



**Hide a Workspace:** Click the list arrow  next to the workspace's name and select **Hide workspace**.

**Remove a Workspace:** Click the list arrow  next to the workspace's name and select **Remove workspace**.



## Delete and Restore Files


**Delete a File:** Select the file you want to remove and click the **Remove**  button on the toolbar.

**Restore a Deleted File:** Navigate to  **Trash**, select the file you want to restore, and then click the **Restore from trash**  button on the toolbar.



**Permanently Delete a File:** Navigate to  **Trash** and select the file you want to permanently delete. Click the **Delete forever**  button on the toolbar, and then click **Delete forever**.


## Share Content



**Share a File or Folder:** Select a file or folder you want to share, click the **Share**  button on the toolbar, and enter the email address(es) for the people you want to share with. Click the **Permissions**  list arrow and select a permissions level. Then, type a personal message (optional) and click **Send**.

**Get a Sharable Link:** Select a file or folder you want a sharing link for and click the **Get sharable link**  button. Click the **Link sharing** toggle to enable it and paste the copied link anywhere you want to share it. Optionally, click **Sharing settings** in the link sharing pop-up to adjust privileges.




## Change Access to Content


**Set Sharing Expiration:** Select a shared file or folder you want to set expiration for and click the **Share**  button. Click **Advanced**, click the **Permissions**  list arrow, and select **Set expiration**. Click the **Access expires** list arrow and select a "days to expire" option or set a custom date. Click **Save** changes.

**Remove Access:** Select a file or folder you want to remove access to, click the **Share**  button, and click **Advanced**. Click the **X** icon and click **Save** changes.

**Change Owner:** Select a file or folder you want to transfer ownership of and click the **Share**  button. Click **Advanced**, click the **Permissions**  list arrow, and select **Is owner**. Click **Save changes** and then click **Yes** to confirm.


## Upload and Download Content

**Upload a File or Folder:** Click the **New**  button and select **File upload**  or **Folder upload** . Select the content you want to upload and click **Open** (for a file) or **Upload** (for a folder).

**Automatically Convert Uploads:** Click the **Settings**  button, select **Settings**, and click the **Convert uploaded files to Google Docs editor format** check box.





**Download a File or Folder:** Select a file or folder you want to download, click the **More actions**  button, and select **Download** .





## Manage File Versions

**View History of a File or Folder:** Select a file or folder you want to view the history of, click the **View details**  button, and click the **Activity** tab.


**Upload a New Version:** Select a file you want to replace with a new version, click the **More actions**  button on the toolbar, and select **Manage versions** . Click **Upload New Version**, select the new file, and then click **Open**.



**Download a Previous Version:** Select a file, click the **More actions**  button on the toolbar, and select **Manage versions** . Click the **More actions**  button next to the version you want to download and select **Download** .


**Delete a Previous Version:** Select a file, click the **More actions**  button on the toolbar, and select **Manage versions** . Click the **More actions**  button next to the version you want to delete and select **Delete** .



**Keep a Previous Version:** Select a file, click the **More actions**  button on the toolbar, and select **Manage versions** . Click the **More actions**  button next to the version you want to protect from deletion and select **Keep forever** .



## Sync with Your Computer

**Install Drive File Stream:** Click the **Settings**  button and select **Get File Stream**. Expand the **Download & install Drive File Stream** section and click the **Download for Windows** button or **Download for Mac** button. Then, follow the prompts.


**Open Drive File Stream:** Click the **Drive File Stream**  icon on the taskbar, click the **Folder**  button, and navigate to the Drive folder you wish to access.


**Make Content Available Offline:** Right-click a file or folder you want available offline, select **Drive File Stream** , and then select **Available offline**.

**Pause Syncing:** Click the **Drive File Stream**  icon on the taskbar, click the **Settings**  button, and select **Pause Syncing**.

**Resume Syncing:** Click the **Drive File Stream**  icon on the taskbar, click the **Settings**  button, and select **Resume Syncing**.

## Manage Notifications

**Adjust Notifications:** Click the **Settings**  button, select **Settings**, and click the **Notifications** tab. Click the **Get updates about Google Drive items in your browser** check box and click **Allow**. Optionally, update any of the **Notify me about** options as you see fit. When finished, click **Done**.

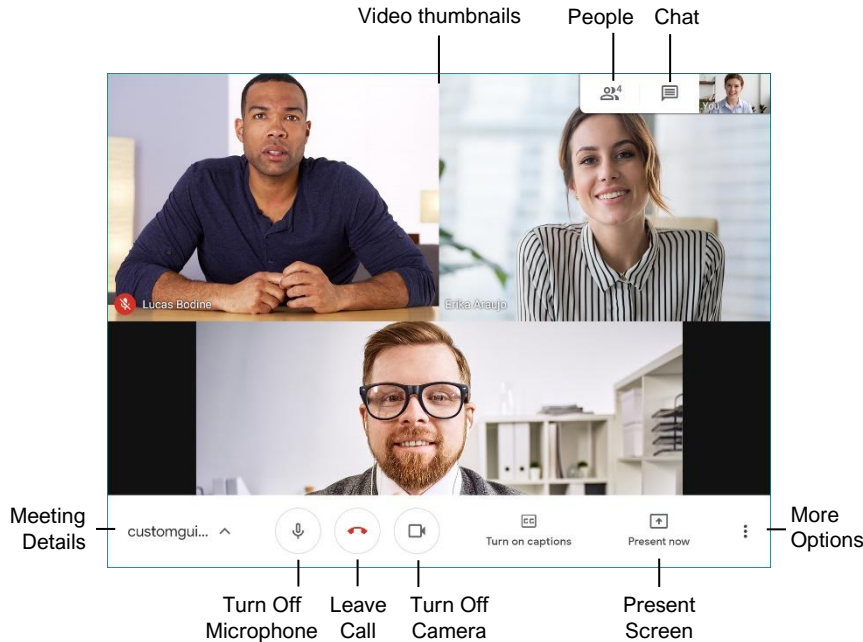
**View Drive File Stream Notifications:** Click the **Drive File Stream**  icon on the taskbar and click **Notifications**.



# Google Meet

## Quick Reference Guide

### The Meet Screen



### Meeting Controls

**Meeting Details:** Click this button to display the meeting's details, including the join URL and the dial-in telephone number and PIN. You can also automatically copy the joining info to share and view any files that have been attached to the corresponding Google Calendar event.

**Turn Off / On Microphone:** Toggle your microphone off or on. If you're not talking, keep your microphone muted so that background noise does not disrupt the meeting. To change the microphone that you're using, click **More Options** and select **Settings**.

**Leave Call:** Leave the current meeting. Remember that even if the person that started the meeting leaves, you'll remain in it until you leave the meeting or close the browser window.

**Turn Off / On Camera:** Toggle your camera off or on. Depending on the etiquette of the group, you may turn off your camera when not actively participating to reduce distractions. To change the microphone that you're using, click **More Options** and select **Settings**.

**Turn On / Off Captions:** Toggle automatic captions for the speaker. Captions are provided by Google's automated speech recognition, and while they're fairly accurate, they are not perfect. Captions are only available in English.

**Present Now:** You can present your entire screen, a single window, or a single Chrome browser tab to the rest of the meeting.

**More Options:** Expand this menu to access a few more meeting options. You can change the layout of the video thumbnails, toggle full-screen mode for the meeting, adjust your audio and video settings, or choose to use a phone for audio instead of your computer.

**People:** Expand the People pane, which will list everyone in the meeting. If you started the meeting, you can also add and remove people from here.

**Chat:** Expand the Chat pane, where you can send text messages to everyone in the meeting without disrupting the speaker.

### Meeting Fundamentals

**Sign In:** Visit [meet.google.com](https://meet.google.com), click **Sign In**, enter the email address associated with your Google account, click **Next**, enter your password, then click **Next**.

**Join a Meeting:** Click the **Join or start a meeting** link, enter the meeting code that you've been given, and click **Continue**. Allow the browser to access your camera and microphone, if necessary, toggle your camera and microphone as you need, then click **Join now**.

**Host a Meeting:** Click the **Join or start a meeting** link, give the meeting a nickname (optional), and click **Continue**. Allow the browser to access your camera and microphone, if necessary, toggle your camera and microphone as you need, then click **Join now**.

**Copy Meeting Information:** Click the **Meeting Details** button in the bottom left, then click **Copy joining info**.

**Invite People at the Start of a Meeting:** When first starting a meeting, click **Add people**, enter email addresses or select from suggested contacts, then click **Send email**.

**Invite People Later:** Click the **People** button, click **Add people**, enter email addresses or select from suggested contacts, then click **Send email**.

**Admit People:** When someone attempts to join a meeting, a popup will appear for everyone with the ability to admit them. Click the **Admit** button that appears in that popup.

**Pin a Video:** You can pin a video to the screen so that it's always visible, no matter who the active speaker is. Hover your mouse over a video thumbnail and click the **Pin** button, or click a person's name in the People pane and click the **Pin** button.

**Mute Another Person:** You can mute another person if their audio is distracting. Hover your mouse over their video thumbnail and click the **Mute** button, or click a person's name in the People pane and click the **Mute** button. For privacy reasons, you cannot unmute another person, so they will have to unmute themselves.

**Remove Another Person:** Hover your mouse over their video thumbnail and click the **Remove** button, or click a person's name in the People pane and click the **Remove** button. When asked to confirm, click **Remove**.

In order to remove another person from a meeting, you must be a member of the organization that organized the meeting (for meetings started by G Suite users) or the person that organized it (for meetings started with a personal Google account.)

## Meeting Tips

**Prepare Your Space:** Connect to a meeting from a quiet space with few distractions. If you're going to be sharing your camera, check your background to make sure that there's nothing that would distract others, and make sure that you're in a well-lit location with the light in front of you, not behind you. If you'll be sharing your screen, don't have unnecessary windows or browser tabs open.


**Mute Your Microphone:** When you're not talking, mute your own microphone so that any unexpected noises from your end don't disrupt the meeting.


**Use Headphones:** When you hear an echo during a meeting, it's because someone's microphone is picking up the audio from their speakers and repeating it. Using headphones will prevent this feedback.


**Test Your Camera and Microphone Ahead of Time:** You can test both your camera and microphone before joining a meeting to make sure that both are working properly. This prevents you from delaying a meeting by troubleshooting your camera and microphone after joining.


**Wires Over Wireless:** Wired connections, for both your computer and audio devices, tend to be more reliable than wireless connections. Connect your computer via ethernet instead of Wi-Fi when possible, and use a headset that connects by USB or audio jack instead of Bluetooth.

## Audio and Video



**Mute Your Microphone:** Click the **Turn Off Microphone**  button. Click the button again to turn your microphone back on.



**Turn Off Your Camera:** Click the **Turn Off Camera**  button. Click the button again to turn your camera back on.



**Change Audio Devices:** Click the **More Options**  button, select **Settings**, click the **Microphone** or **Speakers** menu arrow, and select another microphone or speaker. Click **Done**.

**Change Video Devices:** Click the **More Options**  button, select **Settings**, click the **Video** tab, click the **Camera** menu arrow, and select another camera. Click **Done**.

## Share Your Screen

**Share Your Entire Screen:** Click **Present now** , select , select a screen, then click **Share**.

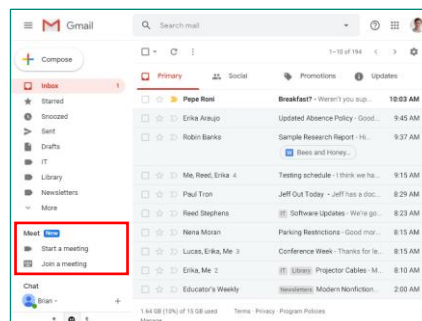
**Share a Single Window:** Click **Present now** , select , select an application window, then click **Share**.

**Share a Chrome Browse Tab:** Click **Present now** , select , select a tab, then click **Share**.

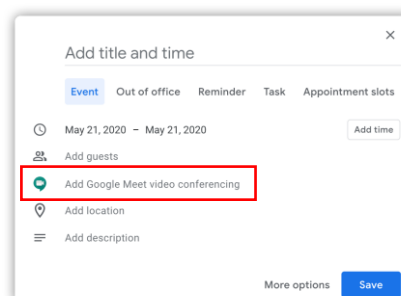
**Stop Sharing:** While presenting your screen or a single window, click the **Stop sharing** button that appears at the bottom of the screen. While sharing a Chrome browser tab, click the **Stop** button that appears at the top of the Chrome window.

## Create a Meeting Using Gmail and Google Calendar






You can start and join meetings directly from your Gmail inbox by clicking the **Chat** button at the bottom of the left pane, then clicking the **Start a meeting** or **Join a meeting** links.






You can schedule a meeting through Google Meet when creating a new event in your Google Calendar. Just click the **Add Google Meet video conferencing** link when creating a new event to generate a meeting code that will be shared with everyone invited to the meeting.




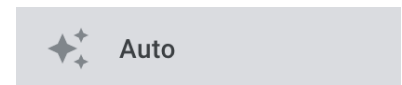
## Meeting Views

**Toggle Meeting Captions:** Click the **Turn captions on**  button to turn them on, and click the **Turn captions off**  button to turn them off. You can also click the **More Options**  button, then select  **Turn captions on** or  **Turn captions off** to toggle them.

**View a Meeting Full Screen:** Click the **More Options**  button, then select  **Full screen**, or double-click anywhere on the video. Press the **Esc** key to exit full screen.

**Change Meeting Video Resolution:** Click the **More Options**  button, select **Settings**, click the **Video** tab, click the **Send resolution (maximum)** or **Receive resolution (maximum)** menu arrow, and select another resolution. Click **Done**.

**Change Meeting Layout:** Click the **More Options**  button, select  **Change layout**, then click a layout from the dialog box.



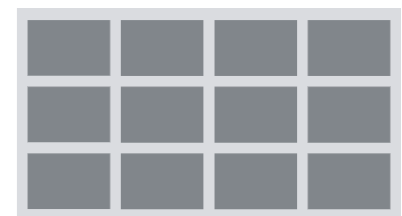
**Auto** will automatically change the layout, depending on how many people are in the meeting, who is speaking, and who is sharing their screen.



**Sidebar** view shows the active speaker in a large video or screen share, with everyone else's video as smaller thumbnails on the side.



**Spotlight** view shows only the active speaker's video or screen share, hiding the video for everyone else in the meeting.



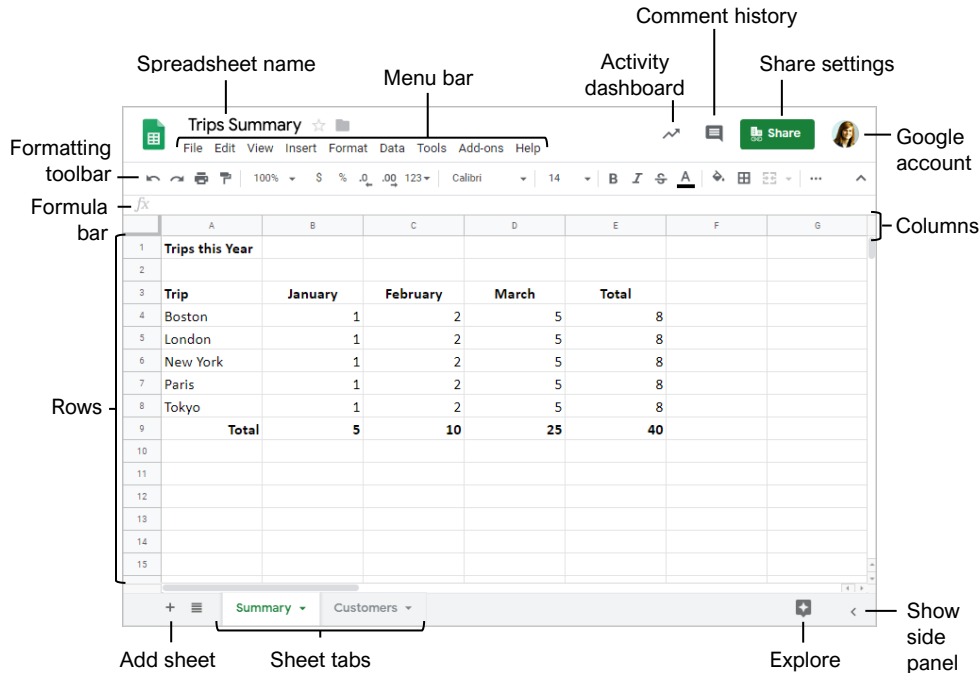
**Tiled** view shows everyone's video as an equally sized thumbnail arranged in a grid.



# Google Sheets

## Quick Reference Guide

### The Google Sheets Screen



### Keyboard Shortcuts

#### General

Open .....	Ctrl + O
Print .....	Ctrl + P
Select column .....	Ctrl + Space
Select row .....	Shift + Space
Select all .....	Ctrl + A
Insert rows or columns .....	Ctrl + Alt + =
Delete rows or columns .....	Ctrl + Alt + -
Hide row .....	Ctrl + Alt + 9
Hide column .....	Ctrl + Alt + 0
Unhide row .....	Ctrl + Shift + 9
Unhide column .....	Ctrl + Shift + 0
Fill down .....	Ctrl + D
Insert new sheet .....	Shift + F11

#### Editing

Cut .....	Ctrl + X
Copy .....	Ctrl + C
Paste .....	Ctrl + V
Paste values only .....	Ctrl + Shift + V
Undo .....	Ctrl + Z
Redo .....	Ctrl + Y
Find and replace .....	Ctrl + H
Insert or edit a link .....	Ctrl + K

#### Formatting

Bold .....	Ctrl + B
Italics .....	Ctrl + I
Underline .....	Ctrl + U
Align left .....	Ctrl + Shift + L
Align center .....	Ctrl + Shift + E
Align right .....	Ctrl + Shift + R
Apply cell border .....	Alt + Shift + 7
Format as decimal .....	Ctrl + Shift + 1
Format as time .....	Ctrl + Shift + 2
Format as date .....	Ctrl + Shift + 3
Format as currency .....	Ctrl + Shift + 4
Clear formatting .....	Ctrl + \

#### Navigating


Move to beginning of row ...	Home
Move to end of row .....	End
Move to cell A1 .....	Ctrl + Home
Move to end of sheet .....	Ctrl + End
Move to next sheet .....	Alt + ↓
Move to previous sheet .....	Alt + ↑

### Sheets Fundamentals

**Create a Spreadsheet from Google Drive:** In Google Drive, click the **New**  button and select **Google Sheets**.

**Open a Spreadsheet:** Click **File** on the menu bar, select **Open**, then navigate to the file you want to open. Select the spreadsheet and click **Open**.

**Rename a Spreadsheet:** Click in the spreadsheet name field at the top of an open spreadsheet. Type a name and press **Enter**.

**Star a Spreadsheet:** Click the **Star**  button next to the spreadsheet name. The file appears in the **Starred** section of Google Drive.

**Copy a Spreadsheet:** Click **File** on the menu bar and select **Make a copy**. Enter a name for the copied sheet and specify the folder where you want to save it. Click **OK**.

**Move a Spreadsheet:** Click **File** on the menu bar and select **Move to**. Navigate to the folder where you want to move the spreadsheet and click **Move here**.

**Delete a Spreadsheet:** Click **File** on the menu bar and select **Move to trash**.

**Print:** Click **File** on the menu bar, select **Print**, specify the print settings, and click **Print**.

### Sheets Fundamentals

**Search Help Topics:** Click **Help** on the menu bar and select **Sheets Help**. Type a keyword or phrase in the Search Help field and press **Enter**. Select the desired help topic.

#### Edit Spreadsheets

**Select Cells:** Click a cell to select it. Click a row or column heading to select the entire row or column.

**Edit Cell Data:** Click the cell where you want to modify data, type the data, and press **Enter**.

**Copy and Paste:** Select the cell(s) you want to copy, click **Edit** on the menu bar, and select **Copy**. Click where you want to paste the data, click **Edit** on the menu bar, and select **Paste**.

**Cut and Paste:** Select the cell(s) you want to cut, click **Edit** on the menu bar, and select **Cut**. Click the cell(s) where you want to paste the data, then click **Edit** on the menu bar, and select **Paste**.

**Insert Rows or Columns:** Select the column or row where you want to insert new cells. Click **Insert** on the menu bar and select either **Column left / Row above** or **Column right / Row below**.

**Move Cells:** Select the cell(s) you want to move. Hover over the outline of the selected cells, then click and drag the cells to a new location.



## Edit Spreadsheets

**Delete Cells:** Select the cell or cell range you want to delete, click **Edit** on the menu bar, and select a delete option.

**Hide a Row or Column:** Right-click a row or column header and select **Hide Row** or **Hide Column**.

**Find Text:** Click **Edit** on the menu bar and select **Find and replace**. Enter a word or phrase in the **Find** field and click **Find** to jump to the first occurrence in the sheet.


**Replace Text:** Click **Edit** on the menu bar and select **Find and replace**. Enter a word or phrase in the **Find** field, then enter the text that will replace it in the **Replace with** field. Click **Replace** or **Replace all**.



**Check Spelling:** Click **Tools** on the menu bar, select **Spelling**, and select **Spell check**. Click **Ignore** to ignore instances of the misspelled word, or click **Change** to replace the misspelling with the selected word.


## Format Spreadsheets


**Change the Font:** Select the cell(s) you want to format, click the **Font** list arrow on the formatting toolbar, and select a new font.


**Change the Font Size:** Select the cell(s) you want to format, click the **Font size** list arrow on the formatting toolbar, and select a new font size.

**Change the Text Color:** Select the cell(s) you want to format, click the **Text color**  button on the formatting toolbar, and select a new color.

**Change Cell Alignment:** Select a cell or cell range, click the **Horizontal align**  or **Vertical align**  button on the formatting toolbar, then select an alignment option.


**Merge Cells:** Select a cell range and click the **Merge cells**  button on the formatting toolbar.

**Wrap Text:** Select a cell or cell range, click the **Text wrapping**  button on the formatting toolbar, and select a text wrapping option.

**Add a Cell Border:** Select a cell or cell range, click the **Borders**  button on the formatting toolbar, and select a border option.

**Apply Number Formatting:** Select a cell or cell range, click **Format** on the menu bar, select **Number**, and select a number format.

**Freeze a Row or Column:** Click **View** on the menu bar, select **Freeze**, and select a freeze option.

**Copy Formatting:** Select a cell or cell range with formatting that you want to copy. Click the **Paint format**  button on the formatting toolbar, then select the cell or cell range you want to apply the formatting to.

## Format Spreadsheets

**Create a Conditional Formatting Rule:** Select a cell range, click **Format** on the menu bar, and select **Conditional formatting**. Select the conditions for the formatting to appear, customize the formatting that will appear when the conditions are met, and click **Done**.

## Formulas and Functions

**Create a Formula:** Select the cell where you want to enter a formula. Press **=**, then enter the formula using numbers, cell references, and/or mathematical operators. Press **Enter**.

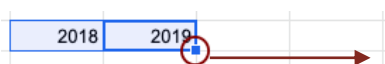
**Insert a Function:** Click in the cell where you want to add a function. Click **Insert** on the menu bar, select **Function**, select a category, then select a function. Enter the function's arguments and press **Enter**.

**The Sum Function:** Click the cell where you want to add the SUM function. Click **Insert** on the menu bar, select **Function**, and select **SUM**. Select the cells you want to find the sum for and press **Enter**.

**The Min and Max Functions:** Click the cell where you want to place a minimum or maximum value for a given range. Click **Insert** on the menu bar, select **Function**, and select **MIN** or **MAX**. Select the range of cells you want to analyze and press **Enter**.

**The Count Function:** Click the cell where you want to place a count of the number of cells in a range that contain numbers. Click **Insert** on the menu bar, select **Function**, and select **COUNT**. Select the range of cells you want to analyze and press **Enter**.

**Complete a Series Using AutoFill:** Select the cells that define the pattern, i.e. a series of months or years. Click and drag the fill handle to adjacent blank cells to complete the series.



**Name a Cell Range:** Select a cell range you want to name, click **Data** on the menu bar, and select **Named ranges**. Click **Add a range**, enter a name for the cell range, and click **Done**.

## Manage Sheets and Data

**Insert a Sheet:** Click **+** to the left of the sheet tabs.

**Rename a Sheet:** Click the sheet tab you want to rename and click the sheet tab's arrow. Select **Rename** in the menu, then enter a new name and press **Enter**.

**Delete a Sheet:** Click the sheet tab you want to delete. Click the sheet tab's arrow, select **Delete**, and click **OK**.

**Hide a Sheet:** Click the sheet tab you want to hide. Click the sheet tab's arrow and select **Hide sheet**.

## Manage Sheets and Data


**Move a Sheet:** Click and drag the sheet tab to the desired location.

**Sort a Column:** Select a cell in the column you want to sort, click **Data** on the menu bar, and select a sort order.

**Filter Data:** Select a cell in a data range. Click **Data** on the menu bar and select **Create a filter**. Click the filter arrow for a column, specify the items you want to filter, and click **OK**.

## Insert Objects

**Insert a Chart:** Select a cell range containing data for a chart. Click **Insert** on the menu bar and select **Chart**. Click the **Chart type** list arrow in the Chart editor pane and select a chart type.

**Modify a Chart:** Select a chart, click the **More**  icon, and select **Edit chart**. Modify the options in the Chart editor pane.

**Insert an Image:** Click the cell where you want to insert the picture, click **Insert** on the menu bar, select **Image**, and select where you want to insert the image. Select the location from which you want to add an image, then double-click an image to insert it.

**Insert a Link:** Select the cell or object you want to use to create the link. Click **Insert** on the menu bar and select **Link**. Specify what you want to Link to, then click **Apply**.

## Share, Collaborate, and Convert

**Download a Spreadsheet:** Click **File** on the menu bar, select **Download as**, and select a file format.

**Email a Spreadsheet:** Click **File** on the menu bar and select **Email as attachment**. Select an attachment type, add your email recipient(s), and type a personalized message, then click **Send**.

**Share a Spreadsheet:** Click the **Share** button and enter the email address(es) for the people you want to share the spreadsheet with. Set a permissions level, then click **Send**.

**Add a Comment:** Click the cell where you want to add the comment, click **Insert** on the menu bar, and select **Comment**. Type a comment into the text field and click **Comment**.

**Reply to a Comment:** Select a comment. Click in the **Reply** field, type a reply, and click **Reply**.

**View Version History:** Click **File** on the menu bar, select **Version history**, and select **See version history**.

**Restore a Version:** In the version history pane, select the version you want to restore. Click the **Restore this version** button, then click **Restore** to confirm.

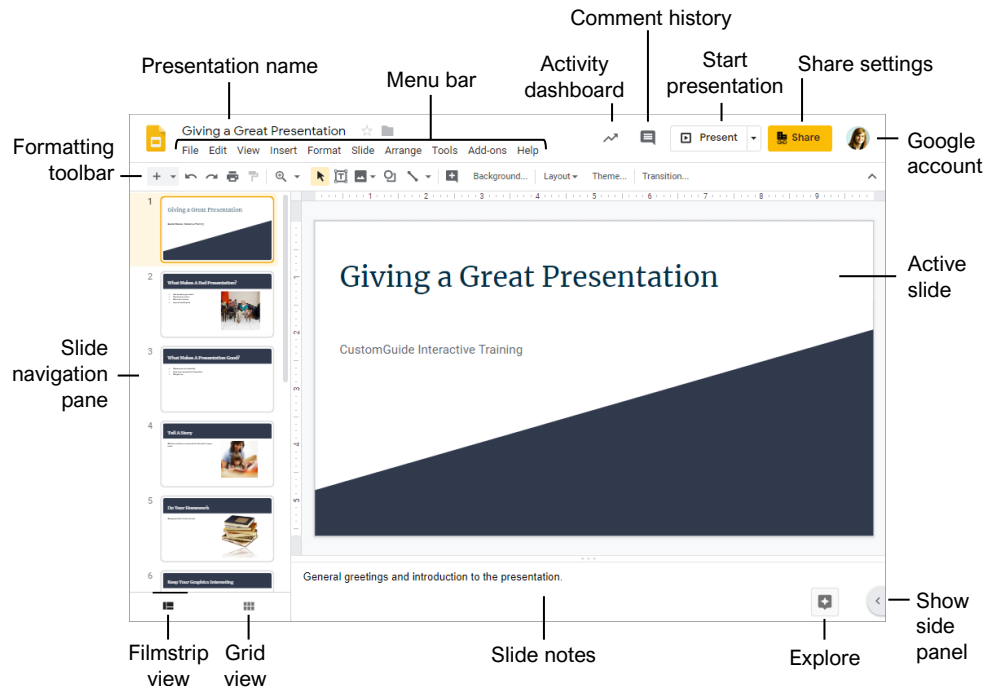




# Google Slides

## Quick Reference Guide

### The Google Slides Screen



### Keyboard Shortcuts

#### General

Open .....	<b>Ctrl + O</b>
New slide .....	<b>Ctrl + M</b>
Duplicate slide .....	<b>Ctrl + D</b>
Jump to first slide .....	<b>Home</b>
Jump to last slide .....	<b>End</b>
Zoom in .....	<b>Ctrl + Alt + +</b>
Zoom out .....	<b>Ctrl + Alt + -</b>
Print .....	<b>Ctrl + P</b>
Search the menus .....	<b>Alt + /</b>

#### Editing


Cut .....	<b>Ctrl + X</b>
Copy .....	<b>Ctrl + C</b>
Paste .....	<b>Ctrl + V</b>
Paste without formatting .....	<b>Ctrl + Shift + V</b>
Undo .....	<b>Ctrl + Z</b>
Redo .....	<b>Ctrl + Y</b>
Group .....	<b>Ctrl + Alt + G</b>
Find and replace .....	<b>Ctrl + H</b>
Select all .....	<b>Ctrl + A</b>
Insert or edit a link .....	<b>Ctrl + K</b>

### Slides Fundamentals

**Create a Presentation from Google Drive:** In Google Drive, click the **New**  button and select **Google Slides**.

**Open a Presentation:** Click **File** on the menu bar, select **Open**, then navigate to the file you want to open. Select the presentation and click **Open**.

**Rename a Presentation:** Click in the presentation name field at the top of an open presentation. Type a name and press **Enter**.

**Star a Presentation:** Click the **Star**  button next to the presentation name. The file appears in the **Starred** section of Google Drive.

**Copy a Presentation:** Click **File** on the menu bar and select **Make a copy**. Enter a name for the copied presentation and specify the folder where you want to save it. Click **OK**.

**Move a Presentation:** Click **File** on the menu bar and select **Move to**. Navigate to the folder where you want to move the presentation and click **Move here**.


**Delete a Presentation:** Click **File** on the menu bar and select **Move to trash**.

**Print:** Click **File** on the menu bar, select **Print**, specify the print settings, and click **Print**.

### Slides Fundamentals

**Search Help Topics:** Click **Help** on the menu bar and select **Slides Help**. Type a keyword or phrase in the Search Help field and press **Enter**. Select the desired help topic.

### Edit and Organize a Presentation

**Insert a New Slide:** Click the **New slide**  button on the formatting toolbar. Or, click the **New slide** list arrow and select a specific slide layout.

**Change the Slide Layout:** Click the **Layout** button on the formatting toolbar and select a slide layout.

**Copy and Paste:** Select the slide, text, or object you want to copy, click **Edit** on the menu bar, and select **Copy**. Click where you want to paste the element, then click **Edit** on the menu bar, and select **Paste**.

**Cut and Paste:** Select the slide, text, or object you want to cut, click **Edit** on the menu bar, and select **Cut**. Click where you want to paste the element, then click **Edit** on the menu bar, and select **Paste**.

**View and Edit Speaker Notes:** Click **View** on the menu bar and select **Show speaker notes**. Add or edit the notes in the pane at the bottom of the window.

### Formatting

Bold .....	<b>Ctrl + B</b>
Italics .....	<b>Ctrl + I</b>
Underline .....	<b>Ctrl + U</b>
Align left .....	<b>Ctrl + Shift + L</b>
Align center .....	<b>Ctrl + Shift + E</b>
Align right .....	<b>Ctrl + Shift + R</b>
Justify .....	<b>Ctrl + Shift + J</b>
Increase font size .....	<b>Ctrl + Shift + &gt;</b>
Decrease font size .....	<b>Ctrl + Shift + &lt;</b>
Copy formatting .....	<b>Ctrl + Alt + C</b>
Paste formatting .....	<b>Ctrl + Alt + V</b>
Clear formatting .....	<b>Ctrl + \</b>

### Slideshow Delivery

Start presenting .....	<b>Ctrl + F5</b>
Stop presenting .....	<b>Esc</b>
Next slide .....	<b>→</b>
Previous slide .....	<b>←</b>
First slide .....	<b>Home</b>
Last slide .....	<b>End</b>
Open speaker notes .....	<b>S</b>
Open audience tools .....	<b>A</b>
Toggle laser pointer .....	<b>L</b>

## Edit and Organize a Presentation

**Find Text:** Click **Edit** on the menu bar and select **Find and replace**. Enter a word or phrase in the **Find** field and click **Next** to jump to the first occurrence in the presentation.

**Replace Text:** Click **Edit** on the menu bar and select **Find and replace**. Enter a word or phrase in the **Find** field, then enter the text that will replace it in the **Replace with** field. Click **Replace** or **Replace all**.

**Add Slide Numbers:** Click **Insert** on the menu bar and select **Slide numbers**. Click the **On** radio button and click **Apply** or **Apply to selected**.

**Move a Slide:** Click and drag a slide to a new location in the thumbnail pane.

**Skip a Slide:** Select a slide, click **Slide** on the menu bar, and select **Skip slide**.

**Duplicate a Slide:** Select the slide you want to duplicate, click **Slide** on the menu bar, and select **Duplicate slide**.

## Formatting and Themes

**Change the Font:** Select the text you want to format, click the **Font** list arrow on the formatting toolbar, and select a new font.

**Change the Font Size:** Select the text you want to format, click the **Font size** list arrow on the formatting toolbar, and then select a new font size.

**Change the Text Color:** Select the text you want to format, click the **Text color** button on the formatting toolbar, and select a new color.

**Create a Bulleted or Numbered List:** Select the text you want to make into a list, and then click the **Bulleted list** or **Numbered list** button on the formatting toolbar.

**Change the List Style:** Select a list, click the **Bulleted list** or **Numbered list** button list arrow, and select a different list style.

**Insert a Link:** Select the text or object you want to link and click the **Insert link** button on the formatting toolbar. Enter a web address or select a slide in the presentation, then click **Apply**.

**Copy Formatting:** Select the formatted text you want to copy, click the **Paint format** button on the formatting toolbar, then select the text you want to apply the formatting to.

**Apply a Theme:** Select a slide, click the **Theme** button on the formatting toolbar, and select a theme in the pane at the right.

**Edit a Master Layout:** Click **View** on the menu bar and select **Master**. Select a slide layout, modify the formatting for the selected layout, and close the Master view.

## Graphics and Animations

**Insert a Shape:** Click the **Shape** button on the formatting toolbar, select a shape category, and select a shape. Click and drag to place the shape on the slide.

**Insert a Picture:** Click the **Image** button on the formatting toolbar and select the location from which you want to add an image. Select an image and click **Insert** or **Open**.

**Adjust Size and Position:** Select an object and click **Format options** on the formatting toolbar. Expand the **Size & Position** heading and customize the size and position options.

**Group Objects:** Select two or more objects, click **Arrange** on the menu bar, and then select **Group**.

**Apply a Slide Transition:** Select a slide and click **Transition** on the formatting toolbar. Click the **Transition type** list arrow and select a transition.

**Modify a Slide Transition:** Select a slide with a transition and click **Transition** on the formatting toolbar. Change the transition type or adjust its duration in the Transitions pane.

**Add an Animation:** Select an object, click **Insert** on the menu bar, and select **Animation**. Select an animation type and animation start condition in the Transitions pane.

**Remove an Animation:** Click **Slide** on the menu bar and select **Change transition**. Click an animation's header in the Transitions pane, then click the **Delete** button next to the animation's header.

## Insert Objects

**Insert a Text Box:** Click the **Text box** button on the formatting toolbar. Click and drag to draw the text box, then type to enter text.

**Insert a Chart:** Select the slide you want to add a chart to. Click **Insert** on the menu bar, select **Chart**, and select a chart type.

**Insert a Table:** Select the slide you want to add a table to. Click **Insert** on the menu bar, select **Table**, and click to specify the number of columns and rows.

**Insert a Diagram:** Select the slide you want to add a diagram to. Click **Insert** on the menu bar and select **Diagram**. In the Diagrams pane, select a category, how many steps to include, a color scheme, and a diagram style. Replace the text in the diagram placeholder text boxes.

**Insert Word Art:** Select the slide you want to add word art to. Click **Insert** on the menu bar and select **Word art**. Then enter the text and press **Enter**.

**Insert a Video:** Select the slide you want to add a video to. Click **Insert** on the menu bar and select **Video**. Specify the video's web or Google Drive location, then click **Select**.

## Deliver a Presentation

**Present a Slideshow:** Click the **Present** button list arrow and select **Present from beginning**.

### Navigate a Slideshow:

- Click anywhere on a slide to advance one slide (or step).
- Click the **Next** button to advance one slide.
- Click the **Previous** button to go back one slide.
- Click the **Play** button to automatically advance through the presentation.
- Click the slide number list arrow and select a slide to jump to.
- Click the **Full screen** button to toggle full-screen mode.

**Use the Pointer Tool:** While presenting, click the **Pointer** button on the toolbar. Use the pointer to point to parts of the slide. Click the **Pointer** button again to turn it off.

**Open Presenter View:** Click the **Present** button list arrow and select **Presenter view**.

**Use the Timer:** Click the **Pause** button to stop the timer or click the **Reset** button to set it back to zero.

**Run Q&A:** Click the **Audience Tools** tab and click the **Start New** button. A Q&A session starts, and a sharable link is created. Click the **On/Off** button to toggle the Q&A session.

## Share, Collaborate, and Convert

**Download a Presentation:** Click **File** on the menu bar, select **Download as**, and select a file format.

**Email a Presentation:** Click **File** on the menu bar and select **Email as attachment**. Select an attachment type, add your email recipient(s), and type a personalized message, then click **Send**.

**Share a Presentation:** Click the **Share** button, enter the email address(es) for the people you want to share the presentation with, set a permissions level, and click **Send**.

**Add a Comment:** Select the item you want to comment on, click **Insert** on the menu bar, and select **Comment**. Type a comment into the text field and click **Comment**.

**Reply to a Comment:** Select a comment. Click in the **Reply** field, type a reply, and click **Reply**.

**View Version History:** Click **File** on the menu bar, select **Version history**, and select **See version history**.

**Restore a Version:** In the version history pane, select the version you want to restore. Click the **Restore this version** button, then click **Restore** to confirm.



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Customer Care  
Customer Service Basics



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Bias  
Diversity in HR  
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HR  
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### Leadership

Leadership  
Management  
Project Management



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Train the Trainer



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"So impressed with your features and ease of use!"

