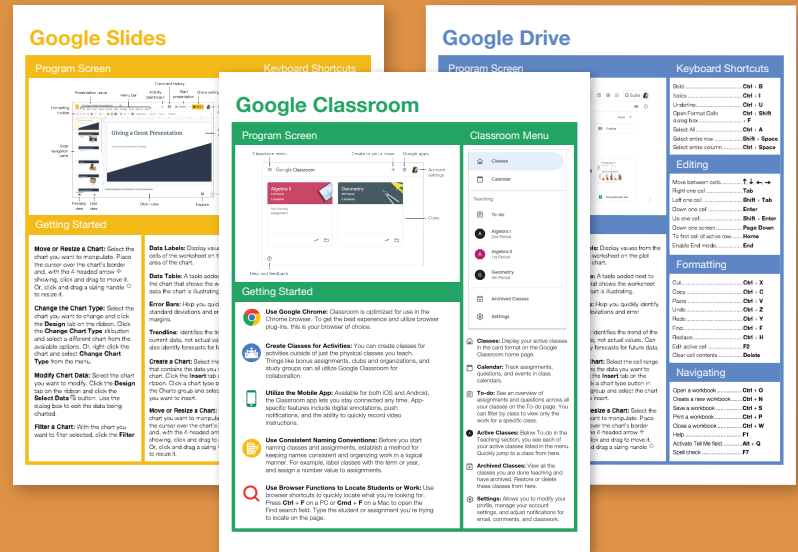


# Google Workspace™



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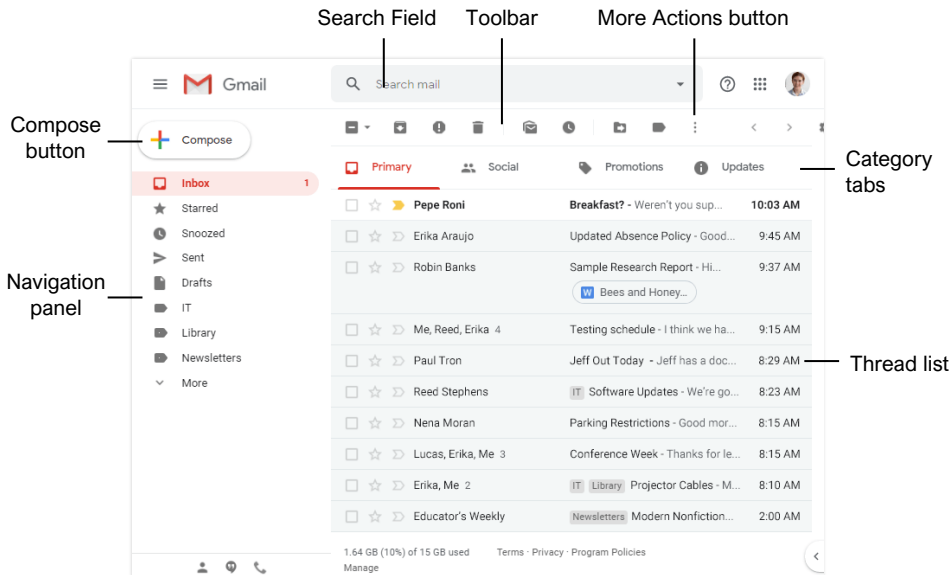
[Google Slides](#)



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



## The Gmail Inbox



## Keyboard Shortcuts

### General

Compose new email .....	<b>c</b>
Compose in a new tab .....	<b>d</b>
Search mail .....	<b>/</b>
Open More Actions menu .....	
Open Move To menu .....	<b>v</b>
Open Label As menu .....	<b>l</b>
Keyboard shortcut help .....	<b>?</b>

### Navigation

Go to Inbox .....	<b>g</b> then <b>i</b>
Go to Starred .....	<b>g</b> then <b>s</b>
Go to Sent .....	<b>g</b> then <b>t</b>
Go to Drafts .....	<b>g</b> then <b>d</b>
Go to All Mail .....	<b>g</b> then <b>a</b>
Go to next page .....	<b>g</b> then <b>n</b>
Go to previous page .....	<b>g</b> then <b>p</b>
Back to thread list .....	<b>u</b>
Go to next inbox section .....	<b>`</b>
Go to previous inbox section .....	<b>~</b>

### Selection

Move selector newer (up) .....	<b>k</b>
Move selector older (down) .....	<b>j</b>
Select a conversation .....	<b>x</b>
Select all conversations .....	<b>*</b> then <b>a</b>
Deselect all conversations .....	<b>*</b> then <b>n</b>
Select read conversations .....	<b>*</b> then <b>r</b>
Select unread conversations .....	<b>*</b> then <b>u</b>
Select starred conversations .....	<b>*</b> then <b>s</b>

### Actions

Open conversation .....	<b>o</b> or <b>Enter</b>
Reply .....	<b>r</b>
Reply all .....	<b>a</b>
Reply in a new window .....	<b>Shift + r</b>
Reply All in a new window .....	<b>Shift + a</b>
Forward .....	<b>f</b>
Archive .....	<b>e</b>
Delete .....	<b>#</b>
Mute conversation .....	<b>m</b>
Report spam .....	<b>!</b>
Toggle star .....	<b>s</b>
Mark as read .....	<b>Shift + i</b>
Mark as unread .....	<b>Shift + u</b>
Mark as important .....	<b>+</b> or <b>=</b>

## View Your Email

**Open an Email:** Click an email in the inbox.

**Return to the Inbox:** While viewing an email, click the **Back to Inbox** button on the toolbar.

**Open an Email in a Separate Window:** Click an email in the inbox to open it, then click the **In new window** button.

**Toggle Read Status:** While hovering your mouse over an email in the inbox, click the **Mark as Read** or **Mark as Unread** button. Or, select emails by checking their checkboxes, then click the **Mark as Read** or **Mark as Unread** button on the toolbar.

**Change Inbox View:** Click the list arrow next to the Inbox label in the Navigation panel, then select another view from the menu.

- **Default** sorts emails into categories, then displays them in chronological order.
- **Important First** will display emails that Gmail thinks are important at the top of the inbox.
- **Unread First** will display unread emails at the top of the inbox.
- **Starred First** will show starred emails at the top of the inbox.
- **Priority Inbox** will show unread and important emails first, then starred emails, then the rest of your emails.

**Print an Email:** Click an email in the inbox to open it, then click the **Print** button.


**View Email Categories:** While using the Default inbox view, click a category tab at the top of the inbox.

- ☒ **Primary** displays emails sent directly to you and other conversations you have with other people.
- ☒ **Social** displays notifications for messages on social networks.
- ☒ **Promotions** displays marketing emails.
- ☒ **Updates** displays automatically generated update emails, such as bills, receipts, and shipping notifications.
- ☒ **Forums** displays messages from discussion boards and mailing lists.

**Enable or Disable Category Tabs:** Click the **Settings** button in the inbox, select **Configure Inbox**, then check and uncheck check boxes for the categories you want to add or remove.


**Search for Help:** Click the **Support** button at the top of the screen. In the Help window, you can search for a topic, view select popular topics, or browse through all the available articles.


## Compose and Send Email

**Compose a New Email:** Click the **Compose**  button at the top of the left pane. Enter the email addresses for your recipients in the **To** field. Enter a subject in the **Subject** field. Write a message in the main text field, and then click **Send**.

**Add Cc and Bcc Recipients:** While composing an email, click the **Cc** or **Bcc** link in the **To** field. Add recipients' email addresses to the **Cc** or **Bcc** fields.


- Use **Cc** (carbon copy) to send a copy of the email to someone who may be interested in it but is not a primary recipient.
- Use **Bcc** (blind carbon copy) to send a copy to someone without other recipients knowing, or to send a copy out to many people while keeping everyone's email address private.


**Reply to an Email:** While viewing the email you want to reply to, click the  **Reply** button below the message. Enter a message, then click **Send**.


**Reply All to an Email:** While viewing the email you want to reply to, click the  **Reply All** button below the message. Enter a message, then click **Send**.


**Forward an Email:** While viewing the email you want to forward, click the  **Forward** button below the message. Enter a message to accompany the forward if you would like, then click **Send**.


**Expand the New Message Window:** While composing an email, click the **Full-screen**  button. Click the **Exit Full-screen**  button to go back to the small New Message window.

**Format Message Text:** Expand the New Message window to full-screen, or click the **Formatting Options**  button. Select the text you want to format, then use the options on the Formatting Options toolbar to format the text.

**Attach a File:** While composing an email, click the **Attach files**  button, then select a file from your computer and click **Open**.


**Attach a File from Google Drive:** While composing an email, click the **Insert Files using Drive**  button, then select a file from your Google Drive. Choose whether to send a link to the file, or to attach the file itself, then click **Insert**.

**Insert a Link:** While composing an email, click the **Insert Link**  button. Set the text to display as the link, if necessary, then choose whether to insert a link to a web address or email address. Enter the link's address, then click **OK**.


**Schedule an Email:** After composing an email, click the **Send** button list arrow and select **Schedule send** . Select a suggested date and time; or click **Pick date & time**, select a custom date and time, then click **Schedule Send**.

## Organize Your Inbox

**Create a Label:** Click **More** at the bottom of the Navigation panel to expand its options, then click **Create new label** . Give the label a name, then click **Create**.


**Apply a Label to an Email:** Select an email, click the **Labels**  button on the toolbar, check the check boxes for the labels you want to apply, then click **Apply**.


**View a Label's Email:** Click a label in the Navigation panel to view all the email with that label applied.


**Hide a Label:** Hover your mouse over a label in the left pane, click the **More Options**  button, and, under the **In label list** heading, select **Hide**.



**Show a Hidden Label:** Click **More** at the bottom of the left pane to expand its options, then click **Manage labels** . Click **Show** next to a label you want to show.

**Search for an Email:** Click in the **Search** field at the top of the screen, type a word or phrase, then press **Enter**.



**Refine a Search:** After beginning a search, click the **Show search options**  button in the search field. Enter additional search criteria in the available fields, then click **Search**.


**Create a Filter:** Click the **Show search options**  button in the search field, set up the search criteria you want to base the filter on, and then click **Create Filter**. Set up what actions you want to apply to filtered emails, then click **Create Filter**.

**Manage Filters:** Click the **Settings**  button in the inbox, then select **Settings**. Click the **Filters and Blocked Addresses** tab, then click a filter's **Edit** button to edit it or a filter's **Delete** button to remove it.



**Star an Email:** Click the empty **Star**  icon on an email in the inbox; or, select multiple emails by checking their check boxes, then click the **More Actions**  button on the toolbar and select **Add star**.



**View Starred Emails:** Click the **Starred**  category link in the Navigation panel, or enter the search term "is:starred" in the **Search** field.

**Toggle Email Importance:** Click an email's **Importance marker**  to toggle its importance. Or, select multiple emails by checking their check boxes, then click the **More Actions**  button on the toolbar and select either **Mark As Important** or **Mark As Not Important**.


**View Important Emails:** Click the **Important**  category link in the Navigation panel, or enter the search term "is:important" in the **Search** field.

## Organize Your Inbox


**Archive an Email:** Hover your mouse over an email in the inbox and click the **Archive**  button; or select emails by checking their checkboxes, then click the **Archive**  button on the toolbar.

**Delete an Email:** Hover your mouse over an email in the inbox and click the **Delete**  button; or, select emails by checking their checkboxes, then click the **Delete**  button on the toolbar.



**View the Trash:** Click **More** at the bottom of the Navigation panel to expand its options, then click **Trash** .

**Restore a Deleted Email:** While viewing the trash, select an email, click the **Move To**  button on the toolbar, and select **Inbox**.


**Empty the Trash:** While viewing the trash, click the **Empty Trash now** link at the top of the thread list.

**Mute an Email Conversation:** Open an email or select it by checking its checkbox, then click the **More Actions**  button on the toolbar and select **Mute**.

**View a Muted Conversation:** Click the **All Mail** category in the left pane, then look for conversations marked with a **Muted** label; or, enter the search term "is:muted" in the **Search** field.

**Snooze an Email:** Hover your mouse over an email in the inbox and click the **Snooze**  button, or select emails by checking their checkboxes, then click the **Snooze**  button on the toolbar. From the menu, select how long you want to snooze the email for.

## Customize Email Settings

**View and Modify Settings:** From the inbox, click the **Settings**  button, then select **Settings**.

**Enable Desktop Notifications:** From the **General** tab of the Settings screen, scroll down to the **Desktop Notifications** category. Click the **Click here to enable desktop notifications for Gmail** link. Click **Allow** in the browser popup. Select a notification setting, then click the **Save Changes** button.

**Add a Signature:** From the **General** tab of the Settings screen, scroll down to the **Signature** category. Click the **Signature** option button to enable a signature, then enter a signature in the text field. Click the **Save Changes** button.

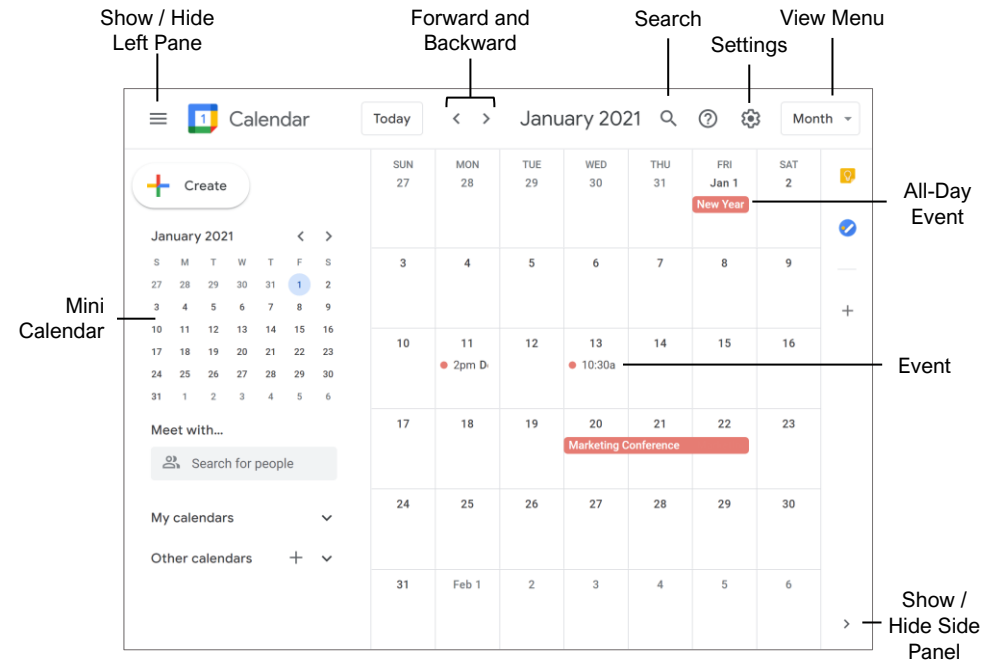
**Add a Vacation Response:** From the **General** tab of the Settings screen, scroll down to the **Vacation Responder** category. Click the **Vacation Responder on** option, then enter a start date. If you have an end date, check the **Last day** check box and enter an end date. Enter a subject line and message body for the response email, then click the **Save Changes** button.



# Google Calendar

## Quick Reference Guide

## The Google Calendar Screen



## Options and Settings

### Event Options

**Location** sets a physical address that the event takes place at.

**All Day** toggles whether the event has a specific time or takes place all day. All Day events will not change your availability from *Free*, while events with a specific time will change your availability to *Busy*.

**Time Zone** lets you specify a time zone for the event, and even a separate time zone for the start and end times.

**Notification** sets when an alert for the event should appear. You can also set multiple notifications at different times.

**Event Color** lets you change the event's color on the calendar.

**Visibility** sets how the event appears on your public calendar.

**Description** lets you write a description. You can also attach files to an event in the Description field.

### Calendar Settings

**Language and Region** settings control your default language, country, date format, and time format preferences.

**Time Zone** settings let you set a primary time zone, as well as set a secondary time zone that you may also commonly use.

**World Clock** settings let you display several different time zones in the left pane.

**Event Settings** control the default event duration, guest permissions, and notifications.

**View Options** control some basic aspects of how your calendar and events display, such as whether weekends appear and which day the week starts.

**Events from Gmail** lets you toggle whether Gmail invitations are automatically added to your calendar.

**Working Hours** lets you set your workdays, and which hours on those days you're working.

**Main Work Location** lets you set a location that you usually work from.

**Keyboard Shortcuts** lets you turn shortcuts on or off.

### View Your Calendar

**Select a Calendar View:** Click the **View** menu button and select another view.

**Navigate in Your Calendar:** Use the **Forward** > and **Backward** < arrow buttons above the calendar grid to move between days, weeks, or months (depending on the view you are in).

**Use the Mini Calendar:** Click the **Forward** > and **Backward** < arrow buttons to move the mini calendar from month to month, and double-click a day to view that day in the full calendar.

**Search Your Calendar:** Click the **Search** 🔍 icon, enter a search phrase, then press **Enter**.

**Advanced Search Options:** Click the **Search** 🔍 icon, click the **Search options** arrow, fill out any of the search fields, then click **Search**.

### Create a Calendar Event

**Create an Event:** Click the **Create** button (or click a spot on the calendar), enter an event title, set the date, set the start and end time, then click **Save**.

**Create an Event Options:** While creating or editing an event, click the **More options** button, enter additional event information, then click **Save**.

### Edit Calendar Events

**Edit an Event:** Click the event on the calendar, then click the **Edit** ✎ button. Change the event's information, then click **Save**.

**Reschedule an Event:** Click and drag an event on the calendar grid to a new day or time.

**Change an Event's Color:** Right-click an event on the calendar grid and select a new color.

**Duplicate an Event:** Select an event on the calendar grid, click the **Options** ⋮ button, and select **Duplicate**. Edit the duplicated event's options and then click **Save**.

**Delete an Event:** Select an event on the calendar grid, then click the **Delete event** button on the event popup.

**Restore a Deleted Event:** Click the **Settings** ⚙ icon, select **Trash**, check the checkbox(es) for the email(s) you want to restore, and then click the **Restore all selected** ↶ button.

### Create Repeating Events

**Create a Repeating Event:** While creating or editing an event, click the **Repeat** menu arrow and select a recurrence pattern.




## Create Repeating Events

**Set a Repeating Event End Date:** While creating or editing an event, click the **Repeat** menu arrow and select **Custom**. Click the Ends section **On** option button, select a date, and then click **Done**.

**Set a Custom Recurrence Pattern:** While creating or editing an event, click the **Repeat** menu arrow and select **Custom**. Choose whether to repeat daily, weekly, monthly, or yearly, choose a day of the week or month (if necessary), then click **Done**.

**Set a Number of Recurrences:** While creating or editing an event, click the **Repeat** menu arrow and select **Custom**. Click the Ends section **After** option button, specify a number of recurrences, then click **Done**.

## Print Calendars

**Print a Calendar:** Click the **Settings**  icon, select **Print**, specify the date range and other print settings, then click **Print**.


**Print an Event:** Select an event on the calendar grid, click the **Options** button, and select **Print**. Click the **Print** button, specify print settings, then click **Print**.

## Schedule Meetings

**Schedule a Meeting:** Click the **Create** button (or click a spot on the calendar), enter a meeting title, set the date, and set the start and end time. Click the **Add guests** field and enter the email addresses for the people you want to invite. Click the **Add location** field, enter a meeting location (or click the **Add Google Meet video conferencing** button), click **Save**, then click **Send**.

**Find a Meeting Time:** While creating or editing a meeting, and after entering guests, click the **Find a time** button. Select a time slot where everyone is available and click **Save**.

**Publish an Event:** Select an event on the calendar grid, click the **Options** button, and select **Publish event**. Click the **Copy** button for either the HTML code or link, click **Close**, then share the event using the copied code or link.

**Change Meeting Owners:** Select an event on the calendar grid, click the **Options**  button, and select **Change owner**. Enter the email address for the new owner and click **Change Owner**.

**Respond to a Meeting Invite:** Select a meeting placeholder on the calendar grid, then click **Yes**, **No**, or **Maybe**.

**Track Meeting Responses:** Select an event on the calendar grid, then look at the responses in the Guest section of the popup.


**Add Out of Office Dates:** Click the first day that you'll be away in the calendar and click the **Out of office** tab. Click the **End date** field, select a date, enter a message, then click **Save**.


## Use Reminders

**View and Hide Reminders:** Expand the **My calendars** heading in the left pane, then check the **Reminders** checkbox to display the Reminders calendar. Uncheck the **Reminders** checkbox to hide the Reminders calendar.

**Create a Reminder:** Make sure that the Reminders calendar is shown, click a date on the calendar grid, click the **Reminders** tab, enter a title, enter a time, then click **Save**.





**Complete a Reminder:** Select a reminder on the calendar grid, then click the **Mark as done** button.

**Edit a Reminder:** Select a reminder on the calendar grid, click the **Edit reminder**  button, make changes to the reminder, then click **Save**.

**Delete a Reminder:** Select a reminder on the calendar grid, then click the **Delete reminder**  button.

## Notes and Tasks


**Create a Note:** Click the **Show Side Panel**  button and click the **Keep**  button. Click the **Take a note** button, type a note, then click **Done**.

**Create a List:** Click the **Show side panel**  button and click the **Keep**  button. Click the **New List**  button, type a list item, click the **New List Item**  to add a new item, and click **Done**.



**Delete a Note or List:** Select a note or list in the Keep pane, click the **Menu**  button, and select **Delete**.


**View Tasks:** Expand the **My calendars** heading in the left pane, then check the **Tasks** checkbox to display the Tasks calendar.

**Create a Task:** Make sure that the Task calendar is shown, click a date on the calendar grid, and click the **Task** tab. Enter a title, enter a description, click the task list menu arrow, select a task list, then click **Save**.



**Edit a Task:** Select a task on the calendar grid, click the **Edit task**  button, make changes to the task, then click **Save**.

**Complete a Task:** Select a task on the calendar grid, then click the **Mark complete** button.


**Create a New Task List:** Click the **Show side panel**  button, click the **Task**  button, click the **task list** menu arrow, and select **Create new list**. Give the list a name and then click **Done**.


**Add Tasks to a Task List:** Click the **Show side panel**  button, click the **Task**  button, click the **task list** menu arrow, and select a task list. Click the **Add task**  button, enter a task in the text field, and then press **Enter**.

## Add-Ons


**Install Add-Ons:** Click the **Show side panel**  button, click the **Get add-ons**  button, select an add-on, and click **Install**. Give the add-on permission to access your calendar by clicking **Continue**, select a Google account, review the permissions, and click **Allow**.

## Use Multiple Calendars


**Create a New Calendar:** Click the **Add other calendars**  button next to the Other Calendars heading in the left pane, select **Create new calendar**, enter a name and description, and click **Create calendar**.


**Add a Shared Calendar:** Click the **Add other calendars**  button next to the Other Calendars heading in the left pane, select **Subscribe to calendar**, then enter a person's email address or select them from the suggestions.


**View and Hide Calendars:** Check a calendar's checkbox to show it, and uncheck a calendar's checkbox to hide it.


**Remove a Calendar:** Click a calendar's **Unsubscribe**  button, then click **Remove calendar**.


## Share Calendars


**Share Your Calendar Publicly:** Click a calendar's **Options**  button, select **Settings and sharing**, and click **Access permissions**. Check the **Make available to public** checkbox, then select how much detail you want to share using the menu arrow.

**Share Your Calendar Within an Organization:** Click a calendar's **Options**  button, select **Settings and sharing**, and click **Access permissions**. Check the **Make available for [Your Organization]** checkbox, then select how much detail you want to share using the menu arrow.

**Share Your Calendar with Specific People:** Click a calendar's **Options**  button, select **Settings and sharing**, and click **Share with specific people**. Click the **Add people** button, enter the email address(es) you want to share your calendar with, then click **Send**.

**Create a Shareable Link to Your Calendar:** Click a calendar's **Options**  button, select **Settings and sharing**, and click **Access permissions**. Click the **Get shareable link** button, click **Copy**, and then paste the link where you want to share it.

**Import Events to your Calendar:** Click the **Settings**  icon, select **Settings**, and click **Import & export**. Click **Select file**, select a CSV or iCal file, click **Open**, click **Import**, then click **OK**.

**Export Events from your Calendar:** Click the **Settings**  icon, select **Settings**, click **Import & export**, then click **Export**.



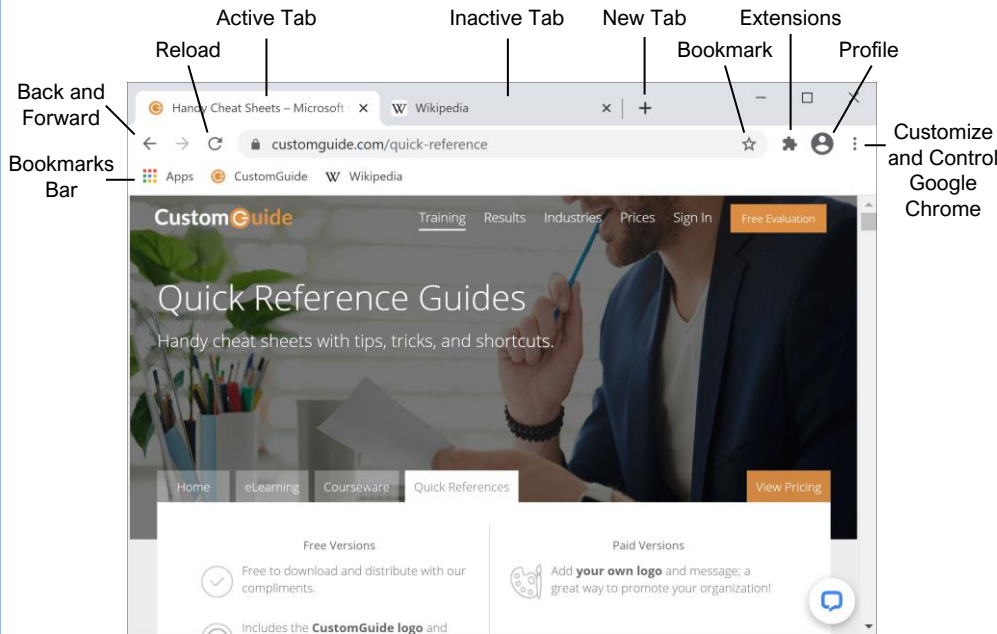
# Google Chrome

## Quick Reference Guide

CustomGuide

[CLICK HERE to Add Your Logo](#)

### The Google Chrome Window



### Keyboard Shortcuts

#### Tab and Window Controls

New window .....	<b>Ctrl + N</b>
New tab .....	<b>Ctrl + T</b>
New incognito window .....	<b>Ctrl + Shift + N</b>
Jump to next tab .....	<b>Ctrl + Tab</b>
Jump to previous tab .....	<b>Ctrl + Shift + Tab</b>
Close the current tab .....	<b>Ctrl + W</b>
Close the current window .....	<b>Ctrl + Shift + W</b>
Jump to the address bar .....	<b>Ctrl + L</b>
Reopen closed tab .....	<b>Ctrl + Shift + T</b>

#### Web Page Controls

Reload page .....	<b>F5</b>
Reload page, ignoring cached content .....	<b>Shift + F5</b>
Stop page loading .....	<b>Esc</b>
Print page .....	<b>Ctrl + P</b>
Save page .....	<b>Ctrl + S</b>
Bookmark page .....	<b>Ctrl + D</b>
Toggle full-screen .....	<b>F11</b>
Zoom in .....	<b>Ctrl + +</b>
Zoom out .....	<b>Ctrl + -</b>
Zoom to 100% .....	<b>Ctrl + 0</b>
Display page source code .....	<b>Ctrl + U</b>
Scroll down one page .....	<b>Page Down</b>
Scroll up one page .....	<b>Page Up</b>
Jump to top of page .....	<b>Home</b>
Jump to bottom of page .....	<b>End</b>
Select next clickable object .....	<b>Tab</b>
Select previous clickable object .....	<b>Ctrl + Tab</b>

#### Chrome Application Controls

Open the Chrome menu .....	<b>Alt + E</b>
Toggle the Bookmarks bar .....	<b>Ctrl + Shift + B</b>
Open the Bookmarks Manager .....	<b>Ctrl + Shift + O</b>
Open the History page .....	<b>Ctrl + H</b>
Open the Downloads page .....	<b>Ctrl + J</b>
Open the Find bar .....	<b>Ctrl + F</b>
Next Find match .....	<b>Ctrl + G</b>
Previous Find match .....	<b>Ctrl + Shift + G</b>
Open Chrome Help Center .....	<b>F1</b>

### Browsing Basics

**Enter an Address or Search:** Click in the address/search bar at the top of the window, enter a website URL or search term, then press the **Enter** key.

**Go Backward in your History:** Click the **Back** button to return to the page you were viewing before the current page.

**Go Forward in your History:** After having clicked the Back arrow button, click the **Forward** button to return to the previous page.

**Reload a Page:** Click the **Reload** button next to the address bar to refresh the page.

**Open a New Tab:** Click the **New tab** button at the top of the window, to the right of the tabs.

**Open a Link in a New Tab:** Click a web link while holding the **Control** key (or the **Command** key on a Mac), or right-click a link and select **Open link in new tab**.

**Close a Tab:** Click the **Close** button on the right end of a tab.

**Bookmark a Page:** Click the **Bookmark this tab** button at the end of the address bar, give the bookmark a name, choose a bookmark folder, then click **Done**.

### Manage Bookmarks

**Open a Bookmark:** Click a bookmark on the Bookmarks bar, or click the **Customize and control Google Chrome** menu button, select **Bookmarks**, and select a bookmark.

**Open the Bookmark Manager:** Click the **Customize and control Google Chrome** menu button, select **Bookmarks**, and select **Manage bookmarks**.

**Create a New Bookmark Folder:** Right-click on the Bookmarks bar (or in the Bookmarks menu), select **Add folder**, give the folder a name, and click **Save**. Or, in the Bookmark Manager, click the **Organize** menu button, select **Add new folder**, give the folder a name, and click **Save**.

**Move a Bookmark:** Click and drag a bookmark (from the Bookmarks bar, Bookmarks menu, or in the Bookmark Manager) into a folder.

**Edit a Bookmark:** Right-click a bookmark (on the Bookmarks bar, Bookmarks menu, or in the Bookmark Manager), select **Edit**, edit the name and/or URL, and click **Save**.

**Delete a Bookmark:** Right-click a bookmark (on the Bookmarks bar, Bookmarks menu, or in the Bookmark Manager) and select **Delete**.

## Browse Privately

**Open an Incognito Mode Window:** Click the **Customize and control Google Chrome** menu button and select **New incognito window** to browse privately.

**Open a Link in an Incognito Window:** Right-click a link and select **Open link in incognito window**.

## Browsing History

**View Recently Visited Pages:** Click the **Customize and control Google Chrome** menu button and select the **History** submenu.

**View Your Full Browsing History:** Click the **Customize and control Google Chrome** menu button, select the **History** submenu, then select **History**.

**Visit a Page from Your History:** Click the **Customize and control Google Chrome** menu button, select the **History** submenu, and then select a page. Or, click the **Customize and control Google Chrome** menu button, select the **History** submenu, select **History**, then click a page title.

**Clear Your Browsing History:** Click the **Customize and control Google Chrome** menu button, select the **History** submenu, and select **History**. Click the **Main menu** button on the History page (if necessary), select **Clear browsing data**, click the **Time range** list arrow, and select a time frame to clear. Check the **Browsing data** checkbox and then click **Clear data**.

## Change How a Page is Viewed

**Zoom In:** Click the **Customize and control Google Chrome** menu button, then click (+) in the Zoom group.

**Zoom Out:** Click the **Customize and control Google Chrome** menu button, then click (-) in the Zoom group.

**View a Page Full-Screen:** Click the **Customize and control Google Chrome** menu button, then click the **Full-screen** button in the Zoom group. Click the **Exit full-screen** button at the top of the screen to return to normal view.

## Use Profiles

**Add a Profile:** Click the user profile icon button, select **Add**, enter a profile name, select a profile icon, and click **Add**.

**Change Profiles:** Click the user profile icon button and select another profile.

**Sync a Profile to a Google Account:** Click the user profile icon button, click **Turn on sync**, enter your Google account email address, click **Next**, enter your account's password, click **Next**, click **Link Data** (if necessary), then click **Yes, I'm In**.

## Manage Downloads

**View Recent Downloads:** Click the **Customize and control Google Chrome** menu button and select **Downloads**.

**Open a Downloaded File:** Click the downloaded file in the Downloads bar. Or, click a downloaded file name on the Downloads page.

**View a Downloaded File's Location:** Click the menu arrow next to a file in the Downloads bar and select **Show in folder**. Or, click the **Show in folder** link below a file's name on the Downloads page.

**Save a Web Page:** Click the **Customize and control Google Chrome** menu button and select **More tools**. Select **Save page as** and enter a file name. Click the **Save as type** menu arrow and select a file type, then click **Save**.

- **HTML Only** will save just the HTML code for a page without any images, style sheets, or other assets. This will save it with the smallest file size, but isn't useful if you care about more than the page's text.
- **Single File** will save the page and all of its assets into a single file, making it easy to share with someone else.
- **Complete** will save the page as one file, with all of the images and other assets saved to a folder you can easily browse.

## Extensions

**Access the Chrome Web Store:** Click the **Customize and control Google Chrome** menu button, select **More tools**, and select **Extensions**. Click the **Main menu** button to expand the left pane (if necessary) and click the **Open Chrome Web Store** link.

**Install an Extension:** Click an extension's thumbnail in the Chrome Web Store, click the **Add to Chrome** button, review the extension's requests for your data, and click **Add extension**.

**View Active Extensions:** Click the **Extensions** button to the right of the address bar.

**Use an Extension:** Click the **Extensions** button to the right of the address bar, then click an extension's name.

**Manage Extensions:** Click the **Customize and control Google Chrome** menu button, select **More tools**, and select **Extensions**.

**Toggle an Extension On or Off:** Click the **Customize and control Google Chrome** menu button, select **More tools**, select **Extensions**, and then click an extension's toggle switch.

**Remove an Extension:** Click the **Customize and control Google Chrome** menu button, select **More tools**, select **Extensions**. Click an extension's **Remove** button then click **Remove** to confirm.

## Extensions

**Pin an Extension to the Toolbar:** Click the **Extensions** button to the right of the address bar, then click an extension's **Pin** button. Click the **Pin** button again to unpin the extension.

**Access an Extension's Options:** Click the **Extensions** button to the right of the address bar, click an extension's **More actions** button, then select **Options**. Every extension will have a different options page with different options available. Make any changes you want to an extension's options, then click **Save**.

## Chrome Settings

**Access Chrome Settings:** Click the **Customize and control Google Chrome** menu button, select **Settings**, and then select a settings category in the left pane.

- **You and Google** settings control how Chrome syncs to your Google account. You can change your account name and picture, import bookmarks, and adjust other settings.
- **Autofill** settings let you manage the passwords, payment methods, addresses, and other bits of personal information that Chrome can automatically fill in for you.
- **Safety Check** allows you to run a single test to see if there are any security concerns in Chrome, including whether Chrome is up to date, if you have any potentially malicious extensions installed, and whether any of the passwords you use have been compromised in any known security breaches.
- **Privacy and Security** settings allow you to clear your browsing data, control Safe Browsing settings, and modify specific site permissions settings.
- **Appearance** settings let you change the theme, toggle the Home button and the Bookmarks bar, customize the default fonts, and change the default page zoom level.
- **Search Engine** settings allow you to change Chrome's default search engine, as well as manage additional search engines you can access by using keywords.
- **Default Browser** settings includes a button to make Chrome your default browser.
- **On Startup** settings let you choose what appears when you first open Chrome—either the New Tab page, the tabs you last had open, or a specific set of tabs.
- **Advanced** settings contain more categories, including language and spellcheck, download location, accessibility settings, hardware acceleration settings, and options to reset settings back to defaults.

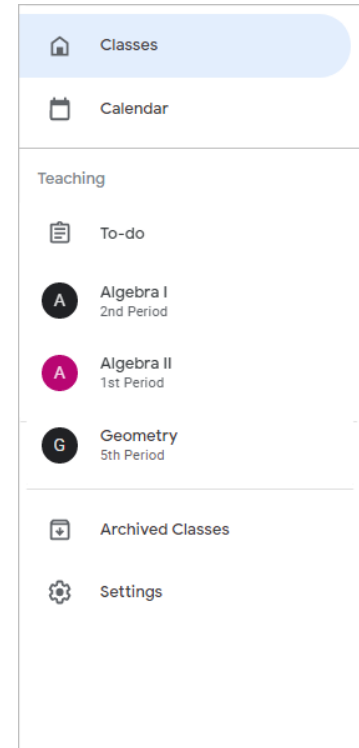
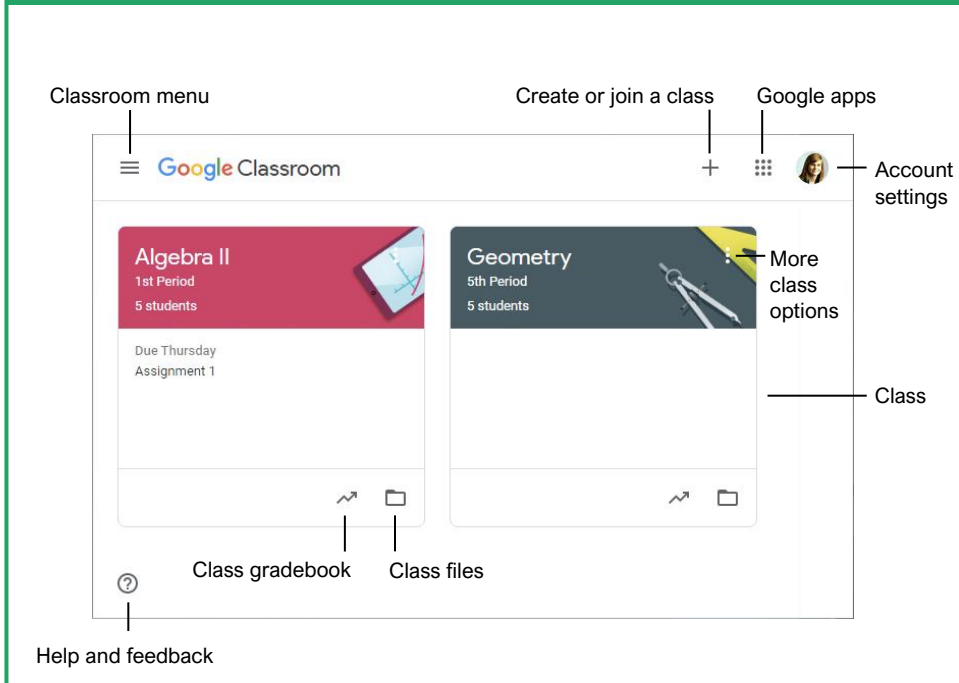


# Google Classroom: Teachers

## 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.

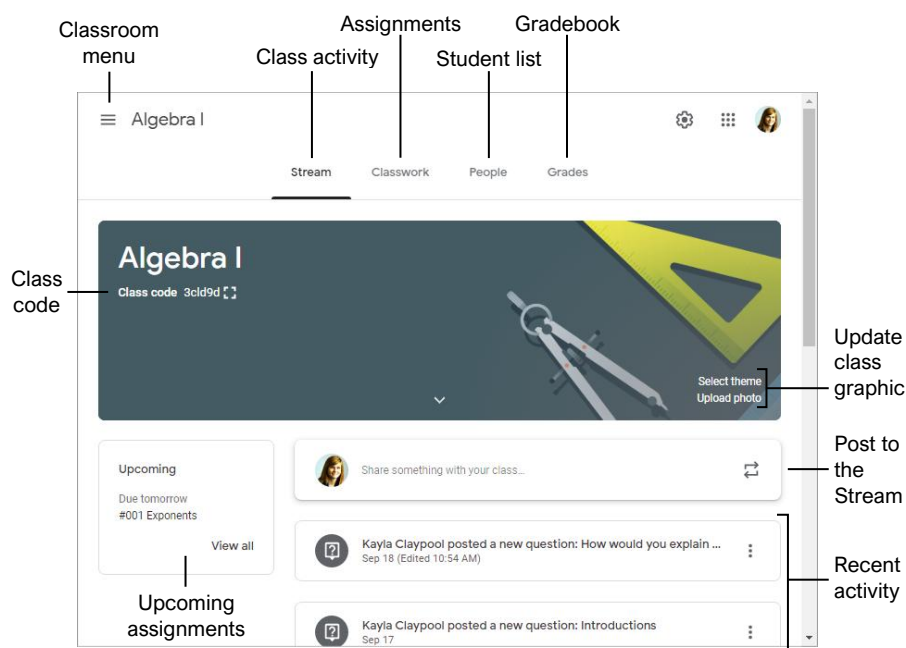
**Active Classes:** Below To-do in the Teaching section, you see each of your active classes listed in the menu. Quickly jump to a class from here.

**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**.

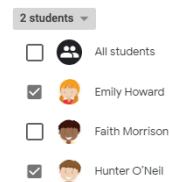
**Email Students:** Click the **People** tab, then select the students you want to email. Click the **Actions** button and select **Email**. Populate the email and click **Send**.

**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

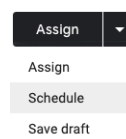
### Assign Work to Specific Students:



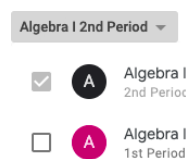
When creating an assignment, click the **All Students** button. Select only specific students to differentiate assignments or vary group work.

### 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**.



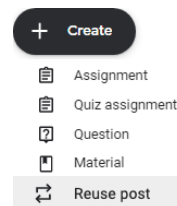
### Use Assignments in Multiple Classes:



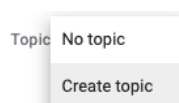
Create an assignment once and post it to multiple classes. In the Assignment dialog box, click the **Class** button and select the classes to which you want to post the assignment.

### 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**.



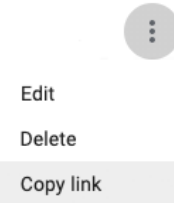
### Organize Work Using Topics:



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

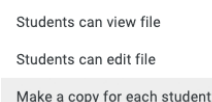
### Send Links to Assignments:

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**.

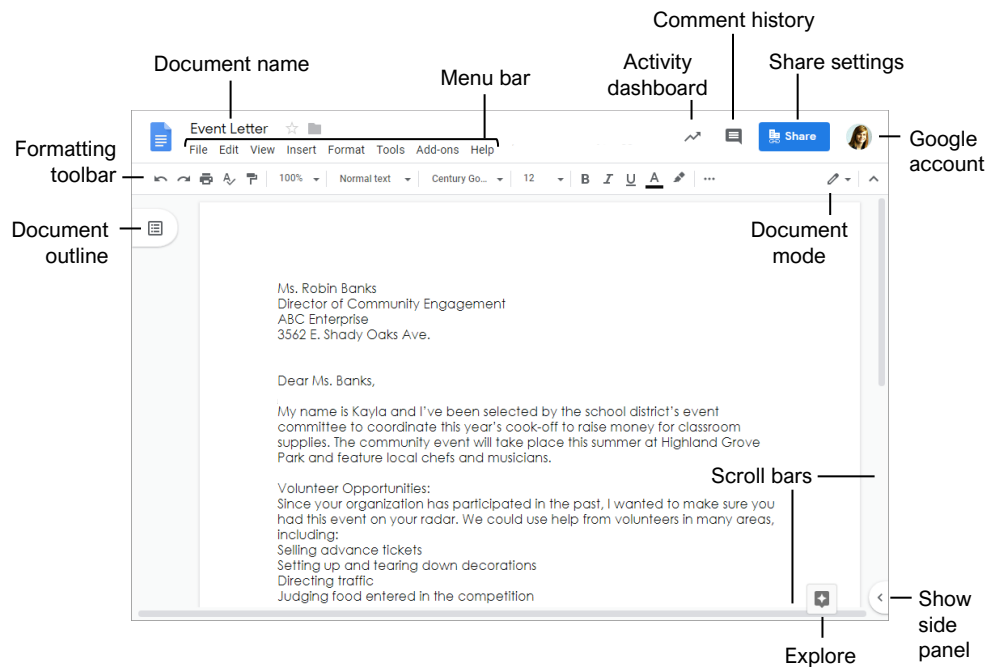




# Google Docs

## 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**.

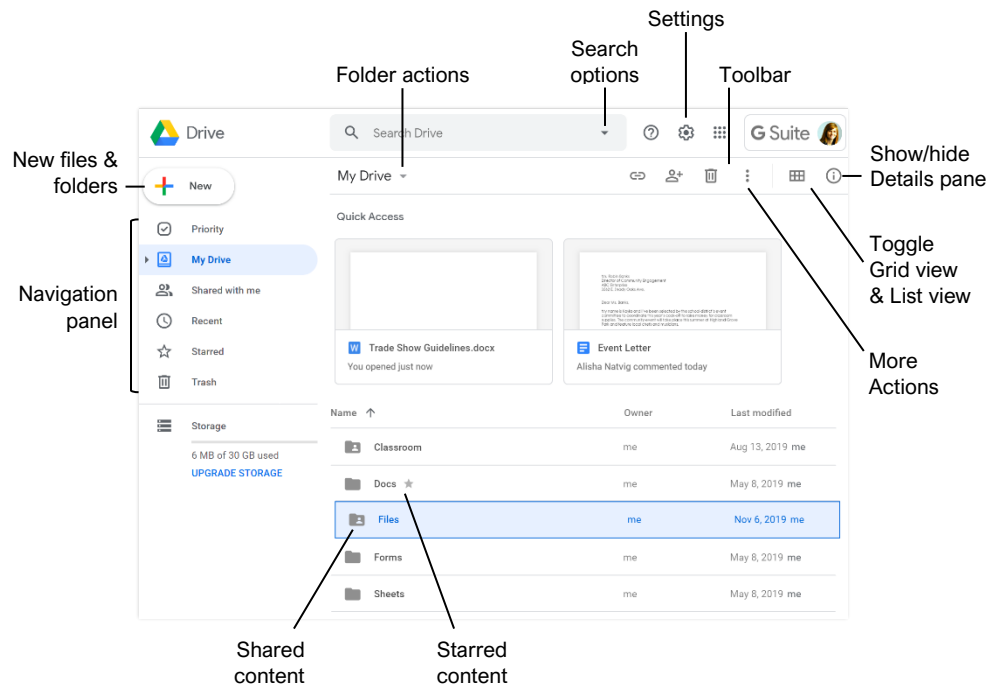
**Edit with Suggesting Mode:** Click the **Editing mode**  button in the upper-right, and select **Suggesting mode**. Suggest edits by making changes in the document.

**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**.



## 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](https://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**.

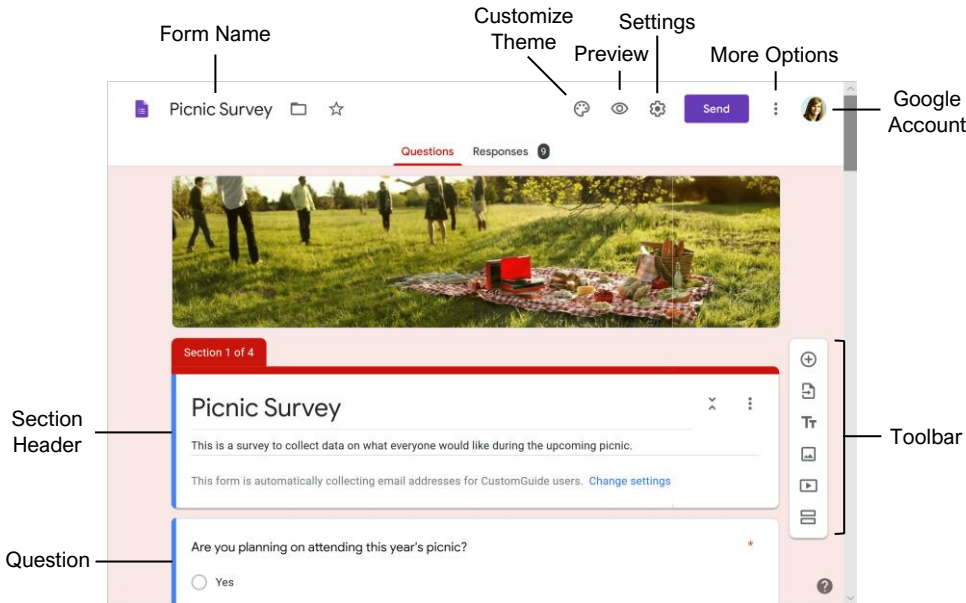
**View Drive File Stream Notifications:** Click the **Drive File Stream**  icon on the taskbar and click **Notifications**.



# Google Forms

## Quick Reference Guide

## The Google Forms Screen



## Question Types

### Type an Answer

**Short Answer:** The user can enter text into a small text field. You can use data validation to set some rules for what can be entered.

**Paragraph:** The user can enter text into a larger text field. You can use data validation to set some rules for what can be entered.

### Choose from a List

**Multiple Choice:** The user can choose *one* option from a list. You can include an *Other* option, where the user can type a short answer.

**Checkboxes:** The user can choose *any number* of options from a list. You can include an *Other* option, where the user can type a short answer.

**Dropdown:** The user can choose one option from a dropdown menu.

### Upload Files

**File Upload:** The user can upload a file to answer the question. You can specify a file type, and maximum file size. The user must be signed in to their Google account, and uploaded files will count against the Google Drive storage space for the survey owner.

### Choose from a Grid

**Linear Scale:** The user chooses a number along a linear scale. You can set the scale to start at either 0 or 1, and end on a whole number between 2 and 10.

**Multiple Choice Grid:** You can create several rows of multiple choice responses, and the user chooses one response per row. You can also change it to one choice per column.

**Checkbox Grid:** You can create several rows of checkbox responses, and the user chooses any number of responses per row.

### Date and Time

**Date:** The user selects a date. You can specify whether or not the year is included as well.

**Time:** The user can select a time. You can instead specify for the user to select a duration.

## Create a Form

**Open Google Forms:** From the Google home screen, click the **Google Apps** button and select **Forms**.

**Create a New Blank Form:** From the Google Forms start page, click the **Blank** button.

**Create a New Form from a Template:** From the Google Forms start page, click a template's button.

**Give a Form a Title:** Click in a form's **Title** field and enter a new title.

**Add a New Question:** Click the **Add Question** button on the toolbar, type a question into the text field, click the **Question type** list arrow, and select a question type.

**Add Question Responses:** Click in a response text field and enter a response. Click the **Add option** button to add another response.

**Add a Title and Description:** Click the **Add title and description** button, enter a title in the **Title** field, then enter a description in the **Description** field.

**Duplicate a Question:** Click within a question, then click the **Duplicate** button at the bottom of the question cell.

## Edit a Form

**Move a Question:** Select a question, then click and drag the grabber edge (⋮) of the question cell to a new spot.

**Edit a Question or Response:** Click within a question or response text field, then edit the question or response.

**Delete a Question:** Select a question, then click the **Delete** button at the bottom of the question cell.


**Add an Image to a Form:** Click the **Add image** button on the toolbar, select a source for the image, select an image, then click **Open** (or **Insert**).



**Add a Video to a Form:** Click the **Add video** button on the toolbar, enter a search term or YouTube URL, select the video you want to insert, and click **Select**.

**Add an Image to a Question:** Select a question, click the **Add image** button next to the question text field, select a source for the image, select an image, then click **Open** (or **Insert**).

**Add an Image to a Response:** Select a question, click the **Add image** button next to a response text field, select a source for the image, select an image, then click **Open** (or **Insert**).



## Edit a Form

**Align an Image or Video:** Select an image or video, click the **More**  button, and select an alignment option.

**Change an Image:** Select an image or video, click the **More**  button, and select **Change** . Select a source for the image, select an image, then click **Open** (or **Insert**).

**Delete an Image or Video:** Select an image or video, click the **More**  button, and select **Remove** .

## Customize Theme

**Change the Header Image:** Click the **Customize theme**  button at the top of the window, click the **Choose image**  button (or the **Image uploaded** label), select a new header image, and click **Insert**.


**Change the Theme Color:** Click the **Customize theme** button at the top of the window, then click a theme color or background color thumbnail.

**Change the Theme Font:** Click the **Customize theme**  button at the top of the window, click the **Font style** menu arrow, and select a font style.


## Use Form Sections


**Add a Form Section:** Click the **Add section**  button on the toolbar, then enter a section name and description in the text fields.

**Collapse a Section:** Click a section's **Collapse**  button.


**Expand a Section:** Click a collapsed section's **Expand**  button.

**Move a Question Into a Section:** Select a question, then click and drag the grabber edge (⋮) of the question cell below the section's header.

**Move a Section:** Click a section's **More**  button, select **Move section**, click the **Up** and **Down** arrow buttons to reorder the form's sections, then click **Save**.


**Merge Sections:** Click the second section's **More**  button, then select **Merge with above**.

**Delete a Section:** Click a section's **More**  button, then select **Delete section**.


**Change Form Navigation Based on Selected Responses:** Select a question, click the **More**  button, then select **Go to section based on answer**. Click the menu arrow for a question response, select a section to go to if that response is chosen, then repeat as necessary.

**Change Navigation Between Sections:** Click the menu arrow at the end of a section and select a section to navigate to next (or to submit the form).

## Create and Grade a Quiz

**Create a Quiz:** Click the **Settings**  icon, click the **Quizzes** tab, then click the **Make this a quiz** toggle button. Configure the quiz options, then click **Save**.

- Choose whether to release grades immediately after the respondent submits it, or after you review them.
- Choose whether the people receiving their results will be able to see which questions they missed, which answers are correct, and how many points each question was worth.


**Specify Correct Answers:** Select a quiz question, click the **Answer key**  button, click the correct response, specify the point value, then click **Done**. Optionally, click **Add answer feedback** to provide an explanation for incorrect or correct answers.


**Preview a Quiz or Form:** Click the **Preview**  button in the top right.


**Grade Quiz Questions:** Click the **Responses** tab, click the **Individual** tab, then select a user either from the menu or by using the arrows. Review the responses, assign points to the responses as necessary, then click **Save**. Repeat for each individual who has responded.

**Return a Quiz:** Click the **Responses** tab, click the **Summary** tab, click the **Release scores** button, add a message, then click **Send emails and release**.

## Send a Form

**Send a Form by Email:** Click the **Send** button in the top right, click the **Email**  tab, enter email addresses in the **To** field, edit the **Subject** and **Body** fields, and then click **Send**.

**Share a Link to a Form:** Click the **Send** button in the top right, click the **Link**  tab, click **Copy**, then paste the link where you want to share it.


**Embed a Form in a Web Page:** Click the **Send** button in the top right, click the **Embed HTML**  tab, specify the width and height of the form, click **Copy**, then paste the code into your web page.


**View a Form's Responses:** Click the **Responses** tab at the top of the form.

- Click the **Summary** tab to see a summary of all responses, including charts showing how common each response was and which email addresses have responded.
- Click the **Question** tab to view all responses by question. Use the dropdown menu or the arrows to move through the questions in the form.
- Click the **Individual** tab to view responses by respondent. Use the dropdown menu or the arrows to move through the individual's responses to the form.



## Send a Form



**Stop Accepting Responses:** Click the **Responses** tab at the top of the form, then click the **Accepting responses** toggle switch to turn it off.


**Collect Email Addresses from Responses:** Click the **Settings**  icon, click the **General** tab, check the **Collect email addresses** checkbox, then click **Save**.


**Limit Responses Per Respondent:** Click the **Settings**  icon, click the **General** tab, check the **Limit to 1 response** checkbox, then click **Save**.


## View and Analyze Responses


**Print a Form as a Handout:** While on the **Questions** tab, click the **More**  button in the top right, select **Print** , set up print settings in the browser's dialog box, then click **Print**.

**Print a Summary of Responses:** Click the **Responses** tab, click the **Summary** tab, click the **More**  button, select **Print** , then use your browser's print command to print the resulting page.

**Print an Individual Response:** Click the **Responses** tab, click the **Individual** tab, and view the response you want to print using the menu or the arrows. Click the **Print response**  button, set up print settings in the browser's dialog box, then click **Print**.


**Print All Responses:** Click the **Responses** tab, click either the **Questions** tab or the **Individual** tab, click the **More**  button, and select **Print all responses**. Set up print settings in the browser's dialog box and click **Print**.


**Export Responses to a New Spreadsheet:** Click the **Responses** tab, click the **Create spreadsheet**  button, click the **Create a new spreadsheet** option, then click **Create**.

**Export Responses to an Existing Spreadsheet:** Click the **Responses** tab, click the **Create spreadsheet**  button, and click the **Select existing spreadsheet** option. Click **Select**, select a spreadsheet in your Google Drive, then click **Select**.

**Unlink a Spreadsheet:** Click the **Responses** tab, click the **More**  button, and select **Unlink form**.

**Download Responses:** Click the **Responses** tab, click the **More**  button, and select **Download responses (.csv)**.

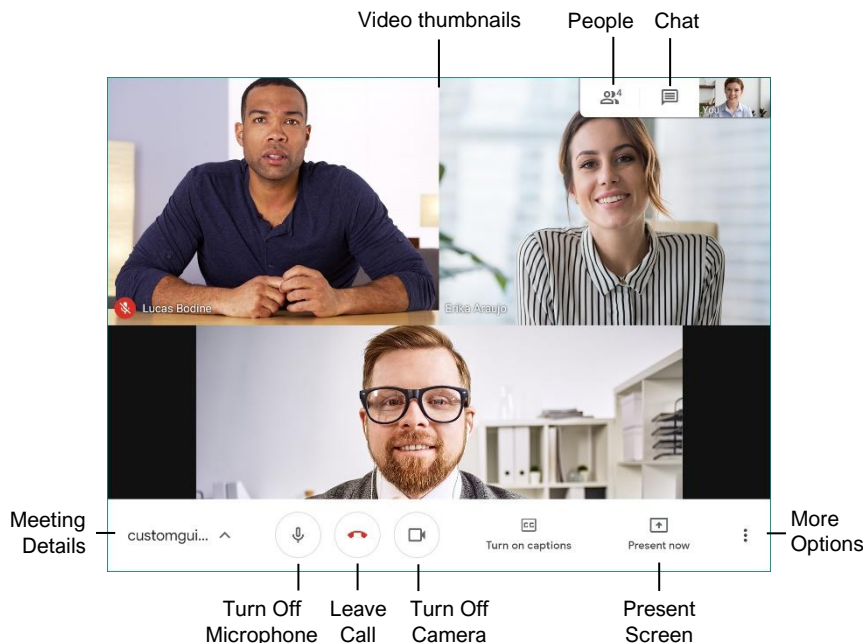
**Delete a Single Response:** Click the **Responses** tab, click the **Individual** tab, and select a response using the dropdown menu or the arrows. Click the **Delete response**  button then click **Yes** to confirm.

**Clear a Form's Responses:** Click the **Responses** tab, click the **More**  button, select **Delete all responses**, then click **OK** to confirm.





## 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 **Your entire screen**, select a screen, then click **Share**.

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

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

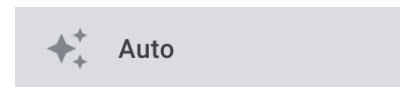
## Meeting Views

**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.

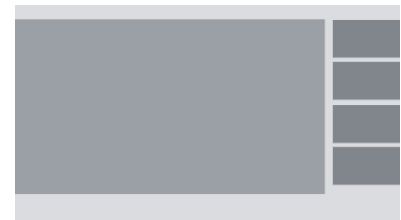
**View a Meeting Full Screen:** Click the **More Options** button, then select **Full screen**, or double-click anywhere on the video. Press the **Esc** key to exit full screen.

**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.



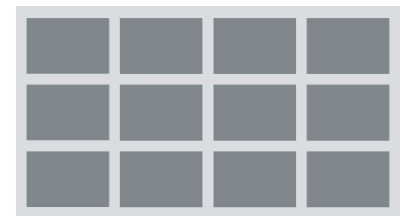
**Auto** will automatically change the layout, depending on how many people are in the meeting, who is speaking, and who is sharing their screen.



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



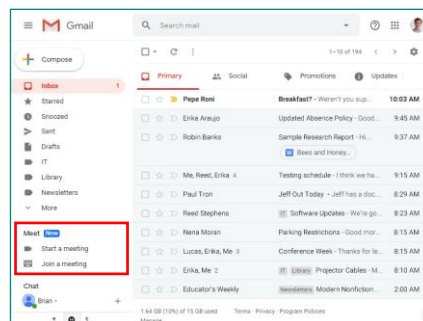
**Spotlight** view shows only the active speaker's video or screen share, hiding the video for everyone else in the meeting.



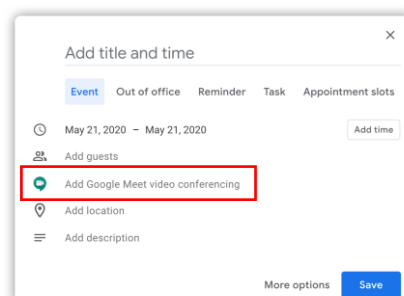
**Tiled** view shows everyone's video as an equally sized thumbnail arranged in a grid.

## 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.

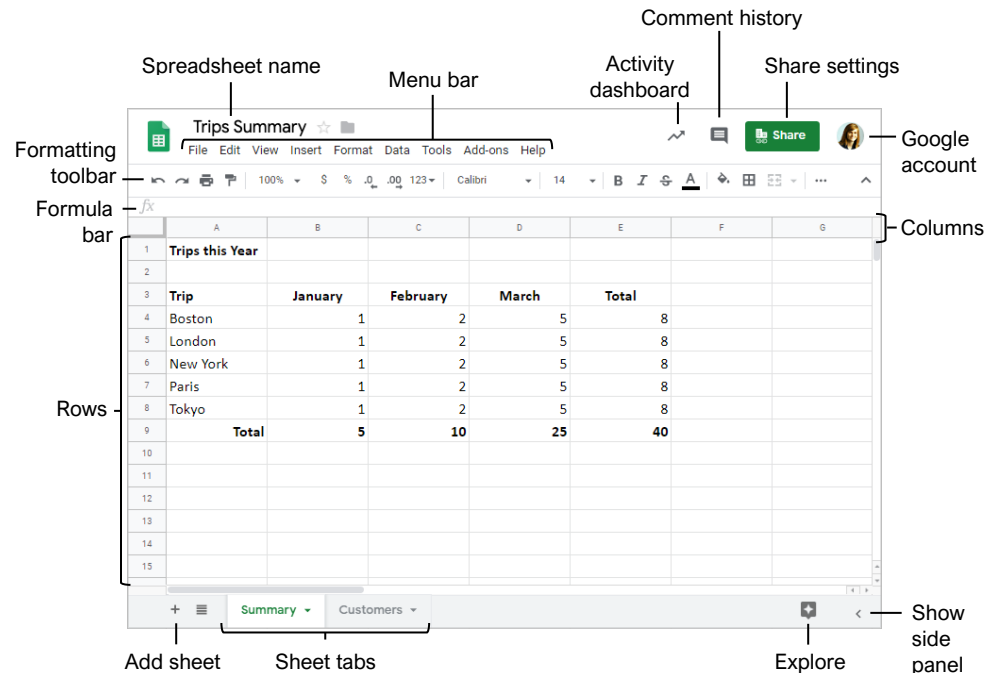




# Google Sheets

## 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**.

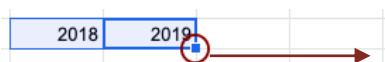
**Insert a Function:** Click in the cell where you want to add a function. Click **Insert** on the menu bar, select **Function**, select a category, then select a function. Enter the function's arguments and press **Enter**.

**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**.

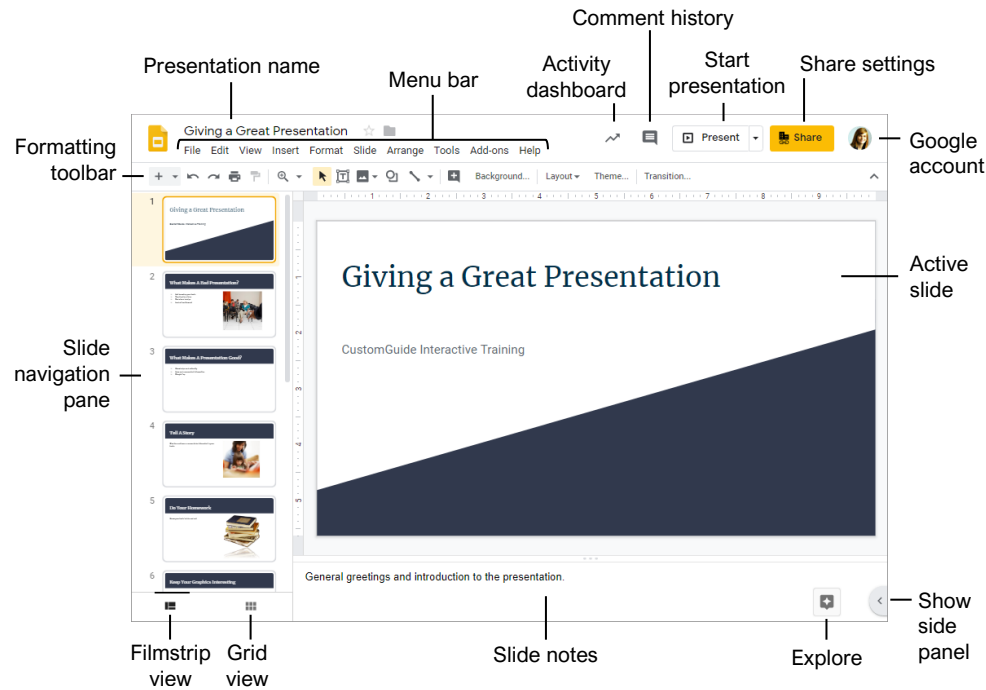
**Restore a Version:** In the version history pane, select the version you want to restore. Click the **Restore this version** button, then click **Restore** to confirm.



# 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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