Google Docs

GOOGLE GAME CHANGERS 2025

A list of Google resources, tips and secrets that may be helpful to you.

GOOGLE DOCS

Document Tabs	Creates individual pages/sections within a Google Doc Why? Long document, easier collaboration, duplicate class assignments ● Can add subtabs ● Can copy the link to a tab ● Can reorder tabs ✖ Cannot print or download individual tabs ✖ Privacy of the document is the privacy of all tabs (no granular privacy)
Pageless Format	File —> Page Setup —> Pageless
Voice Typing	Tools —> Voice typing Once you click the microphone it will begin to dictate everything that you say. it does pretty good considering that I am from Northeastern North Carolina where certain one syllable words have two syllables. like corn.
Translation	Tools —> Translate Document *Disclaimer: Not human quality translation*
@ Option	Using @ to bring up a hidden menu 1. Names to @ (Usually most recent contacts) Hey michaelhowardmorris@gmail.com , review and highlight when done.
Pageless	File —> Page Setup—> Pageless ● Same seamless design as Publish to Web
Gmail Draft	Insert —> Building Blocks —> Email draft Click icon to send to Gmail
Dropdown List	Pick items or create your own dropdown list. Insert —> Dropdown ● Select colors ● Insert in document Example: Where are we eating? Waffle House ▾ Please select your choice for vacation destination: Mexico ▾

	Check	Click the check mark box on the toolbar to create an interactive TO DO list. ☐ Grocery store ☐ Gym ☑ Office
	Create New	Type sheet.new, slide.new, form.new, site.new, drawing.new, or cal.new
	Substitutions	Tools —> Preferences Create shortcuts for words/phrases. abbey l. askew
	Version	File —> Version history —> Name current version
	Emoji Reactions	Insert —> Emoji 😋
	Sort a Table	Format —> Table —> Sort Ascending OR Sort Descending
	Emoji Comments	Leave an emoji as a comment. Similar to likes on social media.

To	michaelhowardmorris@gmail.com 👤 Person 👤 Person 👤 Person
Cc	👤 Person
Bcc	👤 Person
Subject	Testing Google Feature

This is an overview of your session feedback.

@pinkygeekconsulting@gmail.com

Google Slides

	GOOGLE SLIDES	

	Link Slides	1. Copy slide into new presentation
		2. Click link slides
		    ● Slides will update when changes are made in the original slide.
		    ● This will work with tables, charts, and slides.
		    ● Slides can be unlinked if needed.

	Presentation Display Options	1. Click Slideshow. 2. Click Presentation Display Options.
	Hide the Menu	To add more real estate to your screen, click the up arrow at the top of screen to hide the menus.
	Display Bar	● Add Templates ● Add Building Blocks ● Add images (includes stock images, GIFs, and stickers)

Google Sheets

	GOOGLE SHEETS	
	Insert Table	Insert —> Table Inserts pre-designed tables OR allows you to format and manage existing data
	Smart Chips	Insert —> Smart chips
	Filter by Color	Data —> Filter —> Filter by color
	Split Text to Columns	Data —> Split text to columns

Google Chrome

GOOGLE CHROME	
Click a Search	Right click on a word to initiate a Google search.
ReOpen Tab	Ctrl —> Shift —> T to open tabs you accidentally closed Cmd —> Shift —> T on a Mac.)
Mini video control	Music Control (Extension bar) Controls your music without having to go back to the original tab.
Group Tabs	Group tabs.
Read it Later	Reading List from tabs. Can be sorted by read and unread.

Google Keep

GOOGLE KEEP	
Type it UP	Pull text from an image
Since You're Out That way...	Share lists and add location serves Click Remind Me —> Pick Place —> Enter Location
Copy	Copy notes to Google docs
Record & Transcribe	(On mobile version only)

Google Meet

GOOGLE MEET MEETINGS

Google Meet Meeting AND Share Screen	1. Click the video camera in the upper right corner near the Share button in Google Docs, Slides, and Sheets.
	2. Click START NEW MEETING.
	3. Select FILE & VIDEO CALL and email to the person you would like to invite.