

	Hack	Useful For	More Info
	Pin a Tab	Keeping important websites always available and minimized.	9 to 5 Google
	Reopen Closed Tab	Quelling the panic when you accidentally close a tab.	G Suite Tips
	Turn Bookmarks into Favicons	Freeing up more space on your Bookmark Bar!	Technipages

	Hack	Useful For	More Info
	Create a Table of Contents	Saving yourself from the shackle that is scrolling.	Docs Help
	Clear Formatting	Creating a uniform-looking document after cutting + pasting.	Instructional Tech Talk
	Explore Tool	Avoiding opening up another tab.	Ditch That Textbook
	Voice Typing	Those moments when your brain moves faster than your fingers.	Docs Help
	Create Your Own Shortcuts	Automating frequently used words.	Laptop Magazine
	Format Text	Saving yourself from carpal tunnel syndrome.	Jake Miller

	Hack	Useful For	More Info
	Dropdown List	Creating multiple-choice options.	Jake Miller
	Explore	Never having to remember a formula ever again!	Google Blog

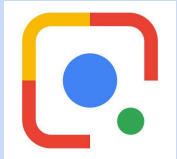
	Hack	Useful For	More Info
	Create a To Do List	Turning your messages into action items!	Zapier
	Archive or Mute	Decluttering your inbox.	Gmail Help
	Undo Sent Emails	Those "Doh!" moments.	Gmail Help
	Confidential Mode	Keeping private info private.	Gmail Help
	Snooze	Postponing the inevitable.	Gmail Help

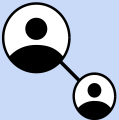
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	Hack	Useful For	More Info
	Create an Event from Gmail	Automatically updating your calendar.	Lifewire
	Email a Daily Agenda	Planning your day.	G Suite Tips
	Add Calendars of Interest	Avoiding double-booking.	Calendar

	More Info
	Google Blog

	More Info
	Google Blog

	Sharing Is Caring
	Our Own Hacks!

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