

# Google Apps Cheat Sheets



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Google for Education





## Keep all your work in one secure place with online file storage.

After you store your files in Google Drive, you can share them with others and access them on any computer, smartphone, or tablet. When you change or delete a file stored in one of these locations, Drive makes the same change everywhere else so you don't have to.

**1** Click **NEW** to...

- Folder
- File upload
- Folder upload
- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- More

**a** Upload any files (such as PDFs, videos, and pictures) and folders from your computer.

**b** Create new documents right in your browser.

Description	Example uses
<b>Text documents</b>	Proposals, reports, shared meeting notes
<b>Spreadsheets</b>	Project plans, budget sheets
<b>Presentations</b>	Pitch decks, training modules, team presentations
<b>Surveys</b>	Customer satisfaction surveys, group polls
<b>Drawings</b>	Flowcharts, diagrams, wireframes

**2** Work with files you've stored in Drive.

Share files with others

Preview files without buying extra software

Remove file

Search for files

Change settings

Right-click a file or folder to:

- Move it to another folder
- Upload a new version or revert to previous versions
- Make a copy
- Save a copy on your computer

See what other people shared with you

View, restore, or permanently delete removed files

**3** Click **+** to share your files and folders, then choose what collaborators can do. They'll also receive an email notification.

	Delete files and folders	Add and remove files and folders	Share or unshare files and folders	Edit Docs files	Comment or suggest edits in files	View files and folders
Can edit	X	X	X	X	X	X
Can comment					X	X
Can view						X

**4** Access your files from any device.

Browser or device	Requirements	How to access
<b>Web browser (any device)</b>	Install any web browser.	Go to <a href="https://drive.google.com">drive.google.com</a> .
<b>Desktop computer</b>	Install Google Drive for Mac/PC at <a href="https://www.google.com/drive/download/">https://www.google.com/drive/download/</a> .	Open the Google Drive folder on your desktop
<b>Mobile and tablet devices</b>	Install the Drive app from the Play Store (Android) or App Store (iOS).	Open the Drive app on your smartphone or tablet.

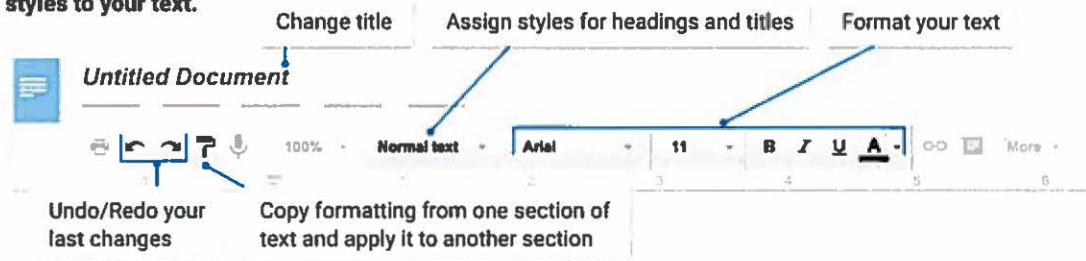
# Docs Cheat Sheet

docs.google.com

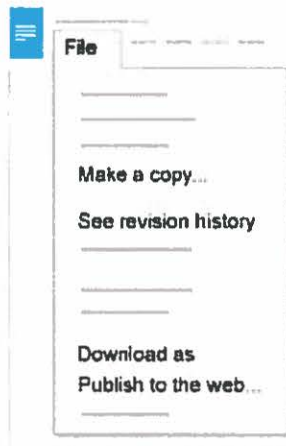
## Create and simultaneously edit text documents with your team, right in your browser.

Write reports, create joint project proposals, keep track of meeting notes, and much more.  
All changes are saved automatically!

### 1 Edit and add styles to your text.



### 2 Work with different versions and copies of your document.



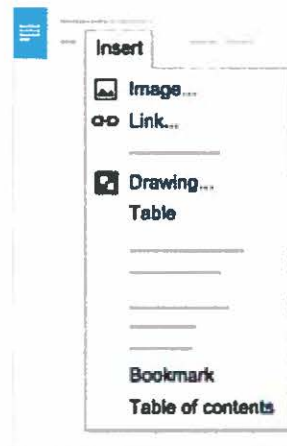
**Make a copy** Create a duplicate of your document. This is a great way to create templates!

**See revision history** See all the changes you and others have made to the document, or revert to earlier versions.

**Download as** Download your document in other formats such as Microsoft® Word® or PDF.

**Publish to web** Publish a copy of your document as a webpage, or embed your document in a website.

### 3 Enhance your document by adding features.



**Image** Insert an image from your computer, the web, or Google Drive.

**Link** Add a link to another page or to a header or bookmark in the same document.

**Drawing** Create pictures, flowcharts, diagrams, and more in your document.

**Table** Select the number of columns and rows to create a table.

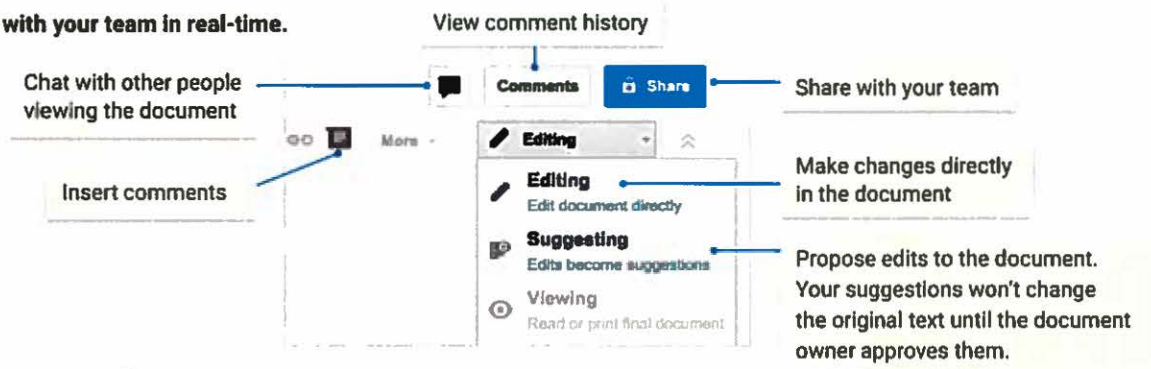
**Bookmark** Add shortcuts to specific places within your document.

**Table of contents** Create an auto-generated table of contents that links to each heading (where you've applied heading styles).

### 4 Click **Share** to share your document, then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Suggest edits	Add comments
Can edit	X	X	X	X
Can comment			X	X
Can view				

### 5 Collaborate with your team in real-time.



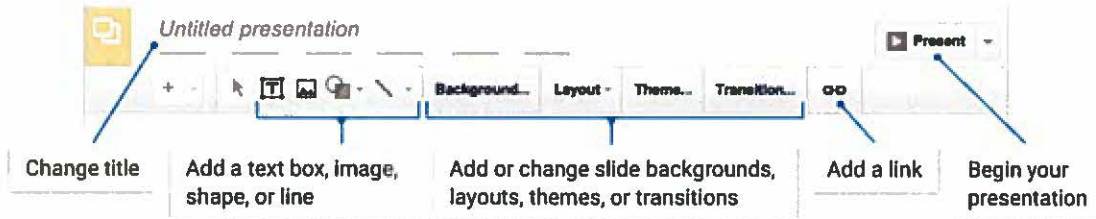




**Create and simultaneously edit presentations with your team, right in your browser.**

Collaborate on professional pitch decks, project presentations, training modules, and much more.  
All changes are saved automatically!

**1 Add and edit content in your slides.**



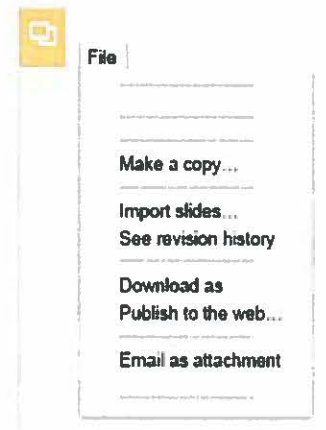
**2 Add and organize slides.**

- 1 **New slide** Click **+** in the toolbar. Click **-** to choose a layout for the new slide.
- 2 **Move slide** Drag the slide to a different position in the presentation. To move several slides at once, **Ctrl+click** multiple slides before dragging them.
- 3 **Duplicate slide** Right-click the slide in the sidebar and select **Duplicate slide**.
- 4 **Delete slide** Right-click the slide and select **Delete slide**.



**3 Work with different copies and versions of your presentation.**

- Make a copy** Create a duplicate of your presentation. This is a great way to create templates!
- Import slides** Add slides from another presentation to your current slide deck.
- See revision history** See all the changes you and others have made to the presentation, or revert to earlier versions.
- Download as** Download your presentation in other formats such as Microsoft® PowerPoint® or PDF.
- Publish to the web** Publish a copy of your presentation as a webpage, or embed your presentation in a website.
- Email as attachment** Email a copy of your presentation.



**4 Click to share your presentation, then choose what collaborators can do. They'll also receive an email notification.**

	Share or unshare	Edit content directly	Suggest edits	Add comments
<b>Can edit</b>	X	X	X	X
<b>Can comment</b>			X	X
<b>Can view</b>				



## Create and simultaneously edit spreadsheets with your team, right in your browser.

Analyze data with charts and filters, handle task lists, create project plans, and much more. All changes are saved automatically!

### 1 Customize your spreadsheet and data.

Change title: Untitled spreadsheet

Undo/Redo your last changes

To enter data, click any cell and start typing

Copy formatting from one section of text and apply it to another

Add or edit cell borders

Merge cells

Format your data as currency, percentages, decimal places, or other options.

Format your text

Add links, comments, charts, filters, or functions

### 2 Work with rows and columns.

- Add rows and columns** Select a cell, click **Insert**, and choose where to add the row or column next to that cell.
- Delete or hide rows and columns** Right-click the row number or column letter and select **Delete** or **Hide**.
- Move rows and columns** Click the row number or column letter to select it. Then, drag it to a new location.
- Freeze header rows and columns** Keep some of your data in the same place. On the menu bar, click **View**. Then, choose an option under **Freeze**.

1. Insert menu: Row above, Row below, Column left, Column right

2. Context menu: Delete column, Hide column

3. Dragging a row down

4. Dragging a column right

### 3 Click to share your spreadsheet, then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Suggest edits	Add comments
Can edit	X	X	X	X
Can comment			X	X
Can view				

### 4 Collaborate with your team in real-time.

Chat with other people viewing the spreadsheet

View comment history

Comments

Share

Insert comments

Share with your team

### 5 Create different versions and copies of your spreadsheet.

**Make a copy** Create a duplicate of your spreadsheet. This is a great way to create templates.

**See revision history** See all the changes you and others have made to the spreadsheet, or revert to earlier versions.

**Download as** Download your spreadsheet in other formats, such as Microsoft® Excel® or PDF.

**Publish to the web** Publish a copy of your spreadsheet as a webpage, or embed your spreadsheet in a website.

**Email as attachment** Email a copy of your spreadsheet.

File

- Make a copy...
- See revision history
- Download as
- Publish to the web...
- Email as attachment...



# Work with functions

Your most important Excel functions exist in Sheets, too!

Function	Type	Description
AVERAGE	Statistical	Returns the numerical average value in a dataset, ignoring text.
CHOOSE	Lookup	Returns an element from a list of choices based on index.
COUNT	Statistical	Returns the count of the number of numeric values in a dataset.
COUNTIF	Statistical	Returns a conditional count across a range.
DATE	Date	Converts a provided year, month, and day into a date.
DAYS360	Date	Returns the difference between two days based on the 360 day year.
FIND	Text	Returns the position at which a string is first found within text.
FINDB	Text	Returns the position at which a string is first found within text counting each double-character as 2.
IF	Logical	Returns one value if a logical expression is true and another if it is false.
INDEX	Lookup	Returns the content of a cell, specified by row and column offset.
INT	Math	Rounds a number down to the nearest integer that's less than or equal to it.
LOOKUP	Lookup	Looks through a row or column for a key and returns the value of the cell in a result range located in the same position as the search row or column.
MATCH	Lookup	Returns the relative position of an item in a range that matches a specified value.
MAX	Statistical	Returns the maximum value in a numeric dataset.
MIN	Statistical	Returns the minimum value in a numeric dataset.
NOW	Date	Returns the current date and time as a date value.
ROUND	Math	Rounds a number to a certain number of decimal places according to standard rules.
SUM	Math	Returns the sum of a series of numbers and/or cells.
SUMIF	Math	Returns a conditional sum across a range.
TODAY	Date	Returns the current date as a date value.
VLOOKUP	Lookup	Searches down the first column of a range for a key and returns the value of a specified cell in the row found.





## Create, simultaneously edit, and analyze surveys with your team, right in your browser.

Manage event registrations, whip up a quick opinion poll, create a pop quiz, and much more.

### 1 Build your form.

**Rename your form** - Callout pointing to the 'Untitled form' title.

**Add section headers, page breaks, images, or videos** - Callout pointing to the 'Insert' button.

**Change your form's look and feel** - Callout pointing to the 'Change theme' button.

**Customize your question and answer options** - Callout pointing to the question editing area.

**Edit, copy, or delete questions** - Callout pointing to the question management icons.

**Add more questions** - Callout pointing to the 'Add item' button.

### 2 Share and collaborate on your form.

**File** - Callout pointing to the top-left menu icon.

**Sharing settings** - Callout pointing to the dialog title.

**Invite people:** - Callout pointing to the email input field.

**Can edit** - Callout pointing to the permission dropdown menu.

### 3 Choose where to collect your responses.

**Responses (22)** - Callout pointing to the dialog title.

**Choose response destination** - Callout pointing to the dialog title.

**New spreadsheet** - Callout pointing to the first radio button option.

**New sheet in an existing spreadsheet...** - Callout pointing to the second radio button option.

**Choose** - Callout pointing to the 'Choose' button.

**Keep responses only in Forms** - Callout pointing to the checkbox option.

### 4 Preview and send your form.

**Send form** - Callout pointing to the 'Send form' button at the top.

**View live form** - Callout pointing to the 'View live form' link.

**Send form** - Callout pointing to the 'Send form' button in the dialog.

**Link to share** - Callout pointing to the text input field.

**Embed** - Callout pointing to the 'Embed' button.

**Short Url** - Callout pointing to the 'Short Url' checkbox.

**Share link via:** - Callout pointing to the social media icons.

**Send form via email:** - Callout pointing to the email input field.

**Looking to invite other editors to this form? Add collaborators.** - Callout pointing to the 'Add collaborators' link.

**Done** - Callout pointing to the 'Done' button.

### 5 View and analyze responses.

**View responses** - Callout pointing to the 'View responses' button.

**Survey (Responses)** - Callout pointing to the survey title.

**Form** - Callout pointing to the form preview area.

**Show summary of responses** - Callout pointing to the 'Show summary of responses' button.