Google for the Educational Office Professional

(Practically)Everyone is using it

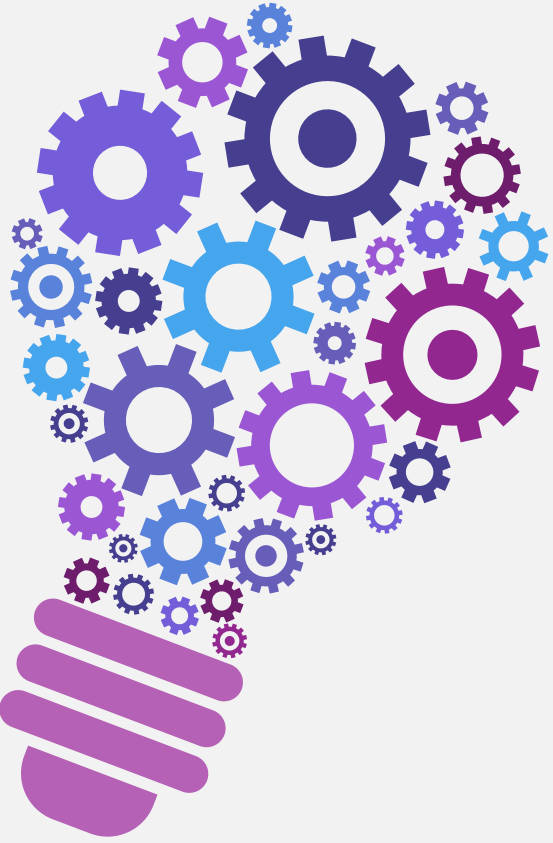I am proof you can teach an "ole dog new tricks"!

Hello!

I am Pam Hecker

I am here because I really like Kim Brannon! And I LOVE Google. You can contact me at pam.hecker@raypec.org

We will go through some of the most popular tips and tricks of Google's plethora of options for the following -

- ➔ Google Drive
- ➔ Google Sheets
- ➔ Google Docs
- ➔ Google Forms
- ➔ Google Keep

Google Drive - The Mothership

Google Drive is a cloud-based storage solution that allows you to save files online and access them anywhere from any smartphone, tablet, or computer.

It also gives you the power to upload and save a range of file types — documents, photos, audio, and videos — to Google servers, or the "cloud." Drive can serve as a backup solution, or as a way to free up space on your device.

Storing files: By default, Google gives you 15 GB of free storage space across Gmail, Google Drive and Google Photos. If you ever hit that limit, you can always pay for more space by upgrading to a Google One account.

Google Drive apps and functions

| APP	DESCRIPTION	PRIMARY FUNCTIONS
Google Docs	Text documents	Proposals, reports, shared meeting notes
Google Sheets	Spreadsheets	Project plans, budget sheets
Google Slides	Presentations	Pitch decks, training modules, team presentations
Google Forms	Surveys	Customer satisfaction surveys, group polls
Google Drawings	Shapes, charts, and diagrams	Flowcharts, mind maps website wireframes
Google Sites	Websites	Team sites, project sites, resume sites

Tips and Tricks
for Google Drive

FILE MANIPULATION

1. Got a PDF file you need to edit like a regular document? No problemo: Right-click (or Ctrl-click) the file's name on the Drive website and then hover over the "Open with" option. Select "Google Docs" from the list that appears, say hocus-pocus for good measure—and in a matter of moments, Drive will **convert your PDF into plain text** and open it as a new Google Doc for you.

2. If marking up, highlighting, annotating, or signing an actual PDF file is what you're after, add the DocHub app to your Google account. That'll let you open PDFs directly from Drive, using that same "Open with" option, and then use the service's Docs-reminiscent full-screen editor to **edit your PDF in any way you want**. When you're done, you can save the file back to Drive or download it to your computer.DocHub is free for basic use, with an optional $5-a-month upgrade for unlimited editing and other advanced options.
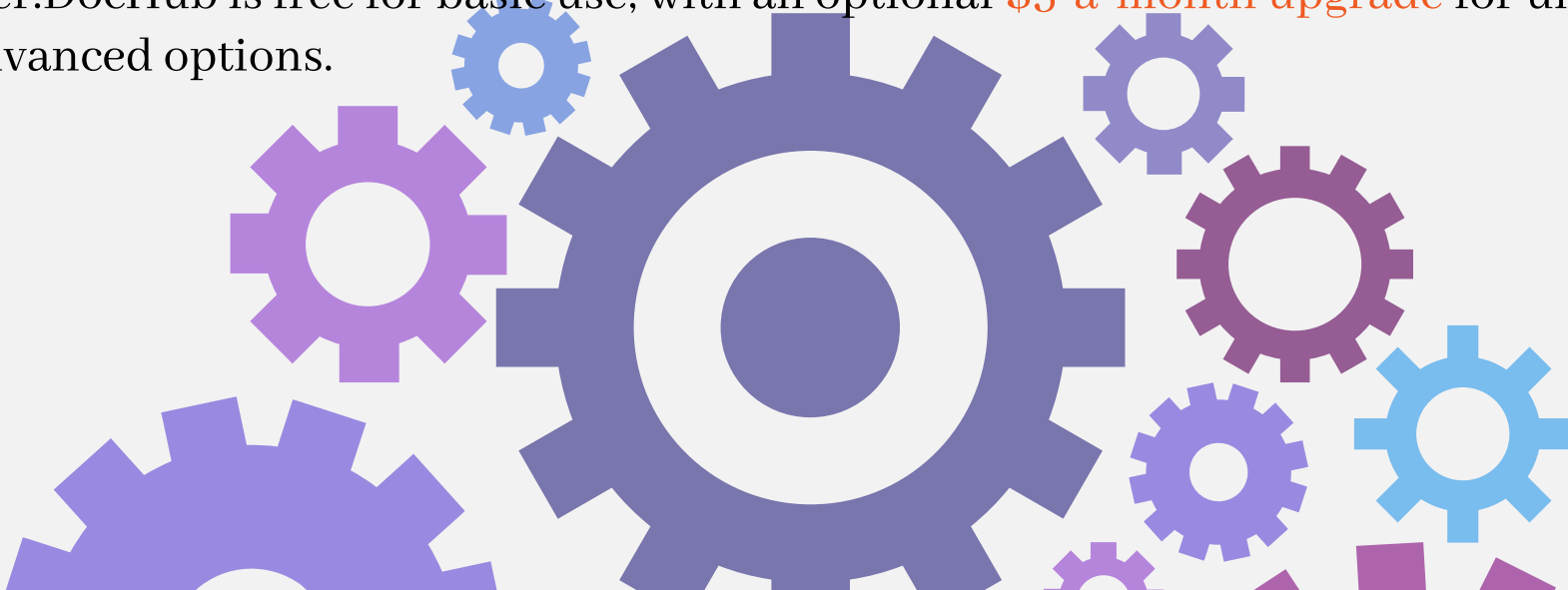
3. **Find Files in a Flash With Search**

Instead of slogging through *all* your files in Google Drive, you can look for exactly what you need with the options in the search bar. No more showing up late to meetings because you forgot where you filed your presentation.

4.. Drive now lets you **edit Microsoft Office files**—no specialized software or fancy conversions required. Just drag and drop the document, spreadsheet, or presentation onto the Drive website, click the file's name in the lower-right corner of your screen once the upload has finished, and that's it: Within a matter of seconds, the file will open in an Office Compatibility Mode editor.

5. Prefer to do your work in Docs, even when an Office file is sent your way? You've got it: Just click the gear-shaped icon in Drive's upper-right corner, select "Settings," and then check the box next to the "Convert uploaded files to Google Docs editor format" option. The next time you drop a Word, Excel, or PowerPoint file into Drive, the service will skip the Compatibility Mode interface and instead **convert your Office file right into the Google Docs format** and open it for you there.

6. Give your most sensitive data extra protection by telling Drive to **upload your files with encryption and then require a password for future access**. The secret lies within the free Secure File Encryption Drive add-on: Simply install the app, follow the steps to authorize it—and then, when you're ready to upload something new, click the big "New" button in Drive's upper-right corner, hover over "More," and select "Secure File Encryption" from the menu that appears.

7.   Drive can **color-code your folders** to make different areas of your storage easily identifiable at a glance. Right-click (or Ctrl-click) any folder and look for the "Change color" option.

8.. Don't forget that in addition to being able to search for text within PDFs, Drive can **find images in your storage via a keyword search**. Just type whatever you're looking for into the search box at the top of the site—"sunset," "computer," even a specific color such as blue—and then click the downward-facing arrow within the search box and set the "Type" field to "Photos & images." Drive will show you every image that matches the description you entered.
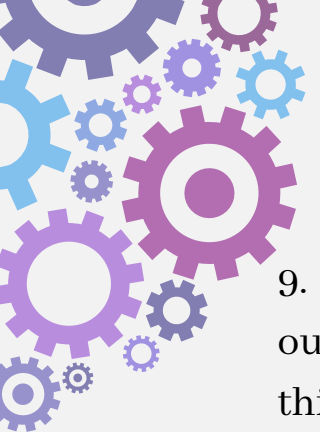
9.   Ludicrous as it seems to any non-Luddite, faxing is occasionally still required in this digital-centric world of ours. Why keep a clunky old fax machine around, though, when you can **send faxes** directly from Drive? A third-party add-on called HelloFax is standing by and ready to do all the dirty work for you.

To get started, click the big "New" button in Drive's upper-left corner, select "More," and then "Connect more apps." Search for "HelloFax" in the window that appears, then click the green "Connect" button and follow the steps to authorize the service.

Now, when you're ready to send a fax, just right-click any document, PDF, or other fax-friendly file within Drive, select "Open with," and then select "HelloFax" from the menu that appears. The app will prompt you to allow it access the first time you use it, after which you can select "Fax document" and fill out the appropriate info to get your fax underway.

If you need to send more than five faxes per month, you'll have to either pay a per-page price or subscribe to a monthly plan—the latter of which also enables you to *receive* faxes by having them sent to a specific number and then forwarded to you as PDF files.

# Import Data Tables from a website table or list of info

use the ImportHTML function to essentially scrape that data and paste it into a spreadsheet. From there, the data automatically updates whenever you open the spreadsheet (if changes to the original table were made, of course). The function would look like this:

```
=ImportHTML("URL", "table", 0)
```

The URL is the web page where the data is located, "table" is how the data is shown on the webpage (you can also use "list" if it's a list), and "0" represents which table it is you want to import if there are multiple tables on the web page (0 is the first one, 1 is the second one, and so on).
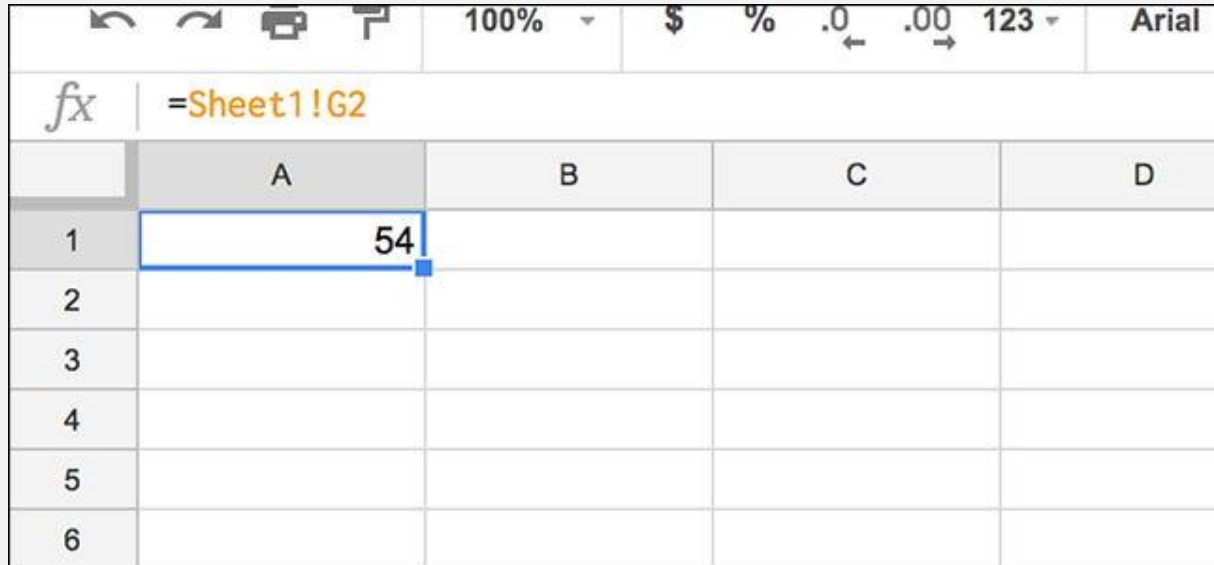
An example of this would be keeping track of sports stats for a fantasy league. You can import various stats from a site like [Baseball Reference](#) into a spreadsheet. Of course, you could just bookmark the site, but with ImportHTML, you can customize things like exactly which stats appear (by adding Col1, Col4, etc. after the "0"), as well as fetch data from other tables on a different webpage and have it all show up in a single spreadsheet.
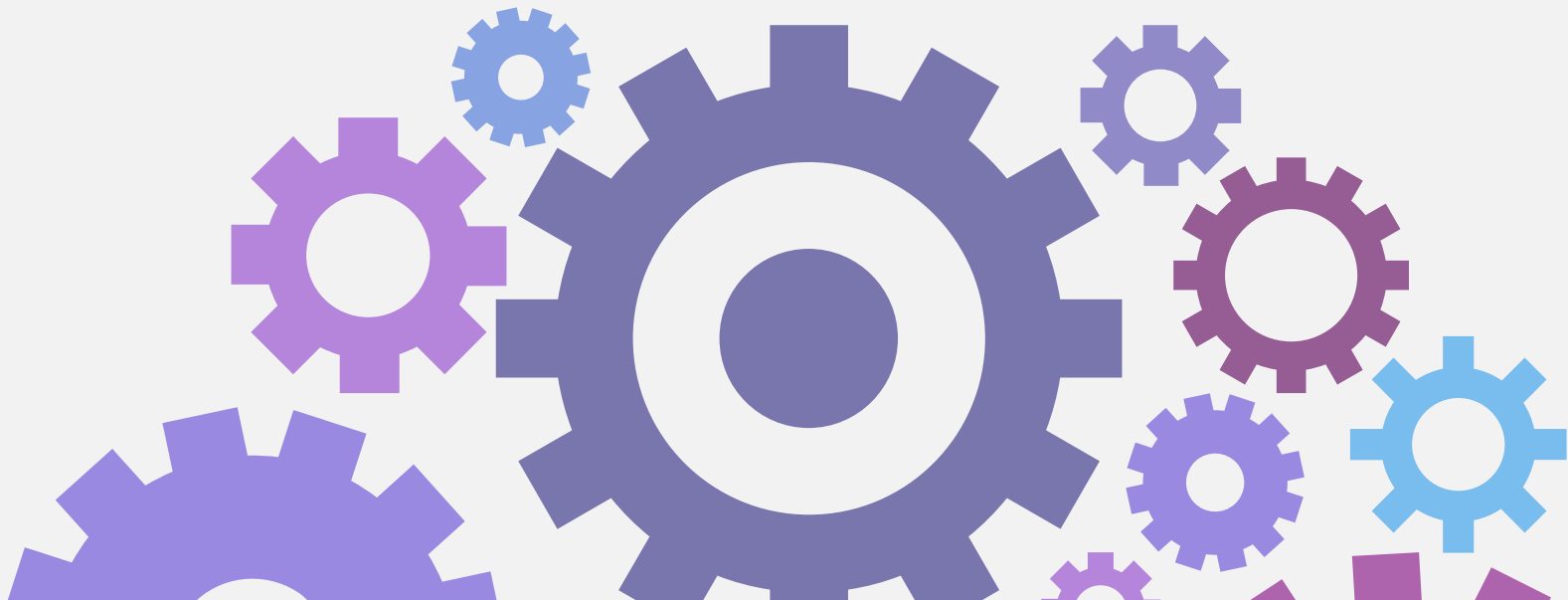
Reference Data From Other Spreadsheets

If you have multiple spreadsheets (or multiple sheets within a spreadsheet) that all relate to each other in some way, you may find yourself going back and forth between them often. There's a way to make all that a bit easier.

You can reference cells from other sheets (or another spreadsheet entirely). For example, say that keep records of everything you spend on groceries in one sheet and that sheet also contains a total amount spent for the month. And, say you have another sheet that gives you a summary of what you spend each month on various categories. In your summary sheet, you could reference that grocery sheet and the specific cell that contains the total. Whenever you update the original sheet, the value in the summary sheet would update automatically.

The function would look like this:

  =sheet1!B5

"Sheet1" would be the name of the sheet with the data you want to reference, and "B5" is the cell that you want to reference. The exclamation point goes in between. If you want to reference data from an entirely different spreadsheet, you would use the IMPORTRANGE function, like so:

  =IMPORTRANGE("URL", "sheet1!B5")

The URL is the link to the other spreadsheet. This links the cell in that spreadsheet to the cell that you enter the above formula in. Whenever the cell gets updated with a different value, the other cell updates along with it. As the name of function suggests, you can also reference a range of cells, like B5:C10.

Conditional Formatting

Conditional Formatting lets you change a cell's appearance based on the data that cell contains. You can access the feature by clicking "Format" in the toolbar and then selecting the "Conditional Formatting" command. In the pane that opens to the right, you can set up your parameters. For example, you might want to turn a cell (or cells) green if the number they contain is greater than zero.
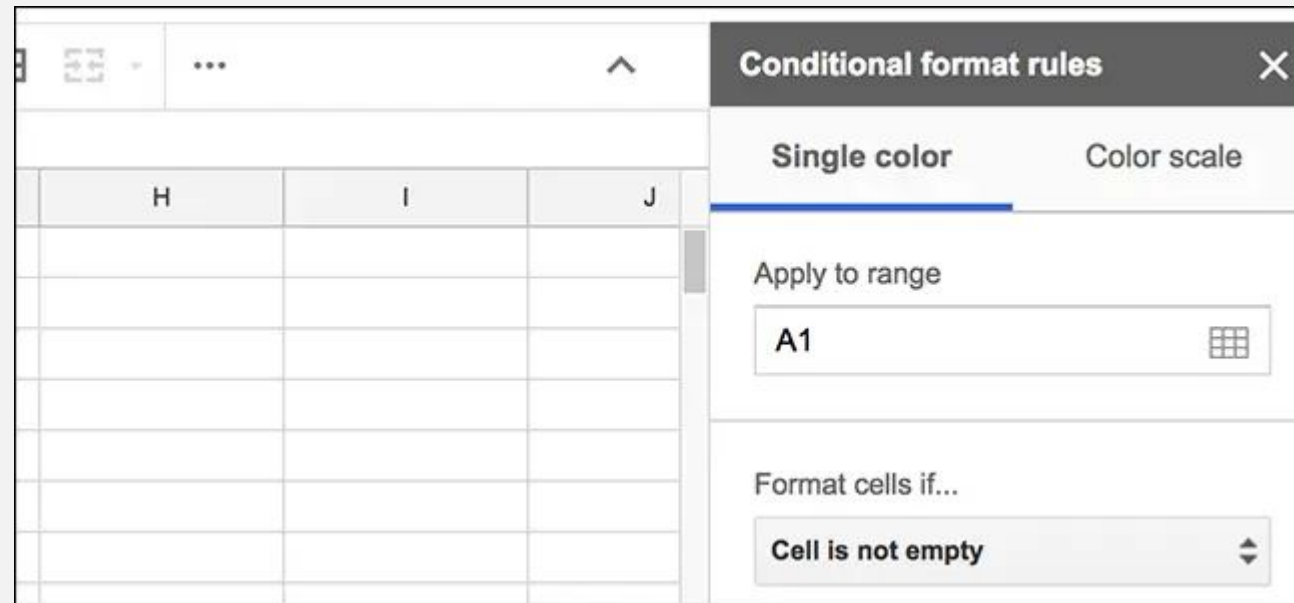
There's also the IF function, which isn't technically a part of the Conditional Formatting feature, but it can take it to the next level in a way. This lets you do things like add a certain value to a separate cell whenever the value in the active cell is a particular number:

```
=IF(B4>=63,"35","0")
```

So in that example, if cell B4's value is 63 or greater, you could automatically make the current cell's value 35. And then show a 0 if not. Of course, that's just an example, as there's a lot more you can do with it.

SHARE AND COLLABORATE

Once you've shared a spreadsheet—either publicly or with specific people—you can create a custom link that'll **let anyone with access quickly copy your spreadsheet into their own Google account**, where they can use it as a template or modify it however they want without affecting your original version. Just copy the URL in your browser's address bar while you're viewing the spreadsheet and replace the word "edit" at the end with "copy"—leaving you with something like this:

https://docs.google.com/spreadsheets/d/1aBcDEfgHiJKLMnOPQRSTuVWXZ/copy

When anyone with access to the spreadsheet opens that link, they'll immediately be prompted to make a copy with a single click right then and there.

Looking at lots of data with RanDoM or ImPropeR CaPitaLiZaTion? Sheets can **standardize case formatting for you** with a few simple functions: =Upper(A1) will make all of the text uppercase for whatever cell you mention; =Lower(A1) will do the same with lowercase; and =Proper(A1) will capitalize the first letter of each word for a title-case effect.

Maybe you have a database of user-submitted email addresses. Well, tell Sheets to **look through the addresses and determine if they're all properly formatted:** Use the function IsEmail(A1) with whatever cell you need—or if you want to perform the function for a range of cells, use this format instead:

=ArrayFormula(ISEMAIL(A2:A50))

Sheets will give you a True or False answer for every email address you feed it.

You can **validate URLs in a spreadsheet**, too, to make sure you don't have any improper items in your list. Follow the same procedure outlined in the previous tip but use the function IsURL instead.

ANALYZE AND VISUALIZE

Perform fast calculations in any number-oriented spreadsheet by highlighting a bunch of cells and then looking in the lower-right corner of the screen. By default, Sheets will show you the sum of the numbers you've selected. You can then click the box with that info and tell it to show the average, the minimum or maximum, or the total count of numbers involved—and once you make that change, your selection will stick and remain the new default for any future calculations you perform.

Did you know that Google Mail is forgiving?

Easily undo sent messages

Make a typo in your email?

Forget to add a recipient?

Change your mind about sending a message?

Take back a message you just sent up to 30 seconds later by enabling Gmail's Undo Send feature.

Tips and Tricks for Google Docs

SEARCH THE INTERNET OR LOOK UP A WORD WITHOUT OPENING A NEW WINDOW.

You can cut down on the number of tabs you're juggling with two Google Doc hacks: the built-in internet browser and the built-in dictionary. The internet browser is under "Tools" and "Explore" (or "Control+Alt+Shift+I," or "Command+Option+Shift+I" on a Mac), and it also searches through your Google Drive. You can access the dictionary under "Tools" and "Dictionary," or use the shortcut "Control+Shift+Y" ("Command+Shift+Y" on a Mac). You can also get to either feature by right-clicking on any word or phrase in your Doc and choosing "Explore" or "Define."
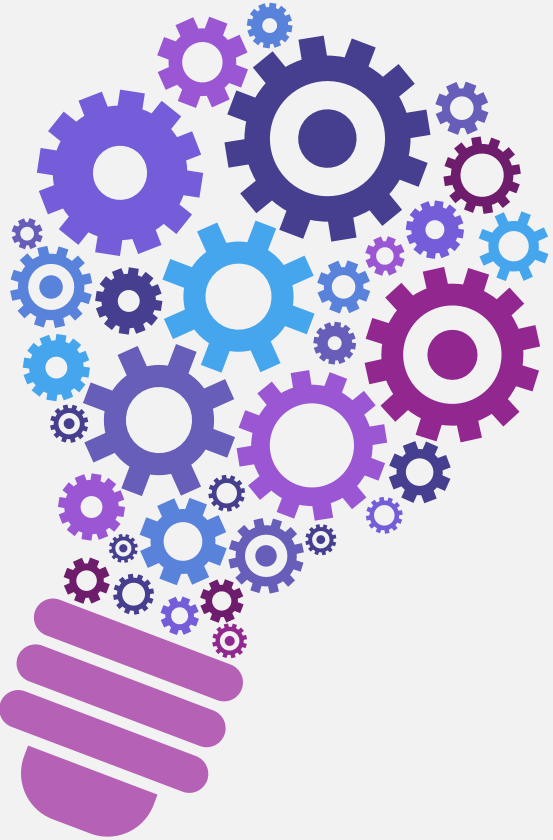
KEEP THE WORD COUNT ON DISPLAY RIGHT IN YOUR DOCUMENT.

For those of you who find yourselves checking the word count after virtually every sentence you type—whether you're writing something with a strict word limit or just nursing a slightly neurotic habit—save yourself the trouble of multiple visits to the "Tools" section and check the box to "Display word count while typing," which is at the bottom of the word count pop-up box. You'll see the word count in the bottom left corner of the screen, and you can expand it to see the character count and other stats. If you're not quite ready to commit to an omnipresent word count, you can still avoid the toolbar by hitting "Control+Shift+C" (or "Command+Shift+C" on a Mac) and the word count box will automatically appear.
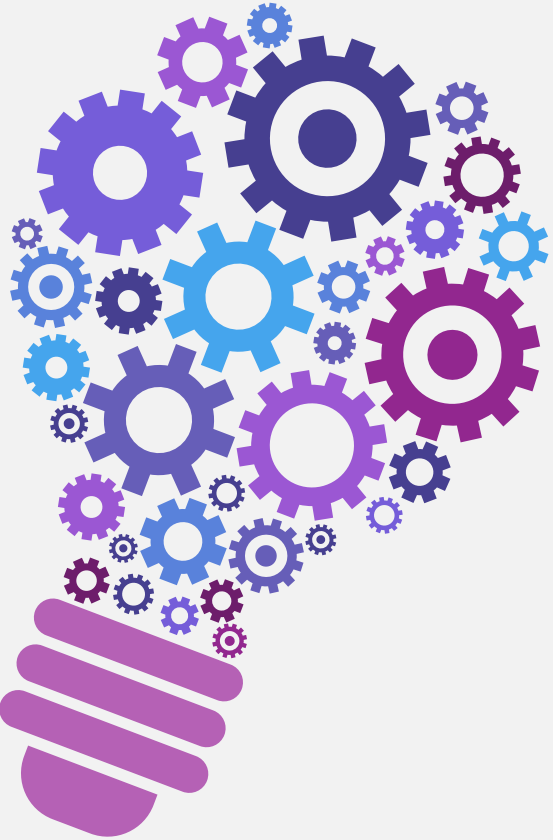
OPEN A NEW GOOGLE DOC IN ONE STEP.

Opening a new Google Doc isn't too labor-intensive, but there's a way to make it a one-step process. Instead of navigating to a blank page through your Google Drive, just type "docs.new" or "doc.new" into your web browser's search bar, and it'll take you to a fresh document. (You can also open a new Google Sheet with "sheet.new" or a new Slide with "slide.new").

Google Forms

◆ *Write here a list of features*

◆ *Here you can write more*

◆ *More about your project.*

Content itself is what the end-user derives value from also can refer.

Gmail Search Operators Advanced search operators are query words or symbols that perform special actions in Gmail search. These operators allow you to find what you're looking for quickly and accurately. They can also be used to set up filters so you can organize your inbox automatically. Some of the most useful operators are listed below. You can also use advanced search operators by clicking on Show search options beneath the Gmail search box.
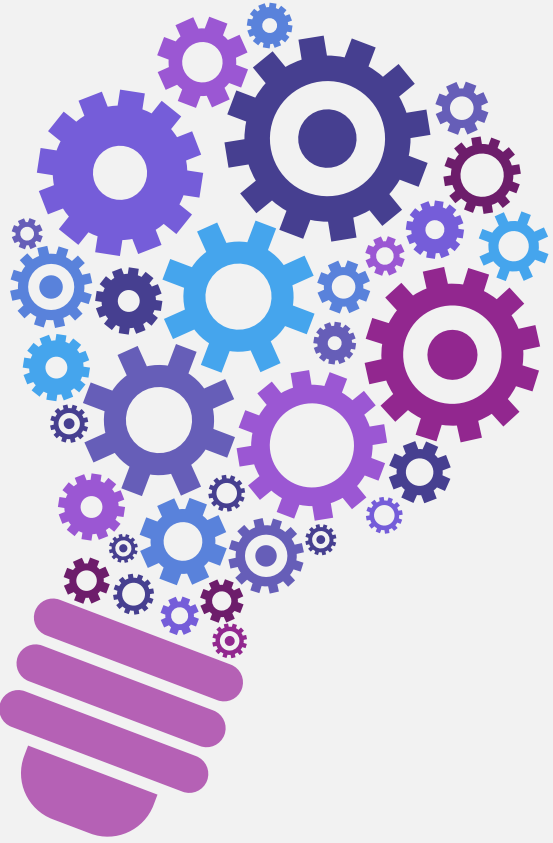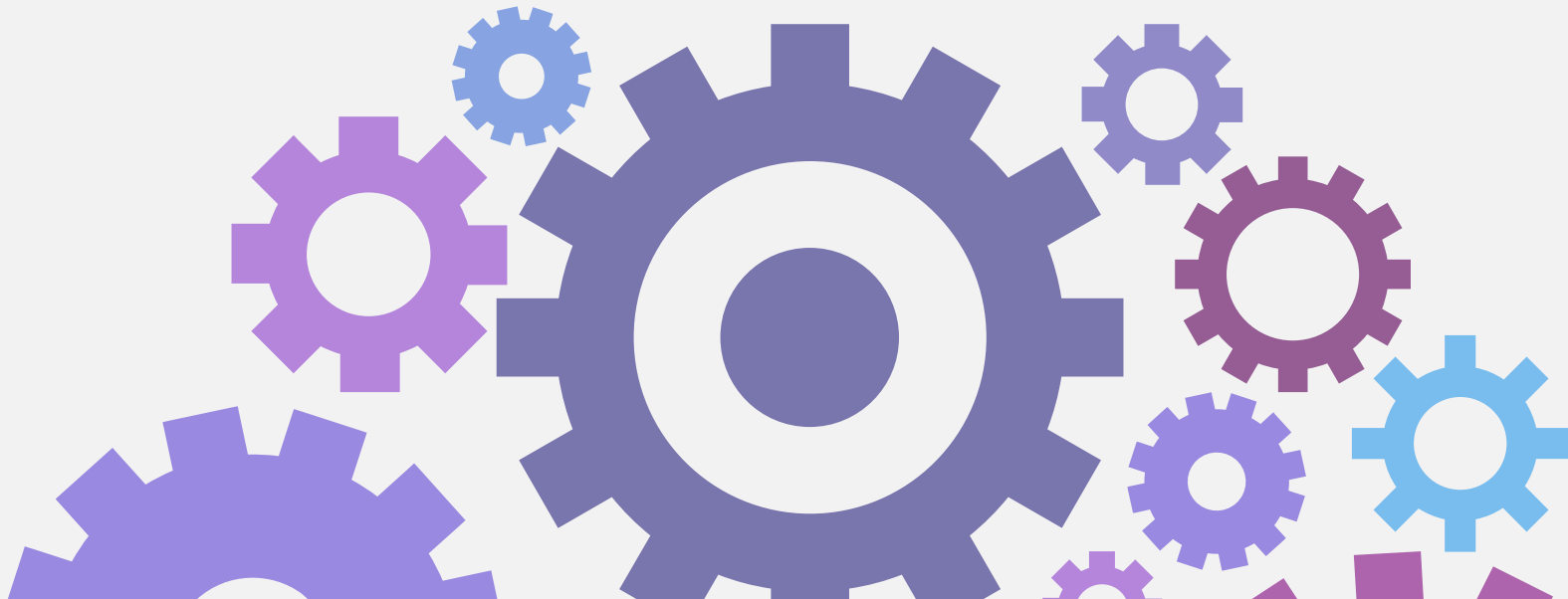
"A person who never made a mistake never tried anything new."

Big Title

The marketing mix is a business tool used in marketing and by marketers.

ADVANCED ORGANIZATION

Google Docs lets you look back at different versions of a document, in case you need to see or restore your work from an earlier point. You can follow that same model and **maintain multiple versions of *any* file in Google Drive**—a PDF, an image, an archive, an audio file, you name it—for easy reference and later restoring. To get started, right-click (or Ctrl-click) a file in Drive and select "Manage versions." Click the "Upload New Version" button and upload the new version of the file, then repeat that process as needed over time. Drive will show just a single file in its main interface, but when you right-click (or Ctrl-click) the file and select "Manage versions," you'll be able to see and download all the different versions you've created.

Just note that by default, only 100 older versions are saved—and older versions are deleted after 30 days. You can tell Drive to hang onto a version eternally by clicking the three-dot menu icon next to the file's name and selecting "Keep forever" from the menu that appears.
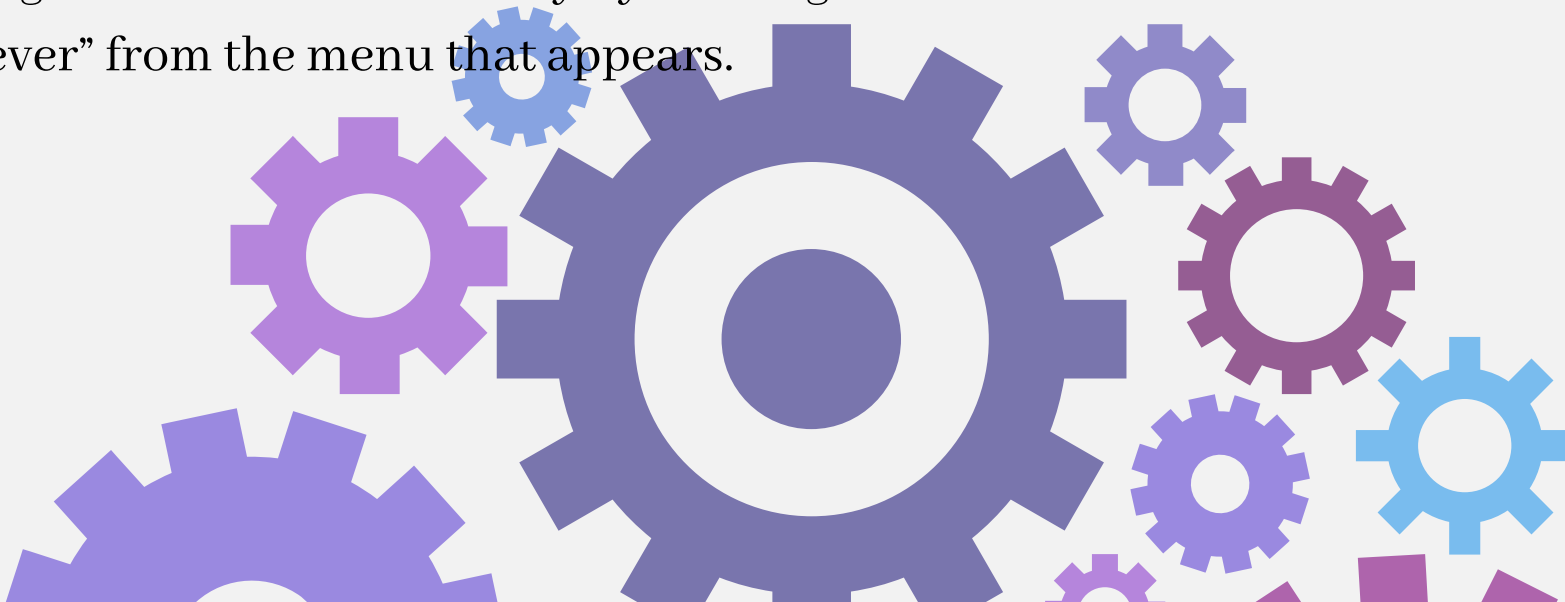
Content in two columns

Content A

Content itself is what the end-user derives value from also can refer to the information provided through the medium, the way in which

Content B

Content itself is what the end-user derives value from also can refer to the information provided through the medium, the way in which

Content in three columns

Content A

Content itself is what the end-user derives value from also can refer to the information provided through the medium,

Content B

Content itself is what the end-user derives value from also can refer to the information provided through the medium,

Content C

Content itself is what the end-user derives value from also can refer to the information provided through the medium,

A Picture Is Worth A Thousand Words

Itself is what the end-user derives

value from also.

Use Big Images To
Show Your Ideas

Shapes to explain ideas

Write your awesome description here

Write your description here
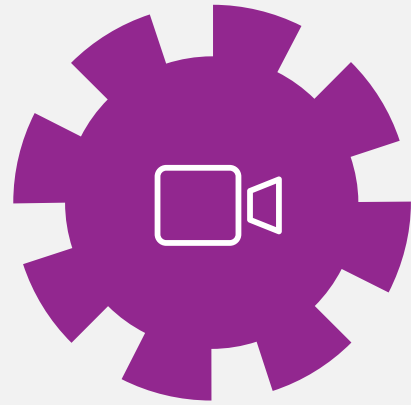
Write your awesome description here

Write your description here
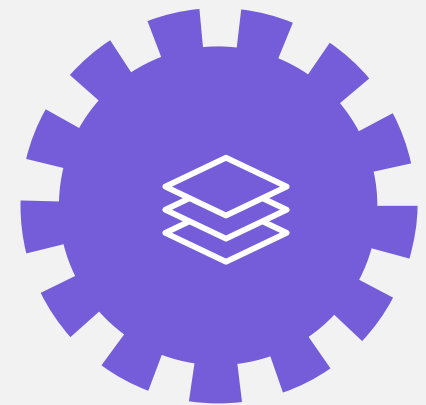
Write your description here

Features with icons
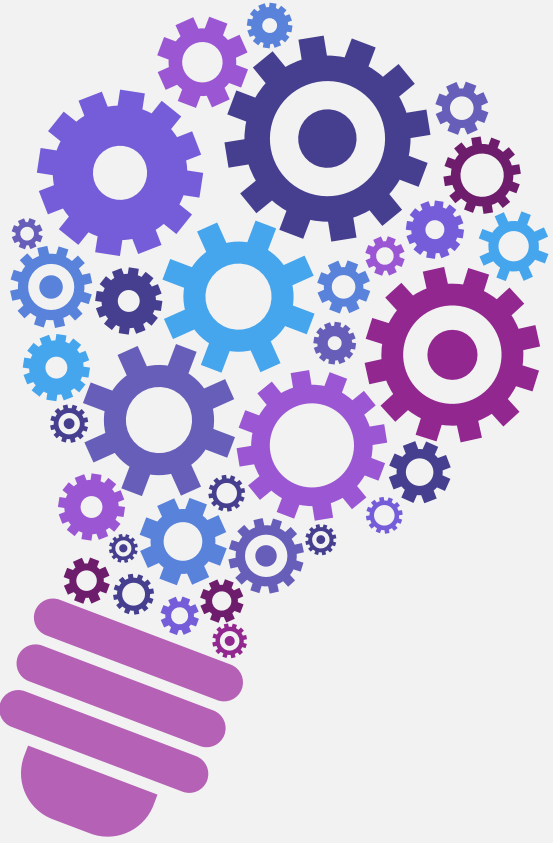
Service 01

Service 02

Service 03

Tables to compare data

	A	B	C
Content A	100	200	400
Content B	$67,000	$56,000	$78,000
Content C	4500	60000	$8,000

World Map

USA
19.450000

Europe
19.450000

Brasil
19.450000

56,790,500

Write here your big numbers

56,790,500
Revenue from sales

130%
Project Achievements

56,790,500
Users around the world

The Process

Step 01

Step 02

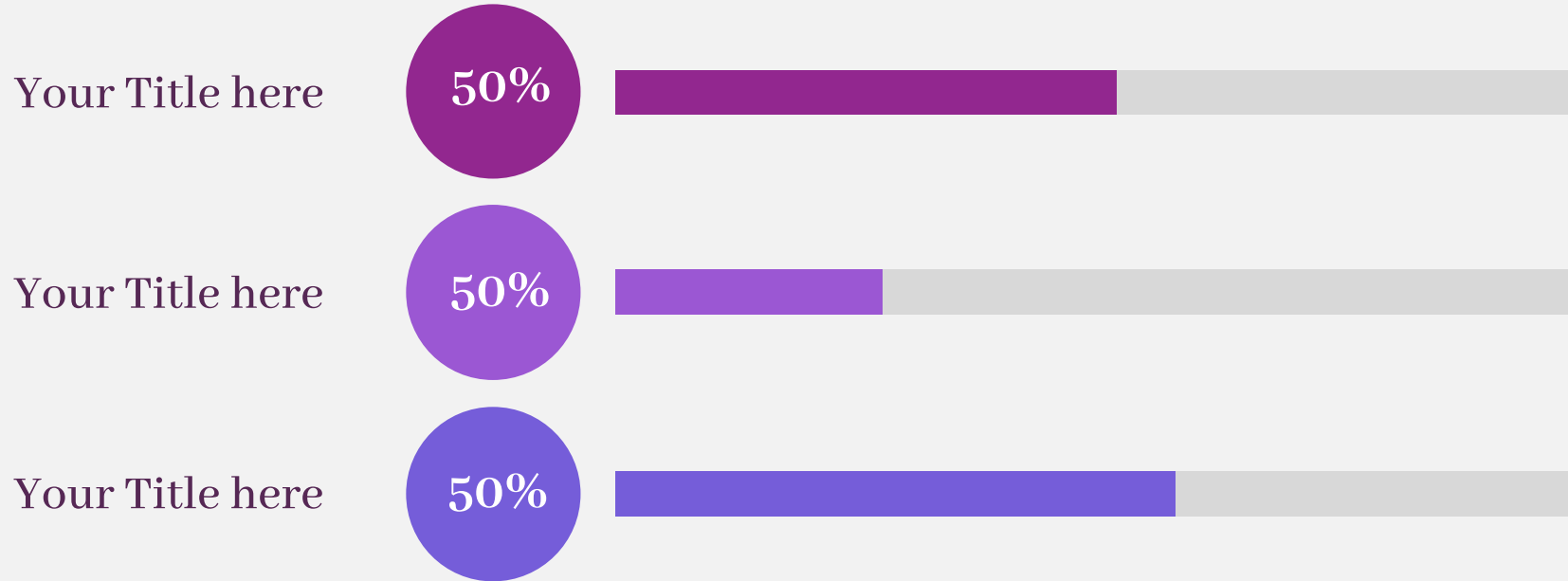Step 03

Features with icons

Content A
Itself is what the end-user derives value from also can refer to the information

Content B
Itself is what the end-user derives value from also can refer to the information

Content C
Itself is what the end-user derives value from also can refer to the information

Content D
Itself is what the end-user derives value from also can refer to the information

Content E
Itself is what the end-user derives value from also can refer to the information
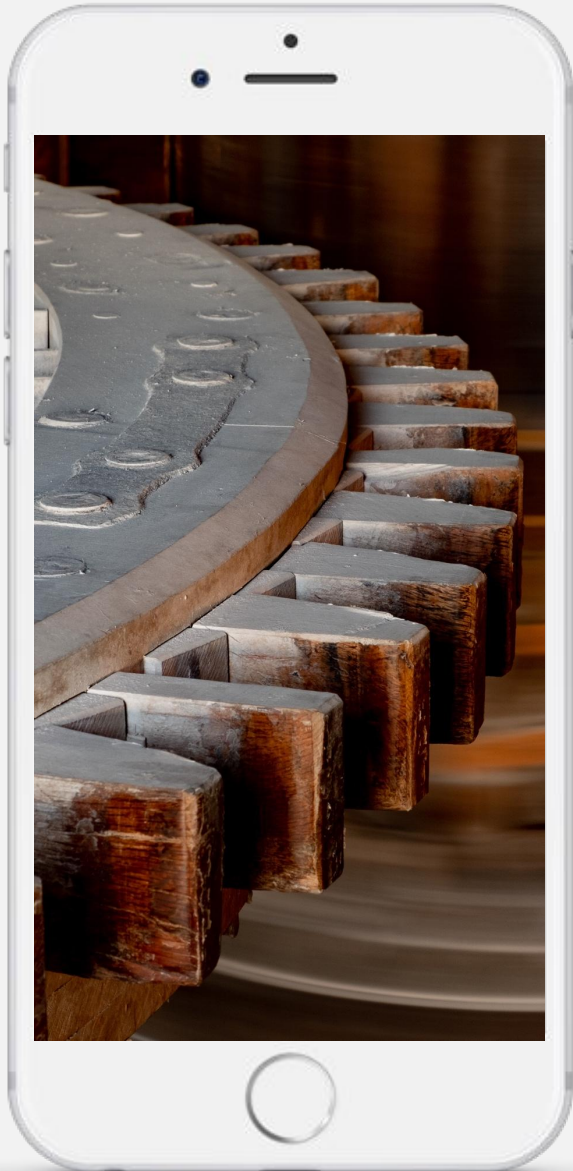
Content F
Itself is what the end-user derives value from also can refer to the information

Use charts to present data

Your Title here 50% ████████░░░░░░

Your Title here 50% ███░░░░░░░░░░░

Your Title here 50% ██████░░░░░░░░

Defined as a greater likelihood that users will share content posted to their social network many social media sites provide specific functionality
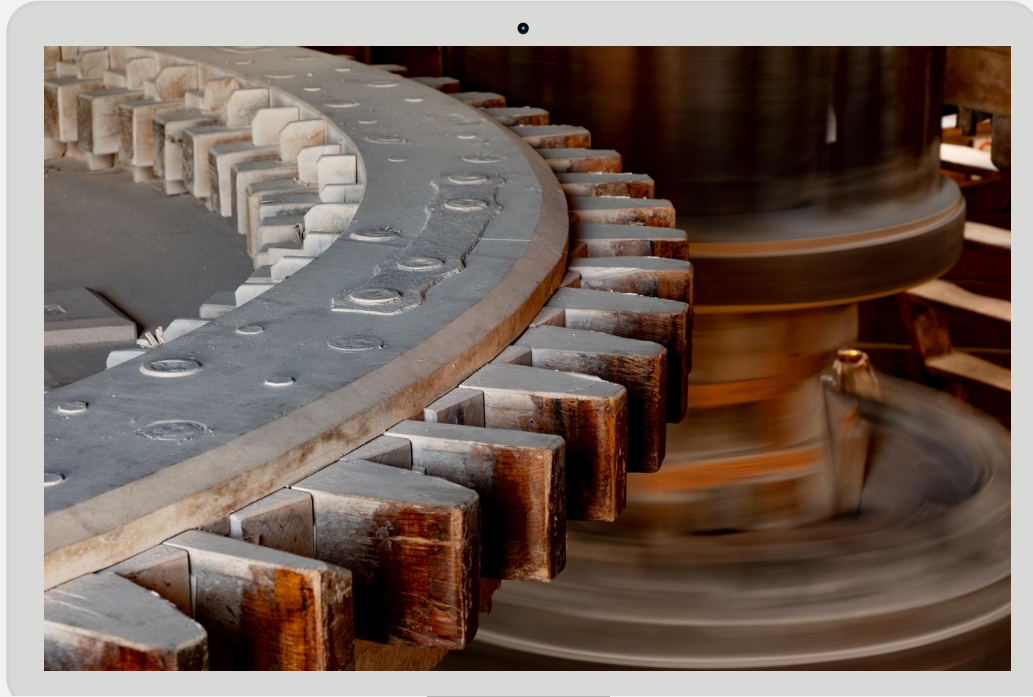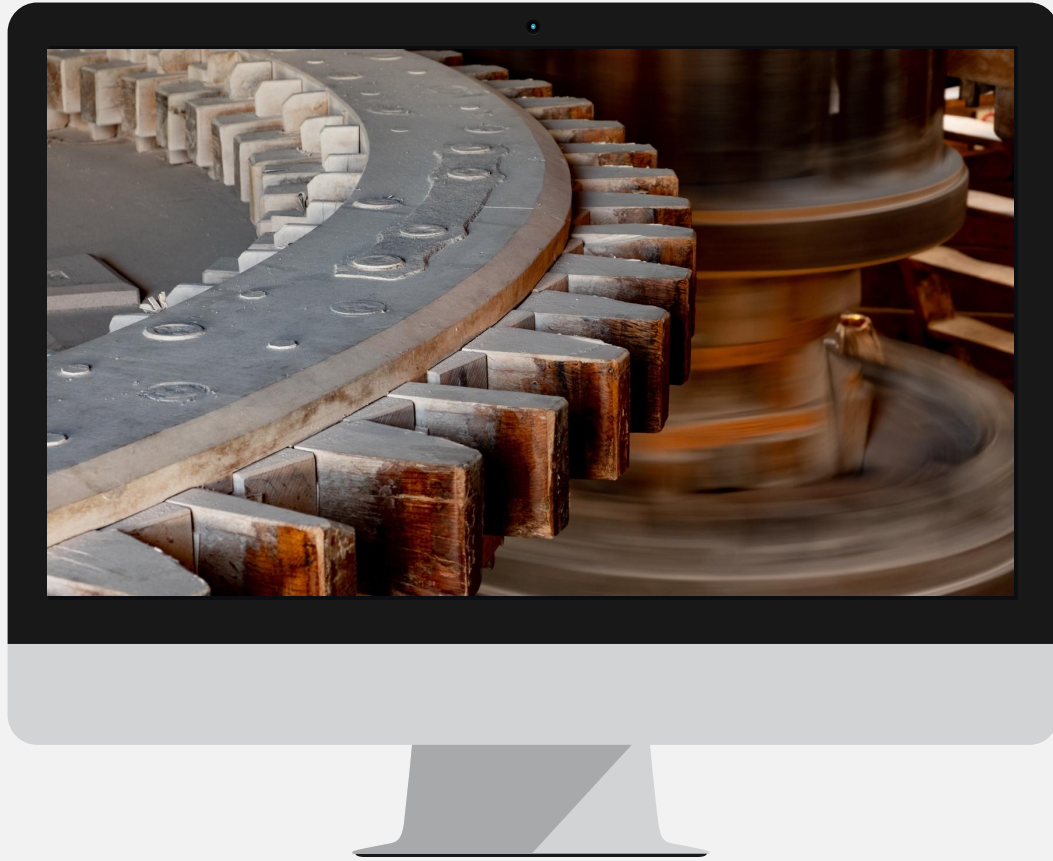
Mobile App

Itself is what the end-user

derives value from also can refer

Laptop Project

Itself is what the end-user derives value from also can refer.

Desktop Project

*Itself is what the end-user derives value from also can refer.*

Google Keep

Part I: Organization

1. Label yourself organized

Just like Gmail, Keep relies on labels rather than folders or notebooks to make your memos manageable. You can add a label to a note by tapping the three-dot menu icon in the lower-right corner of the app's editing screen and selecting "Labels" — or by touching and holding a note in the main list view and then tapping the label icon in the upper-right corner of that screen. (You can select multiple notes at once, too: Just touch and hold any note until it becomes outlined, then tap any other notes to add them into the mix.)

Faster yet, you can actually type a label directly into a note by prefacing it with a hashtag — "#Personal," "#Web Projects," or "#Business Ideas," for example. Keep will even pop up suggestions for existing labels as soon as you start typing, and once you've selected the label you want, you can either leave your hashtag text in the note or erase it.
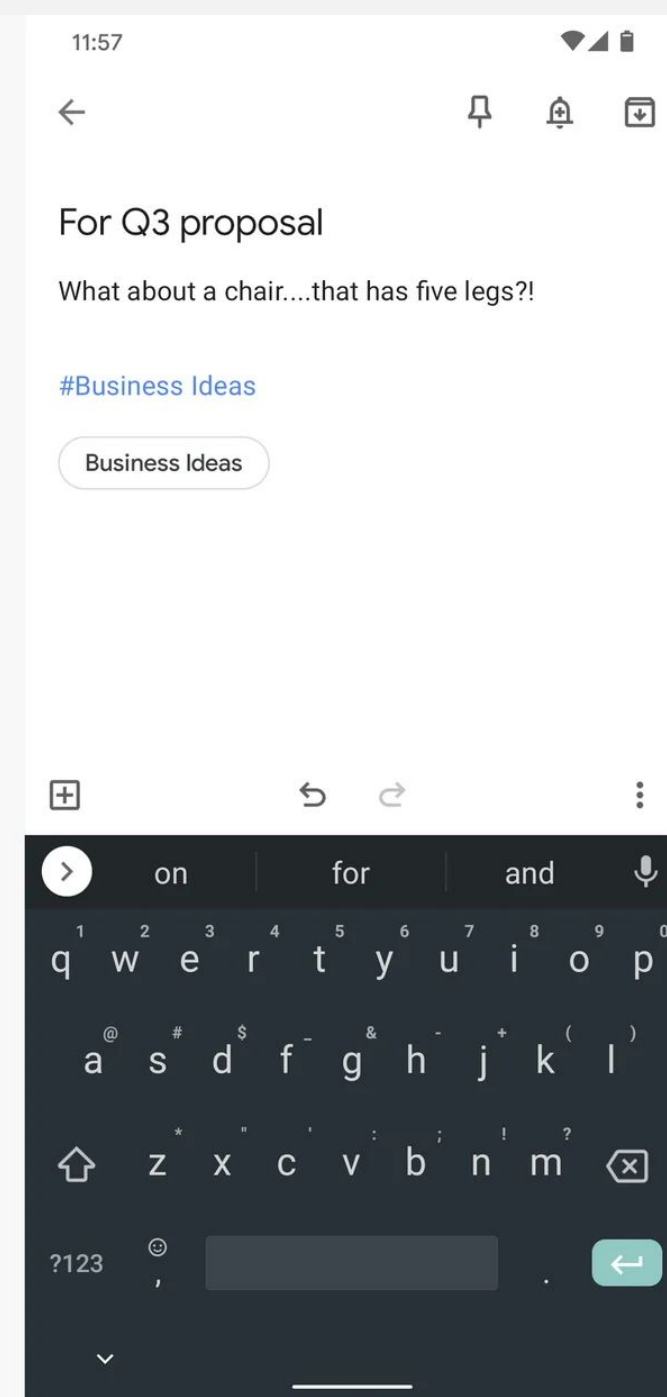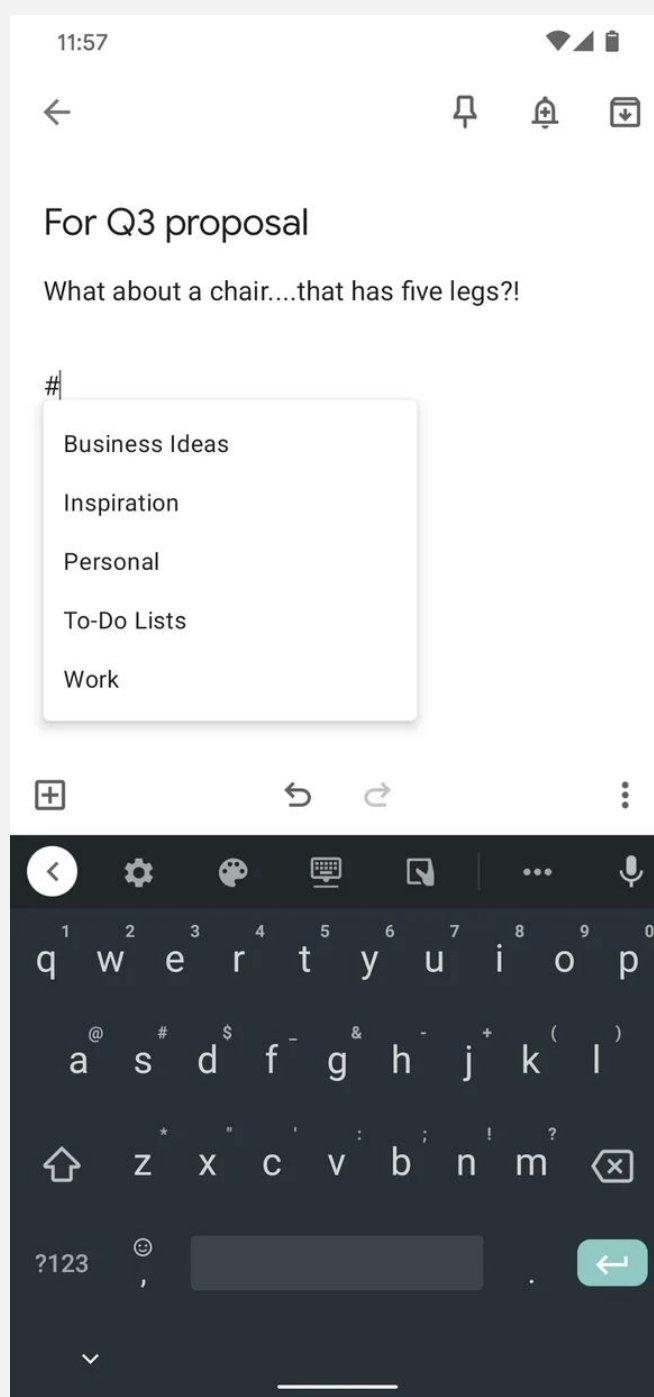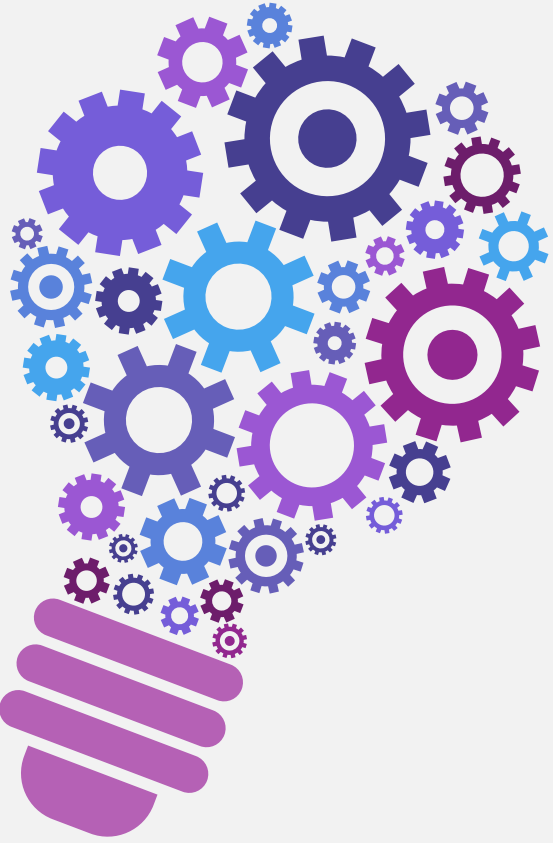
2. Get colorful

In addition to labels, Keep lets you organize notes by color. Maybe all of your work-related notes are green and your personal notes are blue — or maybe urgent notes are red while all others are gray. You can come up with any number of systems to make the colors useful either on their own or in conjunction with the regular text labels.

To change a note's color, tap the three-dot menu icon in the lower-right corner of the editing screen and then touch whatever color you want to apply. From the main list view, you can also select any note (or combination of notes) and then tap the palette icon in the upper-right area of that screen.
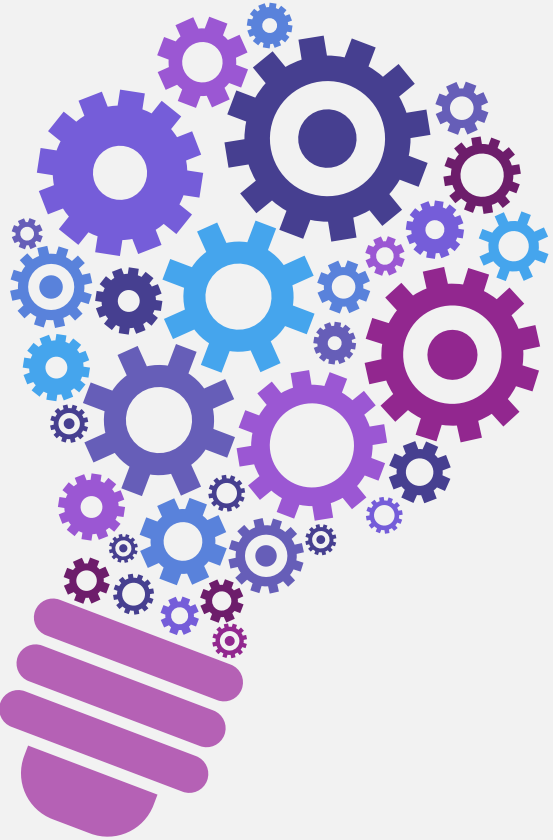
3. Put a pin in it

Keep your most important notes easily accessible by embracing Keep's pin function: Just tap the pushpin icon in the upper-right corner while editing a note or after selecting it in your main note list. That note will then appear in a special "Pinned" section above all your other notes so it's never out of reach. (To unpin a note at any time, just tap its pushpin icon again.)

4. Remember to set reminders

One of Keep's most powerful features is its native integration with Google's cross-platform reminder system. When you need to remember to look at a note at a particular time or even place — like your home, your office, an airport, or the grocery — just tap the bell icon in the upper-right corner of the note-editing screen.

That'll allow you to set whatever condition you want for when the note should pop up as a notification on your phone. The reminder will also appear in Google Calendar as well as in the "Updates" tab of the [Google Android app](#) (and thus also in the Google panel that lives to the left of the main home screen on certain Android devices). In all of those places, you'll see your Keep reminder grouped together with reminders set from the Google app, the Google Calendar app and website, any [Google Home](#) devices, and any Google search prompts.
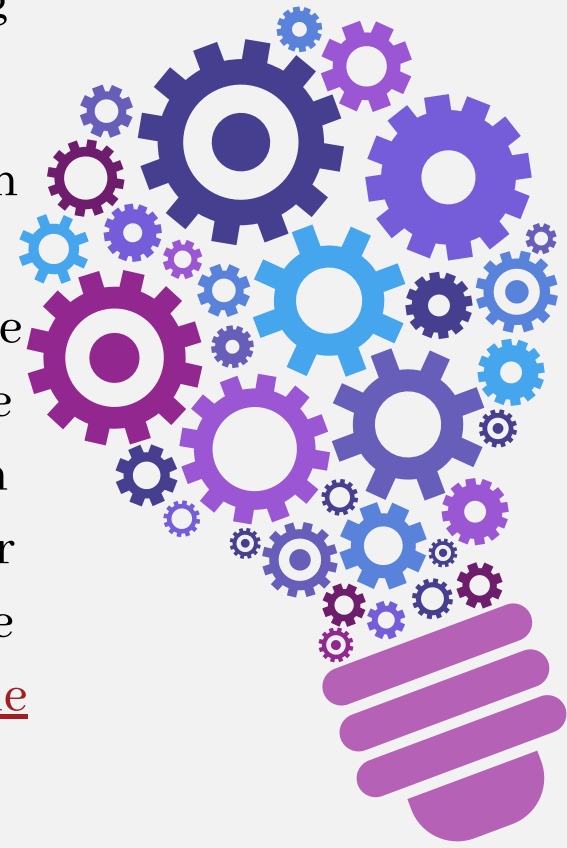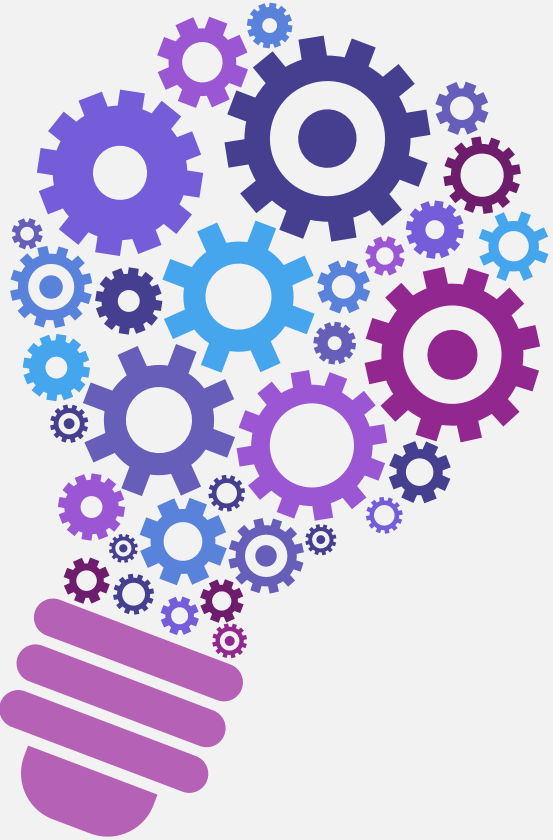
5. Note-taking

Collect your spoken thoughts

Take a note on the go by speaking it into Keep and letting the app transcribe your words. You can start recording in one of three ways: tap the microphone icon in Keep's bottom toolbar, tap the plus icon in the lower-left corner and then select "Recording" while editing a note, or tap the microphone icon in [Keep's home screen widget](). Then, just yammer away. When you're finished, Keep will place its transcription in the body of the note and also attach an audio recording of your voice for good measure (and/or mortification — yes, that really is what you sound like).
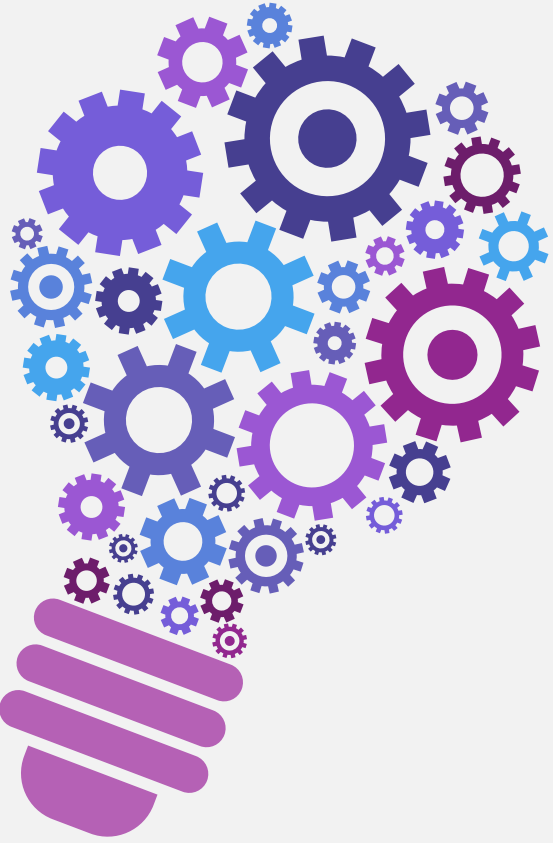
Thanks!

Any questions?

You can find me at:

pam.hecker@raypec.org

Credits

Special thanks to all people who made and shared these awesome resources for free:

Presentation design

This presentation uses the following typographies and colors:

Free Fonts used:
https://www.fontsquirrel.com/fonts/abhaya-libre

Colors used: