

TOP 10 GOOGLE APPS TOOL TIPS

<https://goo.gl/IgZ6dY>

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Take this Add-ons survey:

<http://goo.gl/forms/VUWW1BRmB7>

10. PIN A TAB IN PLACE

<https://support.google.com/chrome/answer/95622?hl=en>

If you don't want a particular tab to be moving around, you right-click (or control-click, on a Mac) the tab and select Pin tab.



9. USE PRIORITY INBOX & MORE!

Priority inbox

<https://support.google.com/mail/answer/186531?hl=en>

Find a time / Suggested times

<http://gmailblog.blogspot.com/2011/11/suggested-times-in-google-calendar.html>

Google Forms Shorten URL

<https://support.google.com/faqs/answer/190768?hl=en>

8. SEARCH & FILTER GOOGLE DRIVE DOCS

[https://support.google.com/drive/answer/2375114?
hl=en](https://support.google.com/drive/answer/2375114?hl=en)

To search for a file in Google Drive type a word or phrase into the search box at the top and press Enter.

7. ADD GOOGLE DOCS TO MULTIPLE FOLDERS / CREATE FAVS BY ADDING A STAR

Add to multiple folders: Shift + Z

Star/Remove Star



6. TURN YOUR DATA INTO A HEAT MAP

<https://support.google.com/docs/answer/78413?hl=en>

Use conditional formatting color scale to set a gradient rule for selected data.



5. SEE THE SUM OF CELLS IN A SPREADSHEET

Quick Sum

<https://support.google.com/docs/answer/66032?hl=en>

4. INTERPRET DATA IN DIFFERENT WAYS WITHOUT EVER HAVING TO ENTER A FORMULA

Create a pivot table report

<https://support.google.com/docs/answer/1272898?hl=en>

Explore

<https://support.google.com/docs/answer/6280499?hl=en>

3. CREATE HEADINGS AND ADD A TABLE OF CONTENTS TO A GOOGLE DOC

Add titles, headings and customize the style of your document

<https://support.google.com/docs/answer/116338?hl=en>

Make your document accessible

<https://support.google.com/docs/answer/6199477?hl=en>

Export Google Docs files as EPUB publications

<http://googleappupdates.blogspot.com/2016/03/export-google-docs-files-as-epub.html>

2. PREVIEW A GOOGLE DOC NOT PDF

1. Share Google Doc.
2. Edit the Google Doc's URL/address.
Remove trailing /edit and replace it
with /preview.

Step-by-step Instructions

<https://goo.gl/7TGj2n>





1. SEE HOW MANY CLICKS!

1. Copy the URL of the document.
2. Go to Google URL Shortener:
`http://goo.gl`
3. Paste your long URL in the field.
4. Click Shorten URL.
5. Use the shortened URL to publish on a web page, send via email, etc.
6. View details of shortened URL to view how many views.

SHAMELESS PLUG

World Usability Day 2016 -
Sustainable [Green] UX

November 10, 2016

<http://www.worldusabilityday.org/>

All-day, free conference at the
University of Minnesota

