

The Gooru's

# Productivity Guide for Google Apps



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# Overview



Google Apps was designed to make people more productive. From the collaborative features baked into its core functionality to its intuitive, easy to use interface. But not everyone is making use of all the productive benefits the platform has to offer.

This guide is designed to be used by every member of an organization and increase their productivity in Google Apps. Whether it is finding important emails faster in Gmail or managing your Google Calendar in the most efficient way possible, there is something for everyone. Our hope is that by using this guide you will not only be able to do your own job at a higher level but will also increase the operational efficiency of your entire organization.

# Gmail



## [Setup Priority Inbox](#)

This will organize your inbox so the most important emails always show up at the top.

## [Add Drive Files as Attachments](#)

The easiest way to share your Drive files via email.

## [Create a Contact Group Inside an Email](#)

Create email groups without ever leaving your inbox.

## [Create Email Filters](#)

Automatically categorize your emails as soon as you receive them.

## [Create Email Labels](#)

These act as folders for organizing your emails. Each email can have labels.

## [Color Code Your Email Labels](#)

Color coding makes it much faster to find the emails you are looking for.

## [Use Keyboard Shortcuts](#)

Navigate around the Gmail interface 10X faster without the use of a mouse or trackpad.

# Google Drive



## [Use Microsoft Office within Google Drive](#)

Easily convert your MS Office files into editable Google formatted files.

## [Use Google Drive Offline](#)

View and edit your Google Drive files without an internet connection.

## [Organize Your Drive](#)

These are 4 steps to curating a perfectly organized Drive. Find the files you need with ease.

## [Create Templates in Google Drive](#)

Utilize the templates feature and never start from scratch when composing a new Doc, Sheet, or Form.

## [Transfer Ownership of Drive Files](#)

Make sure all of your Drive files are owned by the correct user on your domain.

## [Prevent People from Downloading/Copying Drive Files](#)

Keep your shared Drive files as truly view only by preventing others from copying or downloading them.

# Google Docs



## [Convert Images of Text Into Editable Google Docs](#)

The Optical Character Recognition feature in Google Drive can convert an image of a physical page of text into an editable Google Doc.

## [Add Page Numbers](#)

A simple way to record page numbers for multipage documents.

## [Suggest Edits](#)

Also known as tracked changes, this is one of the best ways to collaborate while also making sure that all changes are accounted for.

## [Generate a Table of Contents](#)

A Table of Contents will make your longer documents easier to navigate and professional.

## [Customize the Styling of Tables](#)

Change the border color, width and style of specific cells rather than the entire embedded table.

# Google Sheets



## [Share Individual Tabs](#)

Create a dynamic copy of particular tabs in a spreadsheet that you can share without worrying about collaborators viewing information in the other tabs.

## [Freeze Rows/Columns](#)

By freezing the top row, the column titles will scroll with you making your long lists, professional, and easy to understand.

## [Create Dynamic Dropdown Menus](#)

Create dropdown menus that automatically updated based on what users are entering.

## [Protect Sheets and Cell Ranges](#)

Allow collaborators to only edit select cells in a shared spreadsheet.

## [Perform a VLookup](#)

The VLookup function in Google Sheets is used to find whether a value exists in multiple ranges.

## [Quick Sum](#)

Get quick insight on your Spreadsheet without using formulas.

# Google Calendar



## [Restore Deleted Events](#)

Restore both individual and recurring events after you have deleted them.

## [Create Tasks](#)

Tasks are only visible to you and can be checked off when completed.

## [Add Attachments to Events](#)

Adding attachments to Google Calendar events is a great way to ensure everyone is on the same page before you sit down in a room together.

## [Set Up All Day Event Notifications](#)

An All Day event is a great way to block off days when you're out of the office or an important event is happening with a flexible timeframe.

## [Link to Your Calendar In Your Email Signature](#)

Adding a link to your calendar in a Gmail signature is a great way to let your contacts know when you're available.

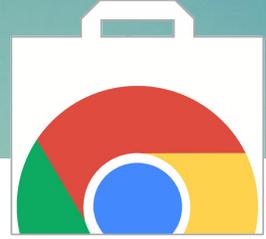
## [Find Available Time on your Contact's Calendar](#)

After creating an event and adding your contacts and/or resources, you can use the 'Find a time' feature to bring up everyone's schedules side-by-side.

## [Subscribe to Your Contacts' Calendars](#)

A great way to coordinate meetings with your co-workers and other contacts is to add their calendars to your Google Calendar.

# Chrome Extensions



## [The Chrome Webstore](#)

The Chrome Webstore is an online marketplace of Chrome Extensions, which you can install to add new features that enhance your Google Apps experience.

## [Get Notified Every Time A Google Drive Folder Is Changed](#)

Select the folder you want to keep track of and you will receive an email every time a file contained in that folder is edited or if a new file is added to the folder.

## [Schedule an Email to Send Later](#)

Compose your email now and set it to be sent at any time in the future. There are limitless use cases for this feature.

## [Sort Your Gmail Inbox by Attachment Size](#)

This Chrome Extension sorts your emails by attachment size and displays the actual size of each attachment, allowing you to delete the storage hogs.

K E Y B O A R D

S H O R T C U T S



# Gmail Shortcuts



<b>Ctrl + Enter</b>	Send Message
<b>Ctrl + .</b>	Advance to next window
<b>Ctrl + ,</b>	Go to previous window
<b>Ctrl + Shift + c</b>	Add Cc recipients
<b>Ctrl + Shift + b</b>	Add Bcc recipients
<b>Ctrl + Shift + f</b>	Change "from" address
<b>Shift + Esc</b>	Focus main window

# More Gmail Shortcuts



To turn on these shortcuts:

1. Click the  gear icon in the top right of Gmail and select **settings**.
2. In the “Keyboard shortcuts” section select **Keyboard shortcuts on**.
3. Click **Save Changes** at the bottom of the page

<b>e</b>	Archive message
<b>s</b>	Star a message to make it easier to find again later
<b>+</b>	Mark message as important
<b>-</b>	Mark message as unimportant
<b>Shift + i</b>	Mark message as read
<b>Shift + u</b>	Mark message as unread

# Drive Shortcuts



<b>Shift + t</b>	Create new Document
<b>Shift + p</b>	Create new Presentation
<b>Shift + s</b>	Create new Spreadsheet
<b>Shift + d</b>	Create new Drawing
<b>Shift + f</b>	Create new folder
<b>Shift + o</b>	Create new Form
<b>Shift + /</b>	Display all keyboard shortcuts

# Docs Shortcuts



<b>Ctrl + Alt + m</b>	Insert comment
<b>Ctrl + Alt + f</b>	Insert footnote
<b>Ctrl + Alt + x</b>	Speak selection
<b>Ctrl + k</b>	Insert or edit link
<b>Ctrl + Enter</b>	Insert page break
<b>Ctrl + Shift + c</b>	Word count
<b>Ctrl + \</b>	Clear formatting

# Sheets Shortcuts



<b>Ctrl + Shift + 5</b>	Format as percentage
<b>Ctrl + ~</b>	Show all formulas
<b>Ctrl + Shift + Enter</b>	Insert Array Formula
<b>Ctrl + Shift + e</b>	Center align
<b>Ctrl + Shift + l</b>	Left Align
<b>Ctrl + Shift + r</b>	Right align
<b>Ctrl + Shift + v</b>	Paste values only

# Calendar Shortcuts



<b>c</b>	Create a new event
<b>e</b>	See event details
<b>d</b>	Day view
<b>w</b>	Week view
<b>m</b>	Month view
<b>x</b>	Custom view
<b>a</b>	Agenda view

For the latest Google Apps tips, tricks,  
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