



Want to stay connected and productive when working from home? See [10 G Suite tips to work with remote teams](#)



Docs cheat sheet



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 more. All changes are saved automatically.

Get Docs: [Web \(docs.google.com\)](https://docs.google.com) , [Android](#) , or [iOS](#)

1. Edit and add styles to your text.



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

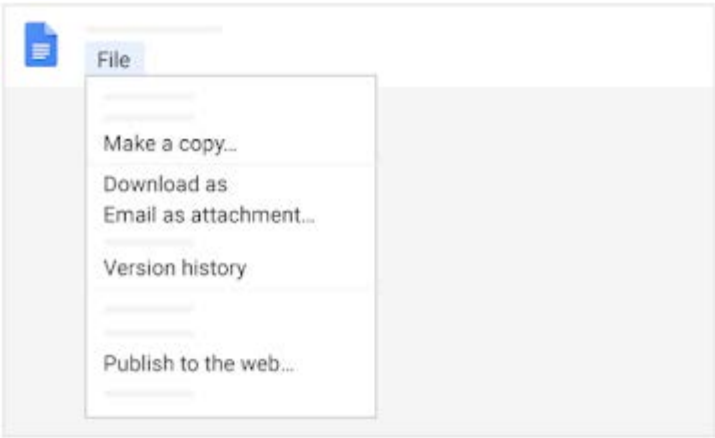
Make a copy: Create a duplicate of your document.

Download as: Download your document in other formats, such as Microsoft® Word® or Adobe® PDF.

Email as attachment: Send a copy of the document to people. You can change the format.

Version history: See all the changes you and others have made to the document or revert to earlier versions.

Publish to the 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, Drive, and more.

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

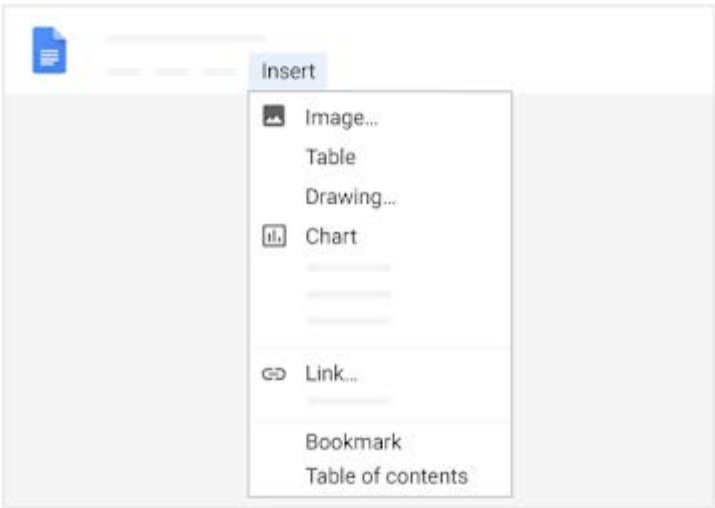
Drawing: Create pictures, flowcharts, diagrams, and more.

Link: Add a link to a webpage or a header or bookmark in your document.

Chart: Add different types of charts, or add a chart from Sheets.

Bookmark: Add shortcuts to specific places within your document.

Table of contents: Create an autogenerated table of contents that links to each heading (where you've applied heading styles).

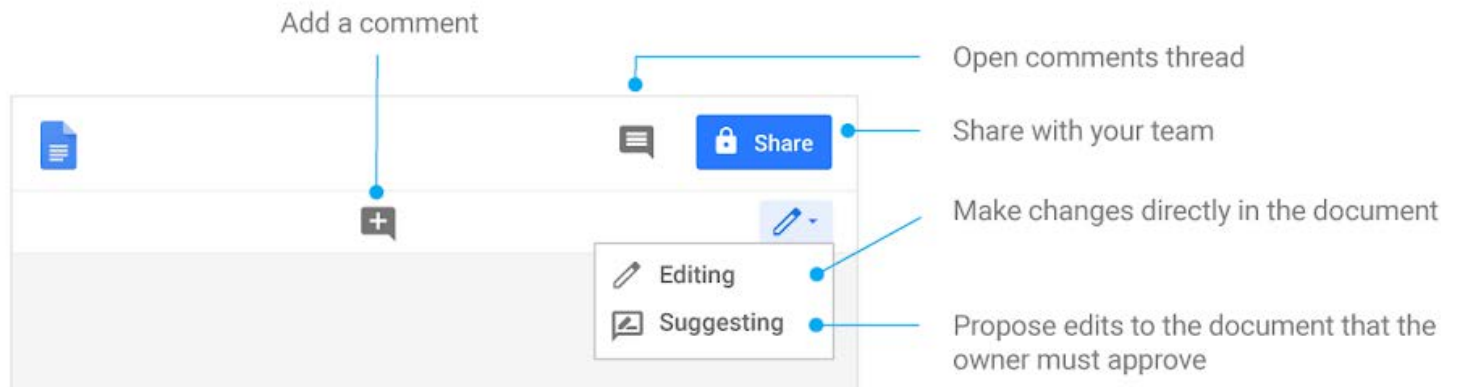


4. Click Share to share your document and then choose what collaborators can do. They'll also receive an email notification.

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

5. Collaborate with your team in real time.



Was this helpful?

Yes

No

Google Docs guides

Get started with Docs

Switching to Docs from Microsoft Word

Docs cheat sheet

Use G Suite keyboard shortcuts

Docs: Beginner tips

[Docs: Intermediate tips](#)

[Docs: Advanced tips](#)



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English



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Drive cheat sheet

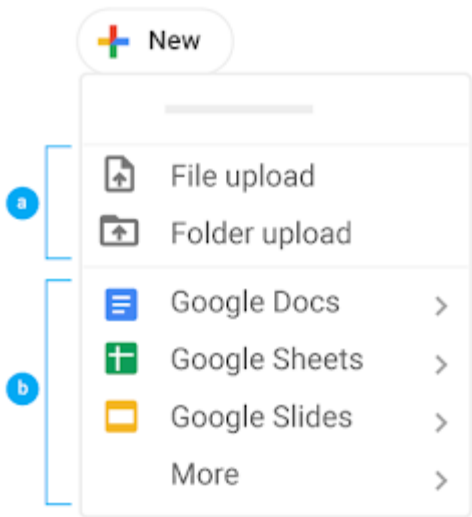


Keep all your work in one secure place with online file storage. After you store your files in Google Drive, you can share them with others and access them on any computer, smartphone, or tablet. When you change or delete a file stored in one of these locations, Drive makes the same change everywhere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






Get Drive: [Web \(drive.google.com\)](#) , [Android](#) , or [iOS](#)

1. Click New to...

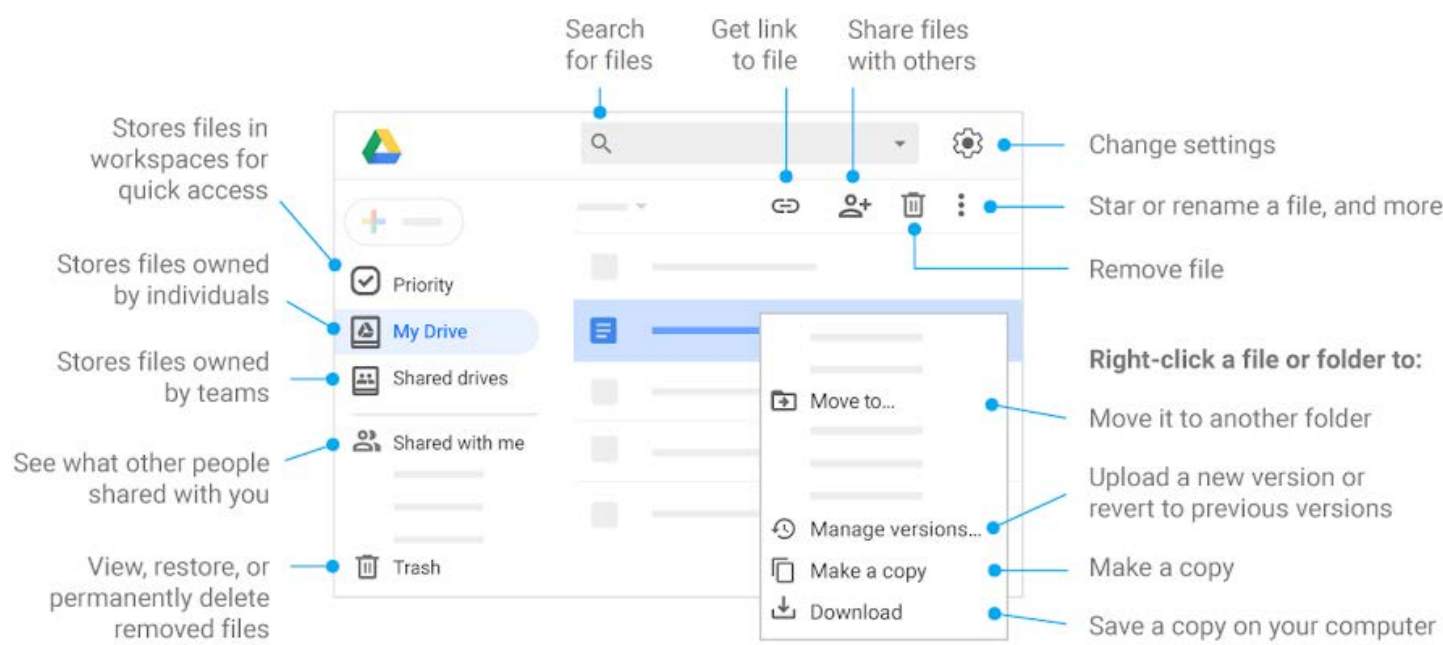
- a Upload any file (such as Microsoft® Outlook® files, Adobe® PDF files, and videos) or folder from your computer.
- b Create new documents right in your browser.




Editor	Description	Example uses
 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, organizational charts, website wireframes, mind maps
 Google Sites	Websites	Team sites, project sites, resume sites

2. Work with files stored in Drive.



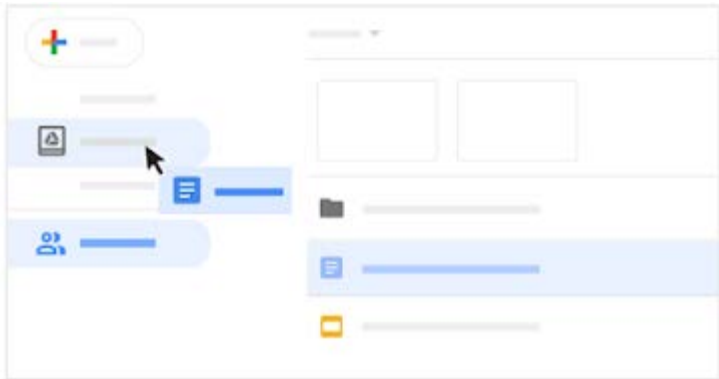
3. Share your files and folders by clicking Share  and then choose what collaborators can do. They'll get an email notification, too.

	Delete files & folders	Add & remove files and folders	Share or unshare files and folders	Edit files	Comment or suggest edits in files	View files & folders






Is owner						
Can edit						
Can comment						
Can view						

4. Add shared files to My Drive.

Note: When you move a shared file to My Drive, it only moves the file in your view, not in anyone else's.



5. Access your files from any device.

Browser or device	Requirements	How to access
 Web browser (any device)	Install any web browser.	Go to drive.google.com .
 Computer	Install Drive File Stream from the Drive Help Center .	Click Drive File Stream  and then Open Google Drive  .
 Mobile devices	Install the Drive app from the Play Store (Android) or App Store (iOS®).	Open the Drive app on your device.

Was this helpful?

Yes

No

Google Drive guides

Get started with Drive

Get started with shared drives

Switching to Drive from OneDrive

Switching to Drive from Dropbox

Switching to Drive from Box

Switching to Drive from your C:\ drive

Drive cheat sheet

Shared drives cheat sheet

Use G Suite keyboard shortcuts

Best practices for shared drives

Drive: Beginner tips

Drive: Intermediate tips

Drive: Advanced tips

Switching to G Suite from SharePoint



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English



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Google Sheets cheat sheet

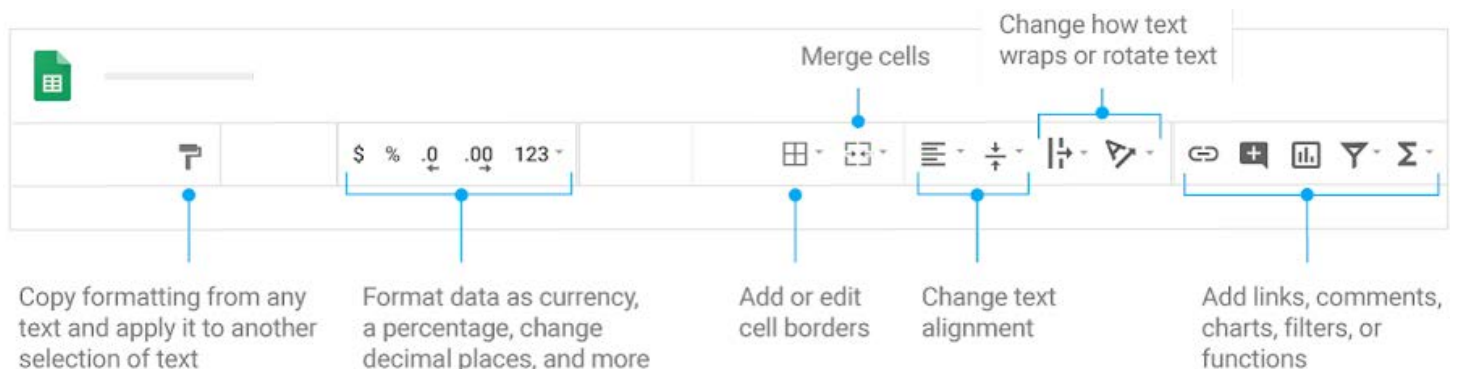


Create and simultaneously edit spreadsheets with your team, right in your browser. Analyze data with charts and filters, handle task lists, create project plans, and much more. All changes are saved automatically.

Get Sheets: [Web \(sheets.google.com\)](https://sheets.google.com) , [Android](#) , or [iOS](#)

1. Customize your spreadsheet and data.

Note: To improve compatibility with Microsoft® Excel® keyboard shortcuts, you can [override browser shortcuts](#) .



2. Work with rows, columns, and cells.

Add rows, columns, and cells:

1. Select the row, column, or cell near where you want to add your new entry.
2. Right-click the highlighted row, column, or cell > Insert > *choose where to insert the new entry*.

Delete, clear, or hide rows and columns: Right-click the row number or column letter > Delete, Clear, or Hide.

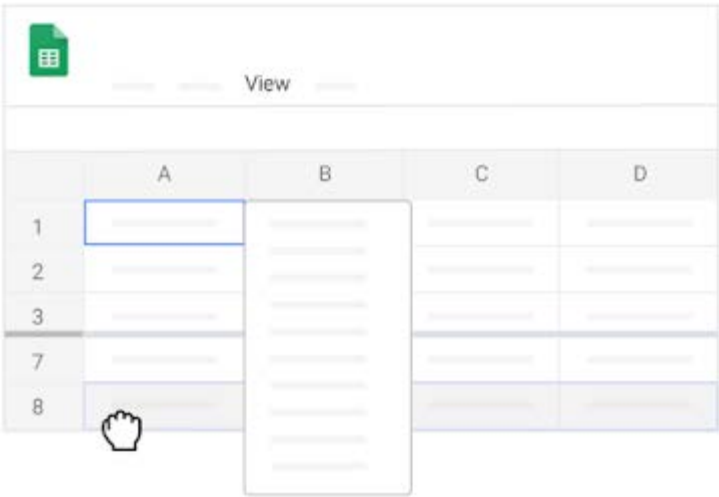
Delete cells: Select the cells and right-click > Delete cells > Shift left or Shift up.

Move rows or columns: Select the row number or column letter and drag it to a new location.

Move cells:

- 1. Select the cells.
- 2. Point your cursor to the top of the selected cells until a hand appears.
- 3. Drag the cells to a new location.

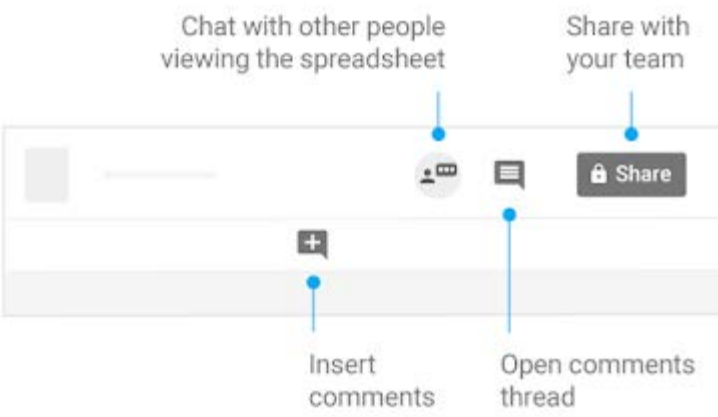
Freeze header rows and columns: Keep a row or column in the same place as you scroll through your spreadsheet. On the menu bar, click View > Freeze and choose an option.



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

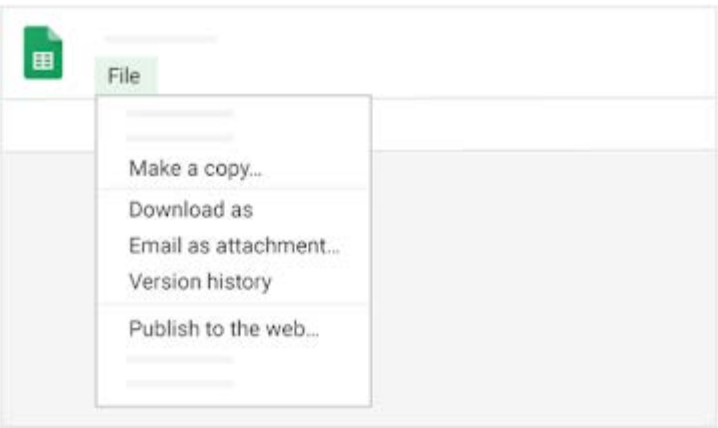
	Share or unshare	Edit content directly	Add comments
Can edit			
Can comment			
Can view			

4. Collaborate with your team in real time.



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.
- Download as—Download your spreadsheet in other formats, such as Excel or PDF.
- Email as attachment—Email a copy of your spreadsheet.
- Version history—See all the changes you and others have made to the spreadsheet or revert to earlier versions.
- Publish to the web—Publish a copy of your spreadsheet as a webpage or embed your spreadsheet in a website.



6. Work with functions.

Your most important Excel functions exist in Sheets, too. Here's a few of the things you can do.

AVERAGE	Statistical Returns the numerical average value in a dataset, ignoring text.
AVERAGEIFS	Statistical Returns the average of a range that depends upon multiple criteria.
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.
FIND	Text Returns the position at which a string is first found within text.
GETPIVOTDATA	Text Extracts an aggregated value from a pivot table that corresponds to the specified row and column headings.
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.

Was this helpful?

[Yes](#) [No](#)

Google Sheets guides

- Get started with Sheets
- Switching to Sheets from Microsoft Excel
- Google Sheets cheat sheet
- Use G Suite keyboard shortcuts
- Create dynamic project plans with Sheets
- Sheets: Beginner tips
- Sheets: Intermediate tips
- Sheets: Advanced tips



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English



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Hangouts Meet cheat sheet



Hold video meetings worldwide with several people at once.

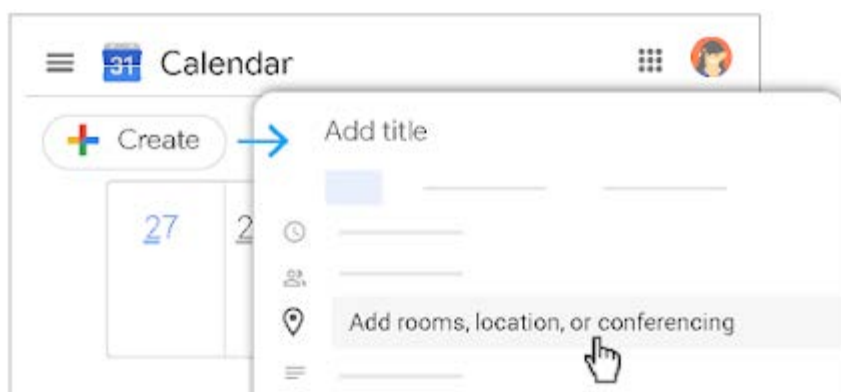
Join impromptu meetings on the go, virtual training classes around the world, remote interviews, and much more.

Get Meet: [Web \(meet.google.com\)](#) , [Android](#) , or [iOS](#)

[Download Hangouts Meet quick start \(PDF\)](#)

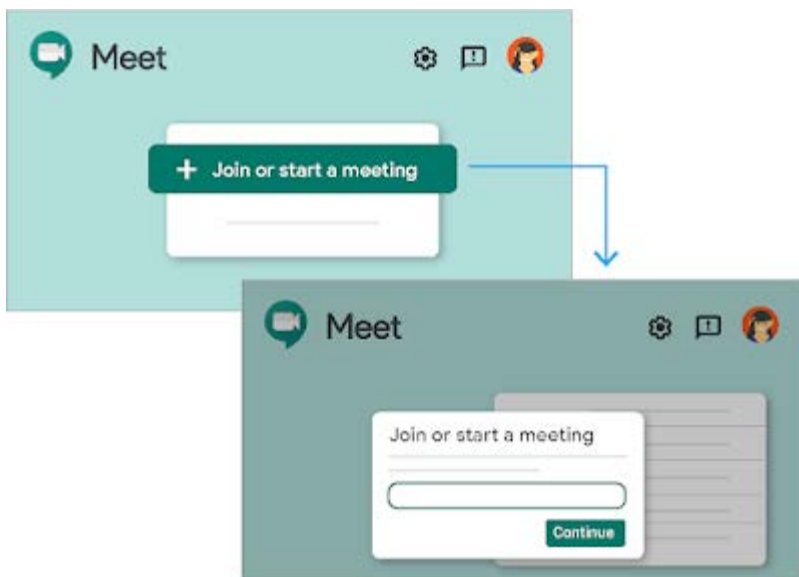
1. Schedule a video meeting from Calendar.

Go to [Google Calendar](#) and create an event.

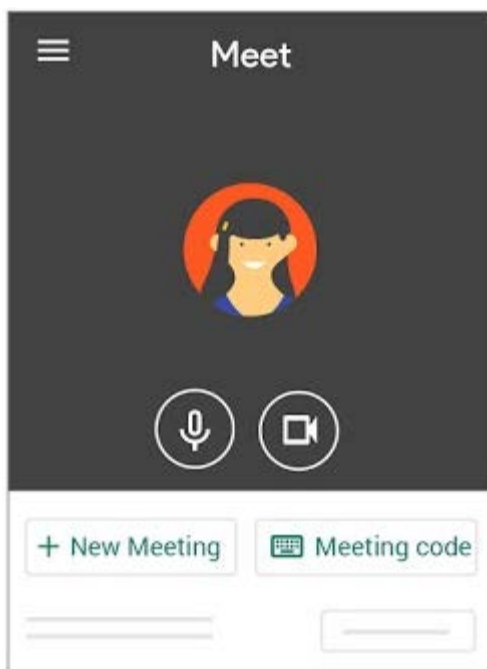


2. Start a video meeting.

From a browser: Enter <https://meet.google.com> in Chrome Browser.

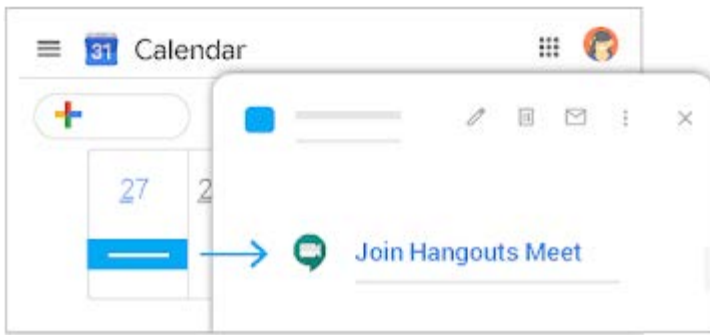


From your mobile device: Open the Meet app on your Android ([Play Store](#)) or Apple® iOS® ([App Store](#)) mobile device.

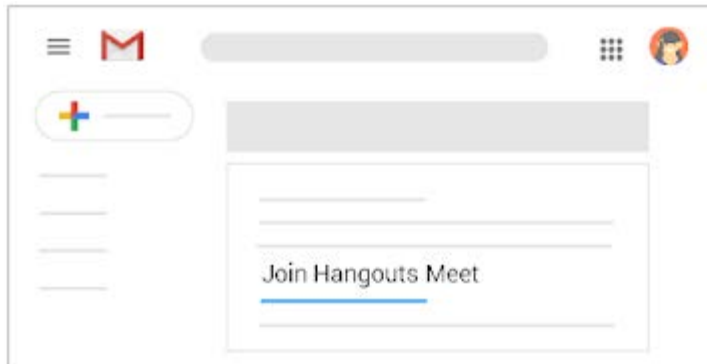


3. Join a video meeting.

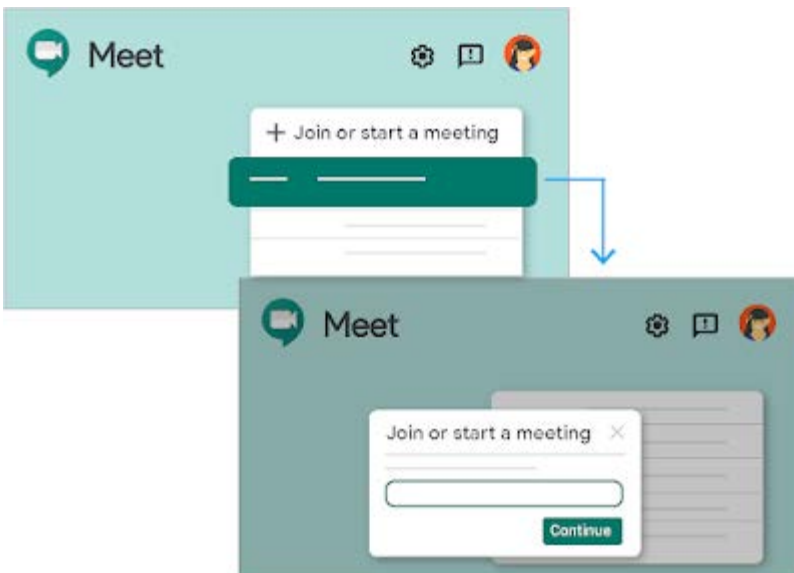
From Calendar: In [Calendar](#) , click the event you want to join.



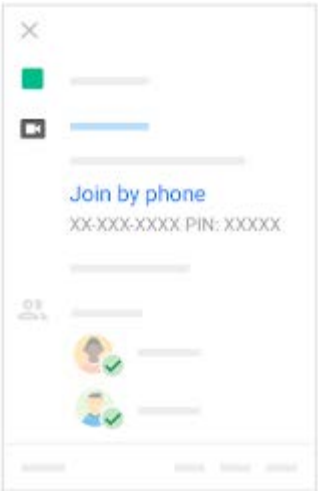
From Gmail: Click the meeting link in a text or email.



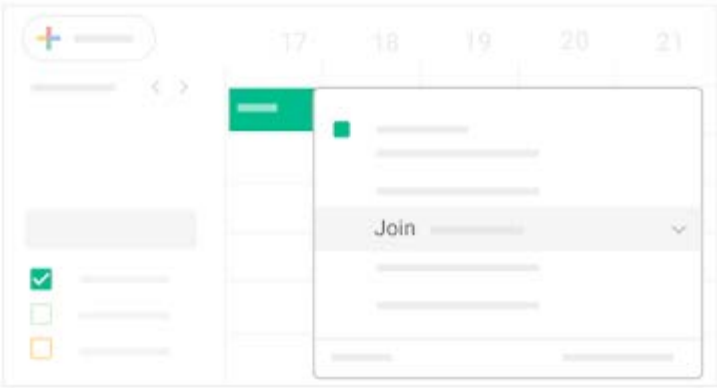
From Meet: In [Meet](#), join a scheduled meeting or use a meeting code.



From your mobile device: Open the [Calendar](#) event or meeting invite to dial in to a meeting from a phone.



From a third-party conferencing system: Open the [Calendar](#) event or meeting invite. Click More joining options to join from a third-party conferencing system.



4. Collaborate during a video meeting.

A screenshot of the Google Meet interface during a video meeting. The main video feed shows a person with a red background. On the right, there is a 'PEOPLE (3)' panel showing three participants and a 'CHAT' panel. At the bottom, there is a toolbar with icons for 'Share meeting details with guests', 'Turn microphone on or off', 'Leave meeting', 'Turn camera on or off', 'Present now', and a settings menu. Labels with arrows point to these elements: 'View meeting participants' points to the PEOPLE panel; 'Chat with meeting participants' points to the CHAT panel; 'Share meeting details with guests' points to the 'Team meeting' dropdown; 'Turn microphone on or off' points to the microphone icon; 'Leave meeting' points to the red phone icon; 'Turn camera on or off' points to the camera icon; 'See additional settings, such as recording the meeting or changing your video resolution' points to the settings menu; and 'Share your screen or give presentations' points to the 'Present now' button.

View meeting participants

Chat with meeting participants

Share meeting details with guests

Turn microphone on or off

Leave meeting

Turn camera on or off

See additional settings, such as recording the meeting or changing your video resolution

Share your screen or give presentations

[↑ Back to top](#)

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[No](#)

More Hangouts Meet resources

[Hangouts Meet cheat sheet](#)

[Add Meet video meetings to Outlook](#)

[Hangouts Meet accessibility](#)



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Slides cheat sheet



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.

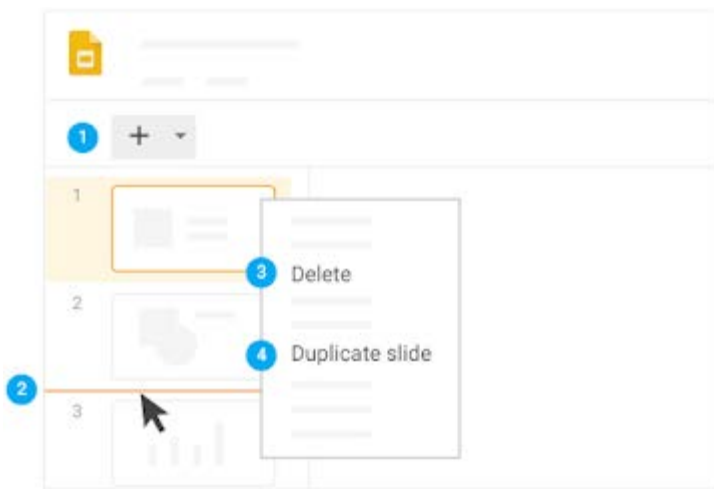
Get Slides: [Web \(slides.google.com\)](https://slides.google.com) , [Android](#) , or [iOS](#)

1. Add and edit content in your slides.



2. Add and organize slides.

- 1** New slide—Click New slide + in the toolbar. Click the Down arrow ▼ 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** Delete slide—Right-click the slide and select Delete.
- 4** Duplicate slide—Right-click the slide in the sidebar and select Duplicate slide.



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

Import slides—Add slides from another presentation to your current slide deck.

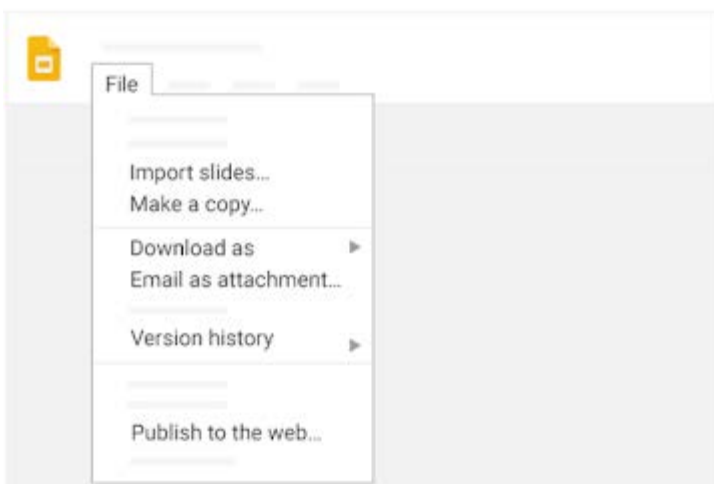
Make a copy—Create a duplicate of your presentation. This is a great way to create templates.

Download as—Download your presentation in other formats such as Microsoft® PowerPoint® or Adobe® PDF.

Email as attachment—Email a copy of your presentation.

Version history—See all the changes you and others have made to the presentation, or revert to earlier versions.

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

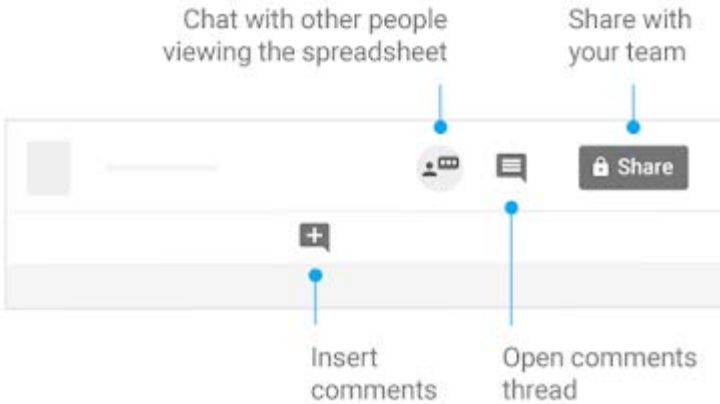


4. Click Share to share your presentation, then choose what collaborators can do. They'll also receive an email notification.

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

5. Collaborate with your team in real time.



Was this helpful?

Yes No

Google Slides guides

- Get started with Slides
- Switching to Slides from Microsoft PowerPoint
- Slides cheat sheet
- Use G Suite keyboard shortcuts
- Enhance presentations with powerful visuals

Slides: Beginner tips

Slides: Intermediate tips

Slides: Advanced tips



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