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Google Drive Tips & Tricks

Meet the Presenters!

Lois Angelo, Junior, Human Development and Aging

Caleb Huang, Junior, International Relations

Julia Dorado, Master's, Medical Gerontology

Please save all questions until the end of the presentation, as we have dedicated breakout rooms specifically for Google-related problems!
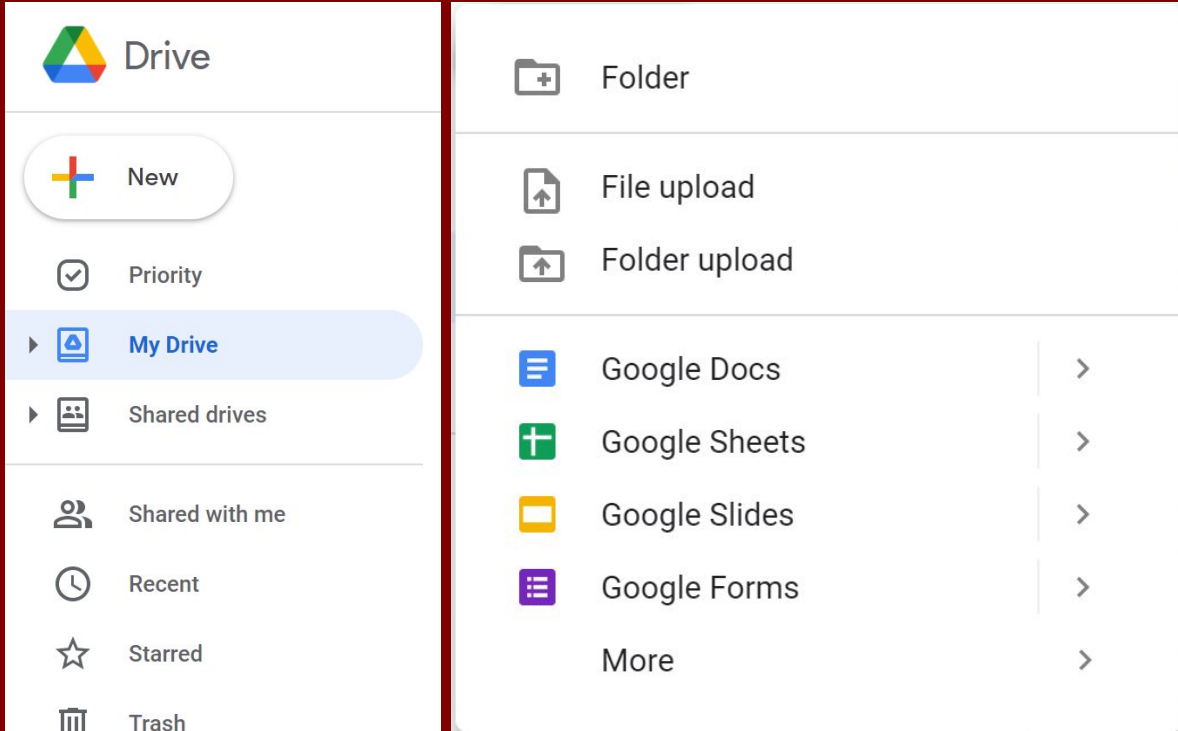
1

Google Drive

How to create new documents/other tasks

Creating new documents:

1. Click on the "New" button in the top left
2. A menu will then pop up
3. Find the task you want to accomplish and click on it.
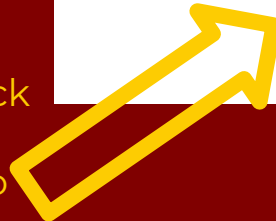

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Shared Files

1. Files created by others but shared can be found under the "Shared with me" tab on the left
2. Once you click on the tab, all the files that are shared with you can be found
3. Use the search bar if necessary
4. Double click on the file to open it
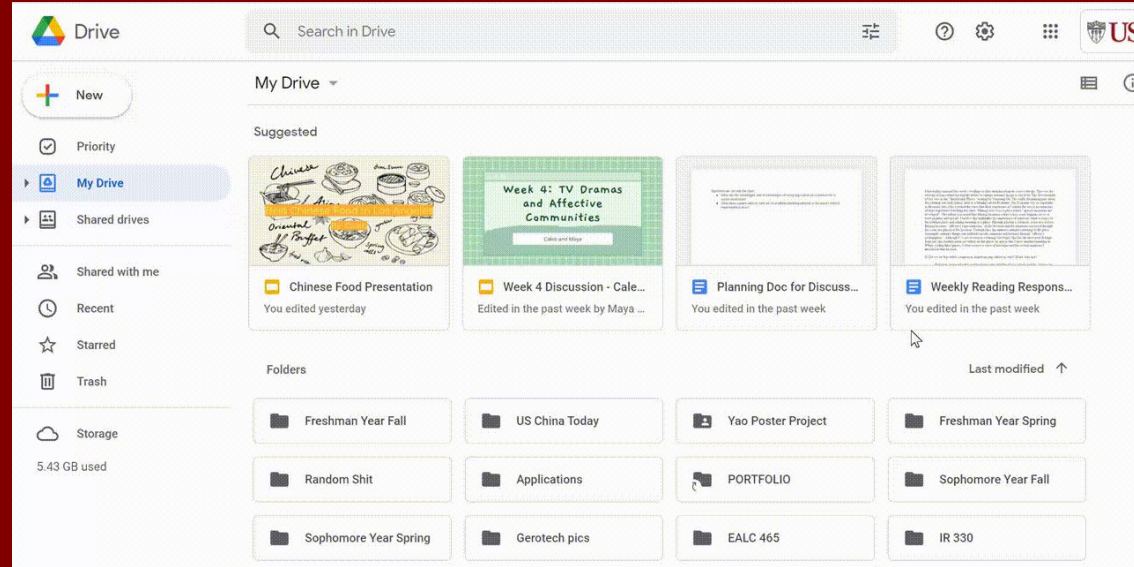
Search Bar
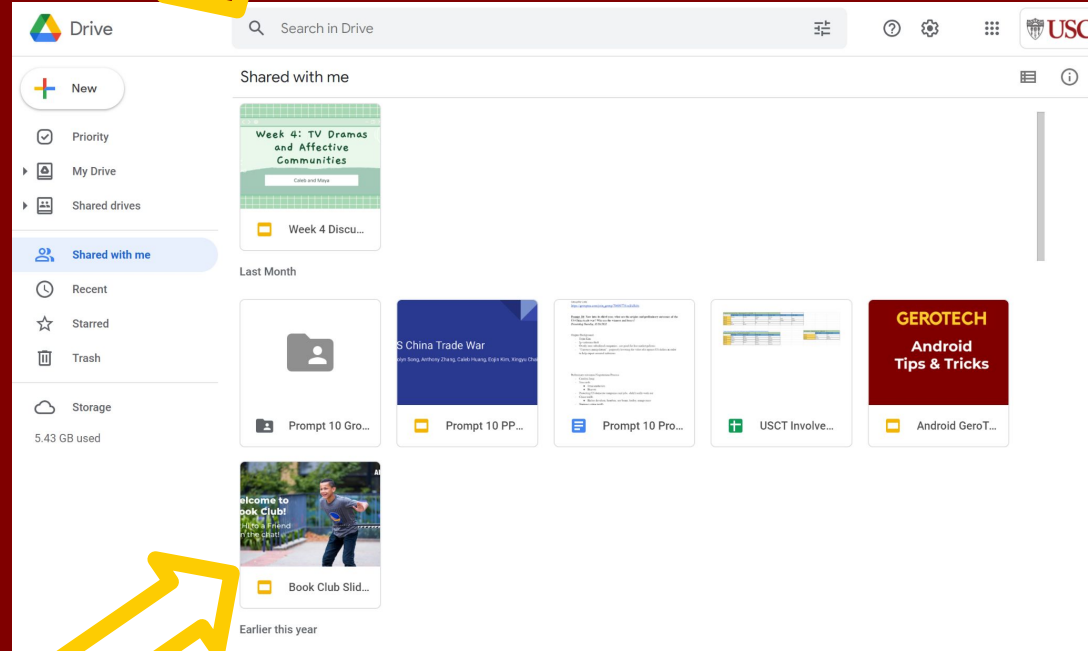
Double-Click on the file you want to access

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Using the search bar

1. Click on the search bar
2. Type in the document's name
3. Use filters to get more specific
4. Hit enter to have results show up
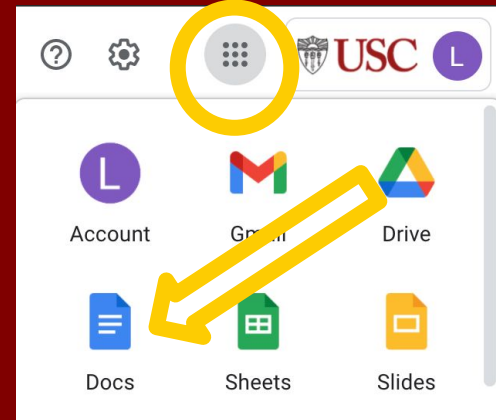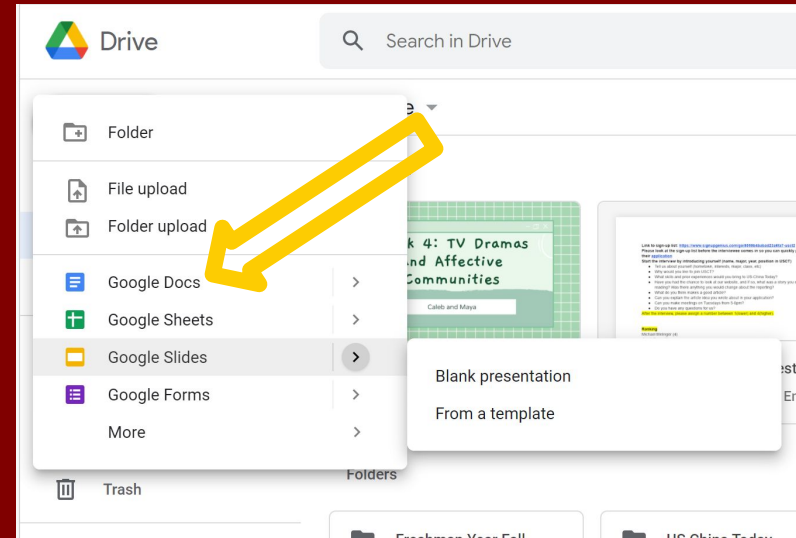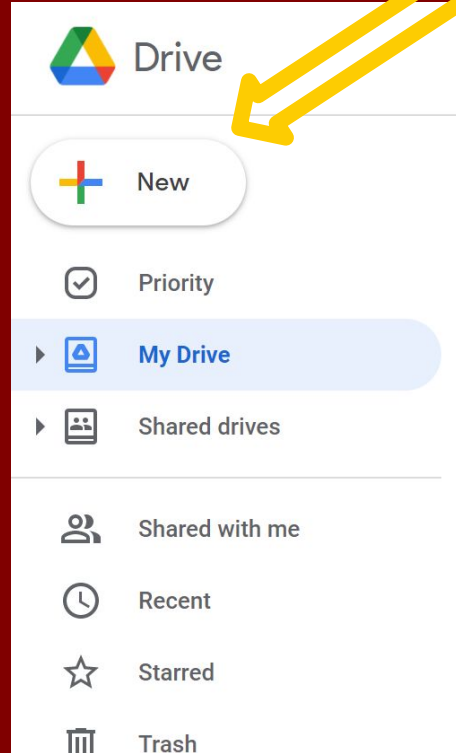5. Double click on the document you want to open

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Google Docs

Creating a Document

1. Click "New" in the upper left corner of your Google Drive
2. Scroll over "Google Docs"
3. Click on "Blank Document" or "From a Template"

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Google Docs

Utilize pre-made templates

Start a new document

Template gallery

Blank	Project proposal	Film Score Bros Po...	Resume	Lecture Notes Tem...	Essay	Report
	Spearmint		Modern Writer		Paperback	Simple

Previous 7 days

Owned by anyone

Last opened by me
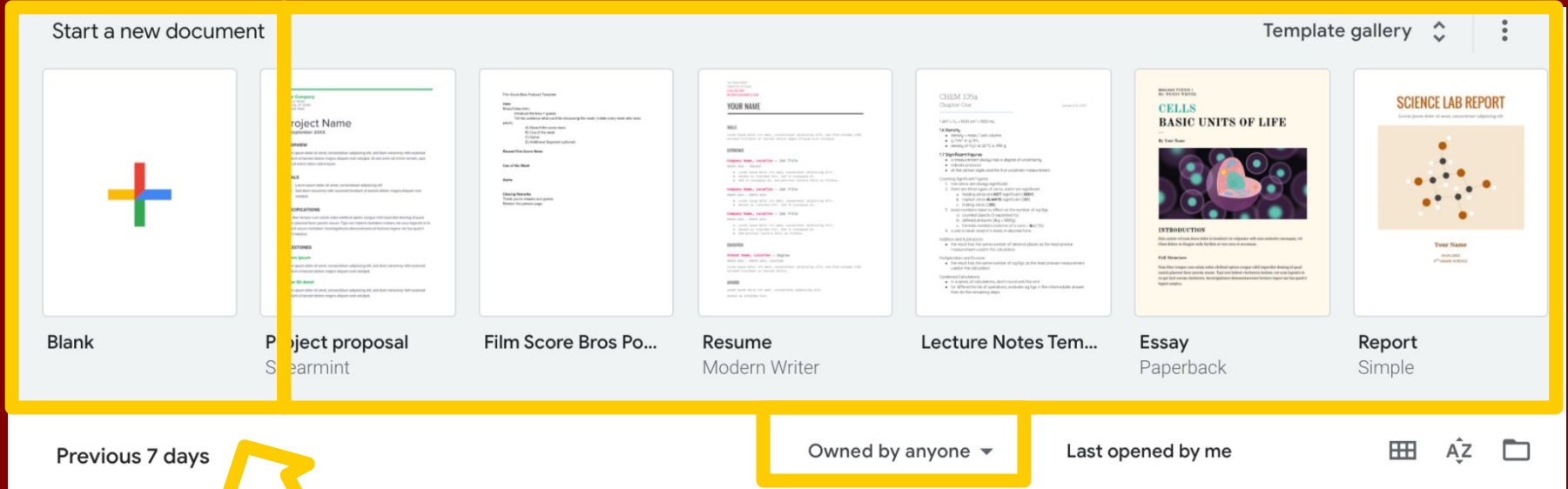
Create a new blank document

Check on personal or shared documents

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Template Examples

Education

Essay	Essay	Report	Report	Report	Report
Playful	Paperback	Simple	Luxe	MLA	APA
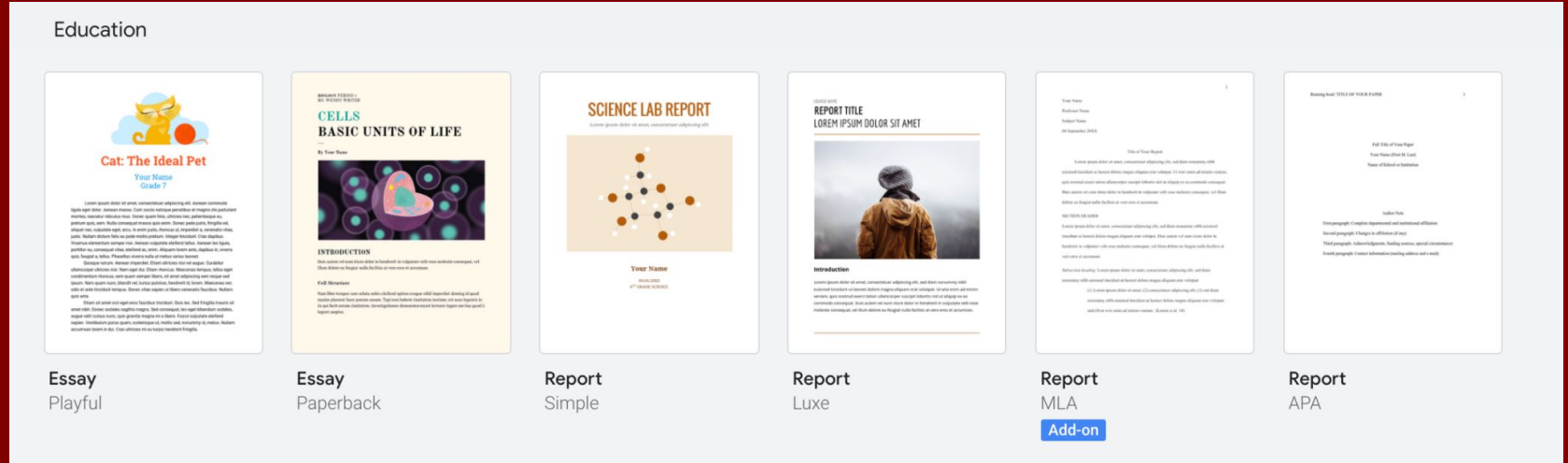
Templates cover formats for resumes, project proposals, meeting minutes, HR documents, etc.

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Reading a New Document

File options

Sharing options, presentation, and revisions

Untitled document

File   Edit   View   Insert   Format   Tools   Add-ons   Help

100%   Normal text   Arial   11
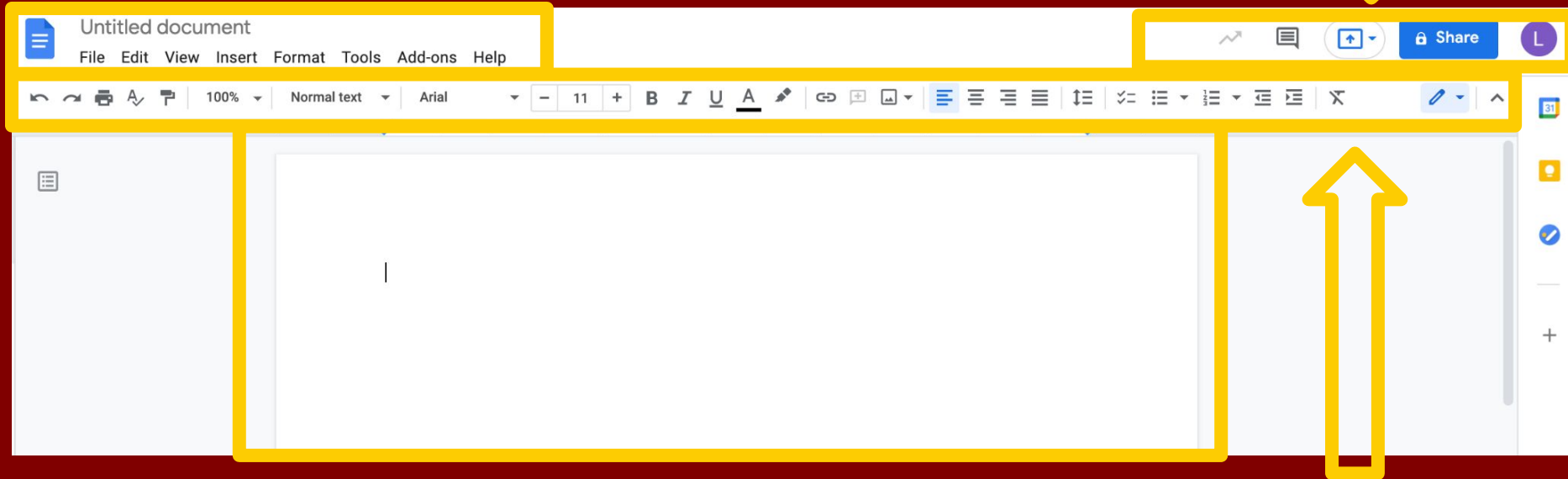
Blank document

Document tools

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File Options

Document Name

Untitled document

File Edit View Insert Format Tools Add-ons Help

Share

New ▶

Open ⌘O

Make a copy

Email ▶

Download ▶

Make available offline

Version history ▶

Rename

Move

Add shortcut to Drive

Move to trash

Publish to the web

Document details

Language ▶

Page setup

Print ⌘P

Email or download a copy of your document

Move the document into another folder or Drive

Delete your document

Adjusting margins and printing format

Edit / View

Untitled document

File **Edit** **View** Insert Format Tools Add-ons Help

Edit	View	Insert	Format	Tools	Add-ons
↶ Undo					⌘Z
↷ Redo					⌘Y
✂ Cut					⌘X
⎘ Copy					⌘C
📋 Paste					⌘V
📋 Paste without formatting					⌘+Shift+V
Delete					
Select all					⌘A
Find and replace					⌘+Shift+H

Use for specific pieces of text

View	Insert	Format	Tools	Add-ons	Help	Last
✓ Print layout						
Mode						▶
✓ Show ruler						
✓ Show document outline				Ctrl+⌘A Ctrl+⌘H		
Show equation toolbar						
Show section breaks						
Full screen						

Helpful to keep on for formatting

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Insert Options

Untitled document

File   Edit   View   **Insert**   Format   Tools   Add-ons   Help

Insert   Format   Tools   Add-ons

- 🖼 Image ▸
- Table ▸
- ◨ Drawing ▸
- 📊 Chart ▸
- — Horizontal line
- 📅 Date
- Footnote   ⌘+Option+F
- Templates ▸

Inserting images or other multimedia

- Ω Special characters
- π² Equation

- Headers & footers ▸
- Page numbers ▸
- ⌂ Break ▸

- � Link   ⌘K
- ⊞ Comment   ⌘+Option+M

- Bookmark
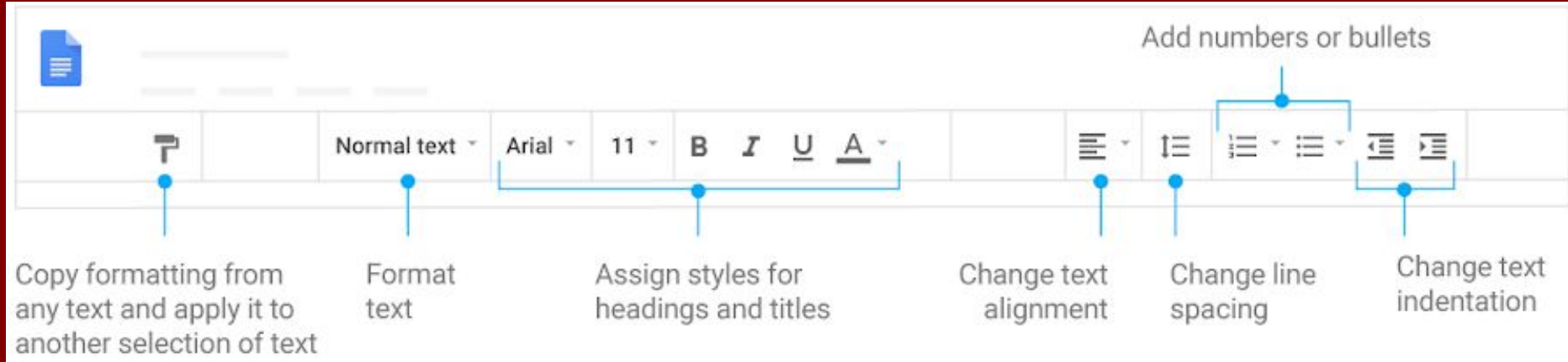- Table of contents ▸

Used for page organization or formatting

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Format / Tools

Untitled document

File Edit View **Insert Format Tools** Add-ons Help

Format Tools Add-ons Help Last e

Text	▶
Paragraph styles	▶
Align & indent	▶
⬆☰ Line & paragraph spacing	▶
☰ Columns	▶
Bullets & numbering	▶

Headers & footers
Page numbers
Page orientation
___
Table ▶
___
🖼 Image ▶
___
✗ Clear formatting ⌘\
___
Borders & lines ▶

Tools Add-ons Help Last edit was 8 minutes ago

Spelling and grammar	▶
Word count	⌘+Shift+C
Review suggested edits	Ctrl+⌘O Ctrl+⌘U
Compare documents	New
Citations	
✦ Explore	⌘+Option+Shift+I
Linked objects	
Dictionary	⌘+Shift+Y
Translate document	
🎤 Voice typing	⌘+Shift+S
<> Script editor	
Preferences	
🧍 Accessibility settings	
Activity dashboard	

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Document Tools

Add numbers or bullets

Copy formatting from any text and apply it to another selection of text

Format text

Assign styles for headings and titles

Change text alignment

Change line spacing

Change text indentation

Editing

Editing
Edit document directly

Suggesting
Edits become suggestions

Viewing
Read or print final document

Depending on the width of your window, the toolbar may appear differently!

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Sharing Docs

Share with people and groups

Add people and groups

Lois Albert Angelo (you)
langelo@usc.edu

Owner

GeroTech SC Student Club
gerotechsc@gmail.com

Editor ▾

Send feedback to Google

Done

Get link

Restricted Only people added can open with this link
Share with University of Southern California

Copy link

Share your document via email

Change permissions

Share your document via link

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3

Google Slides

Creating a Slideshow

1. Click "New" in the upper left corner of your Google Drive
2. Scroll over "Google Slides"
3. Click on "Blank Presentation" or "From a Template"
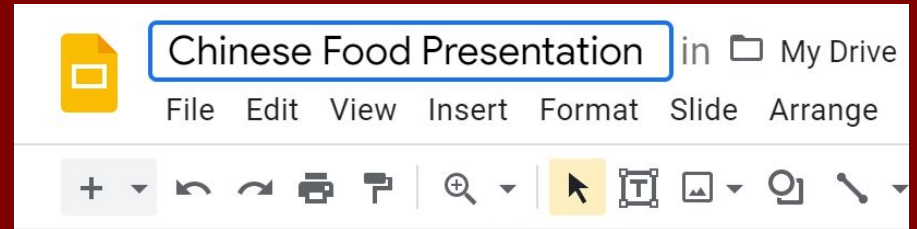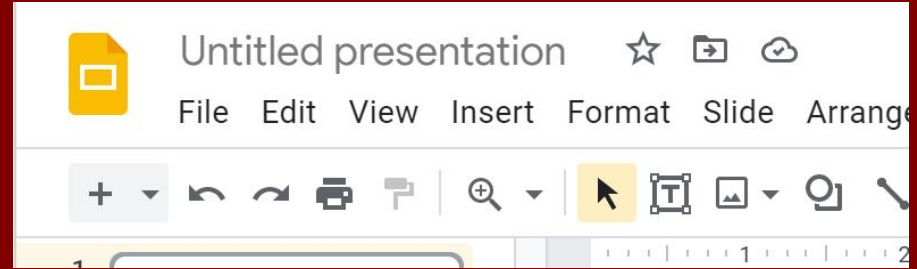

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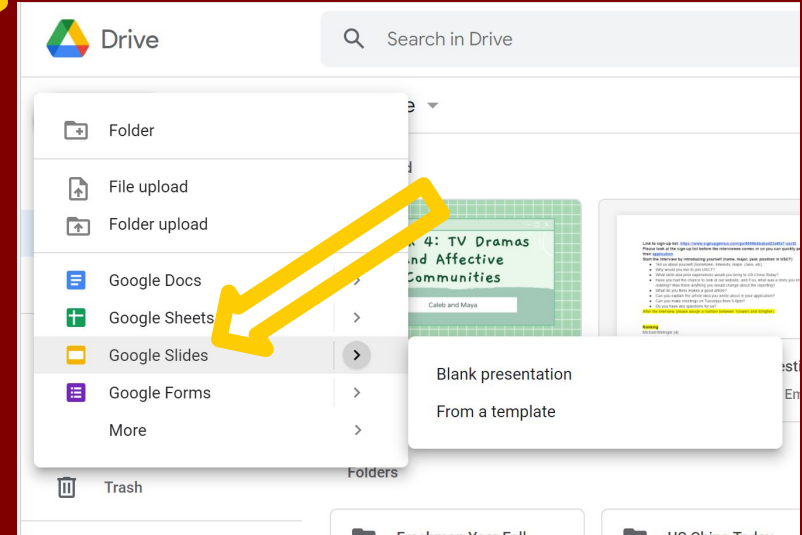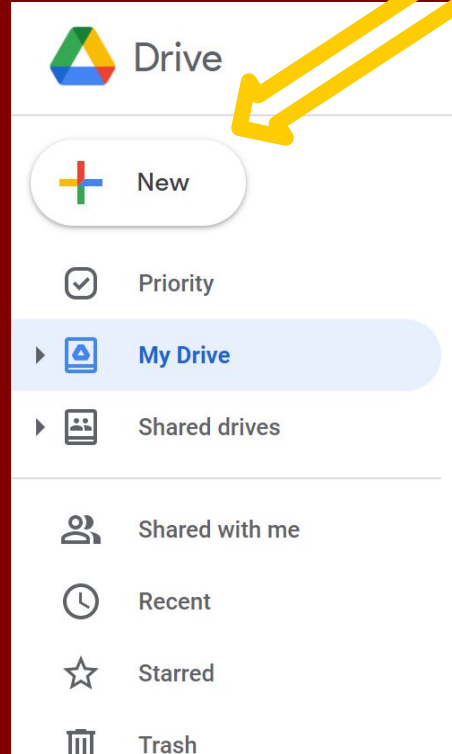
General/Blank Presentation
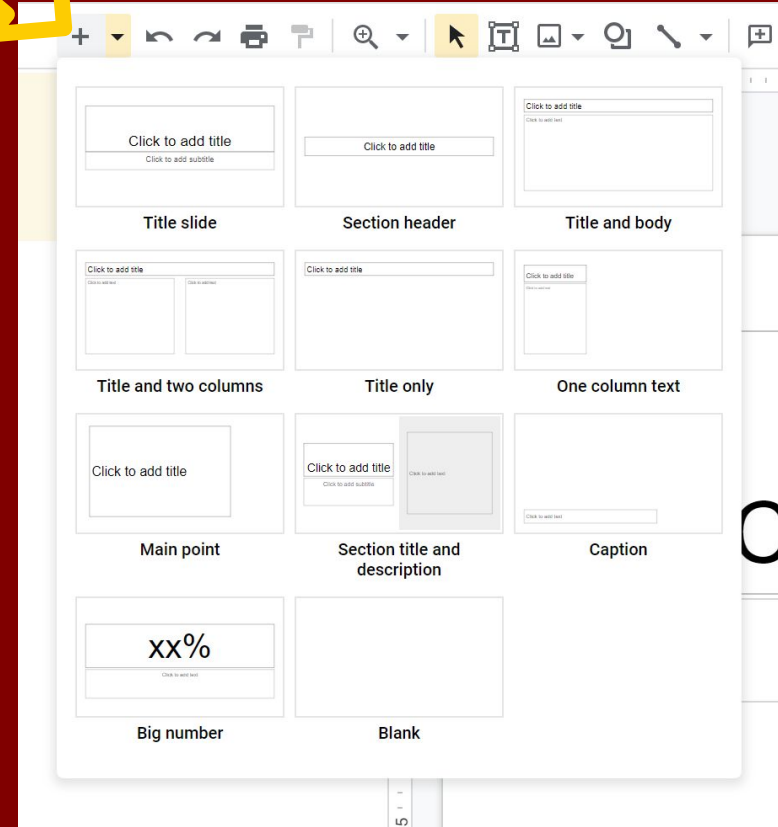
How to name your slides

1. Click on the "Untitled presentation" in the top right corner
2. Type in what you want the presentation to be called (This is for the file's name)


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How to add more slides

Two ways to add more slides:

1. Click on the plus symbol in the top left
2. Or, Click on the downward facing arrow to choose from a menu of slides
   a. Click on the slide format you would like to add to your slide deck

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How to add text to slides/edit them

1. Click on "Click to add title/text/subtitle" to add text
2. Once you click on it, you will be able to type in the box
3. Change/Stylize the text with the tool bar located above the slide

Click to add title

Click to add subtitle

Arial — 52 + **B** *I* U A

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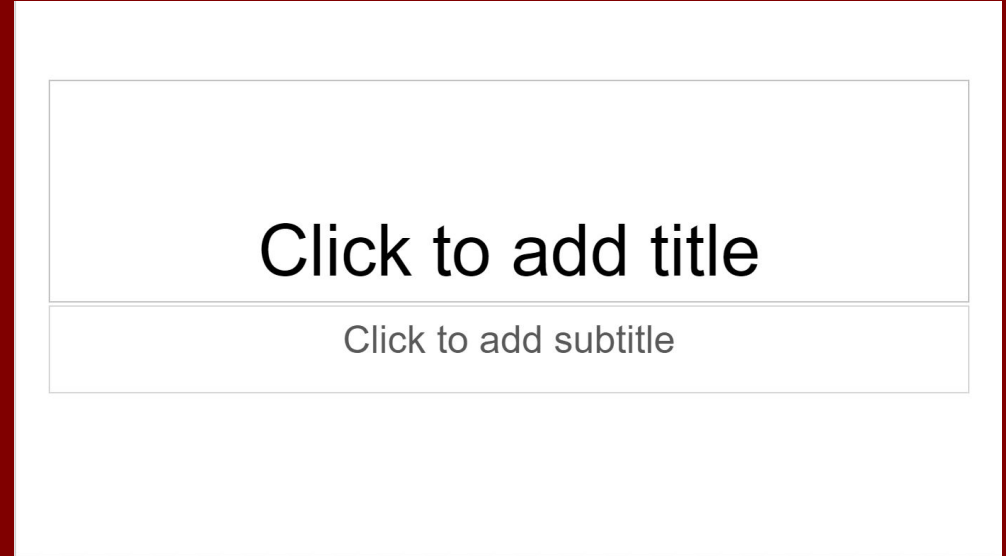
How to add photos to your slides

Two ways to add photos:

1. Copy and paste from the internet
2. Find and click the picture icon in the toolbar
3. Select where you want to get the image from
4. After the image is pasted onto the slide, click on the image to edit it (crop, resize, rotate)

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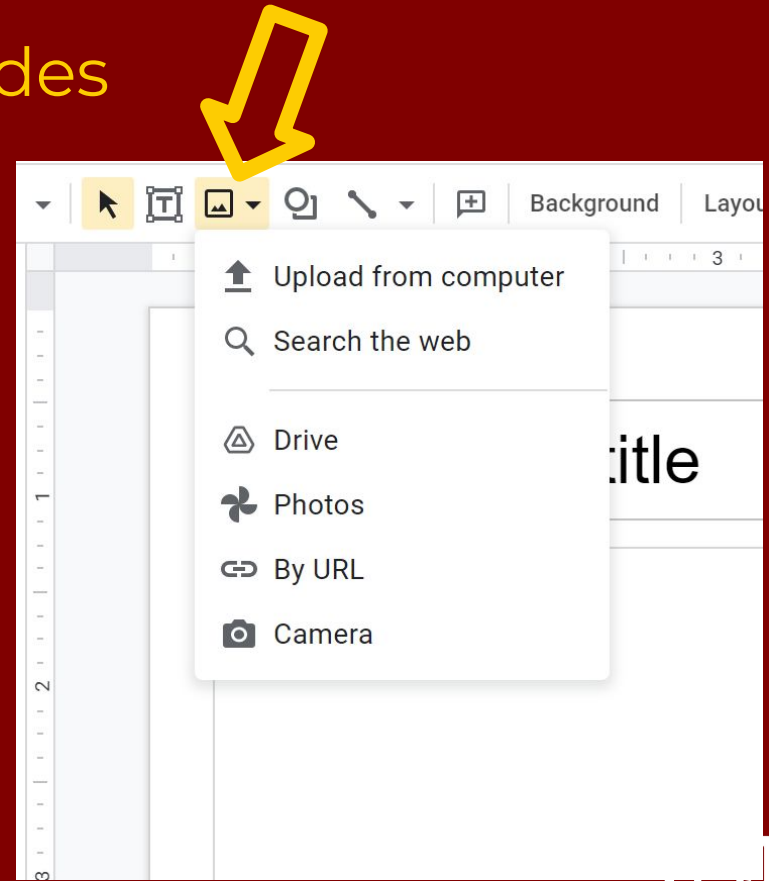
How to add a textbox
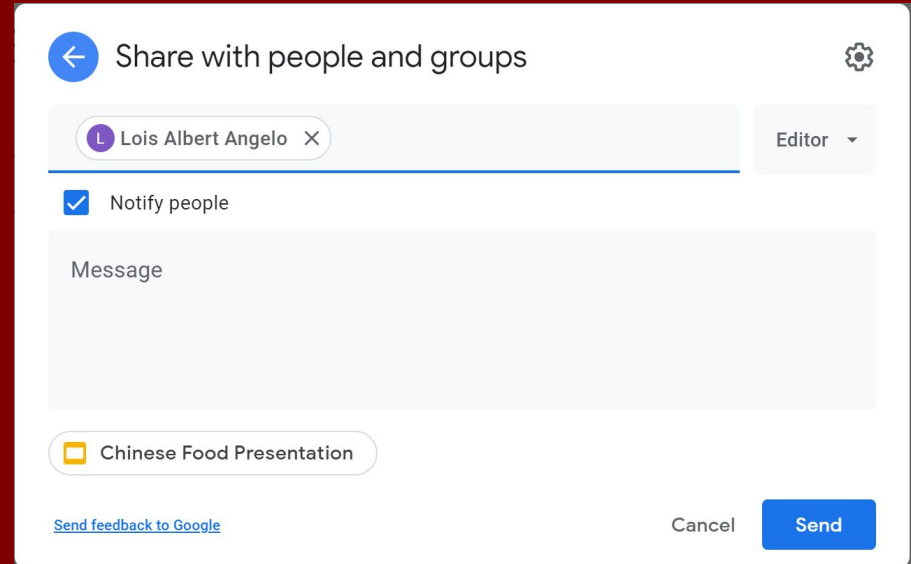
Creates a new box where you can type up text.

1. Click on the Textbox icon (the one with the "T" in the box)
2. Click on where you want the text box to go and drag to determine the size of the box
3. Afterwards, you can start typing inside the box

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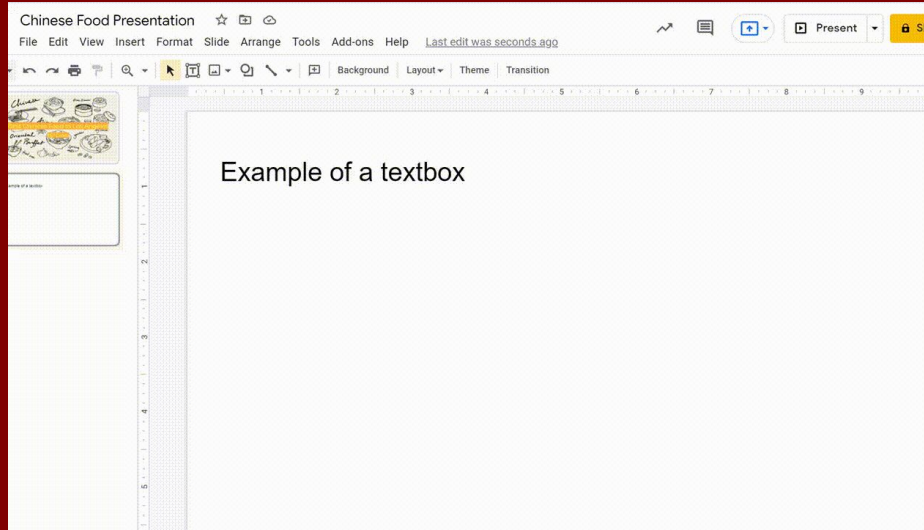
How to share your slideshow

Sharing: allows other to view, comment, and edit your presentation

1. Click Share in the top right corner
2. Enter in the email address you want to share the presentation to (you can change the permissions on the right)
3. Click send.

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How to present your slideshow

1. Once finished and ready to present, click on the "Present" button in the top right
2. Once clicked on, it will put the presentation in present mode
3. Clicking on the screen/hitting the spacebar will switch the screen to the next slide
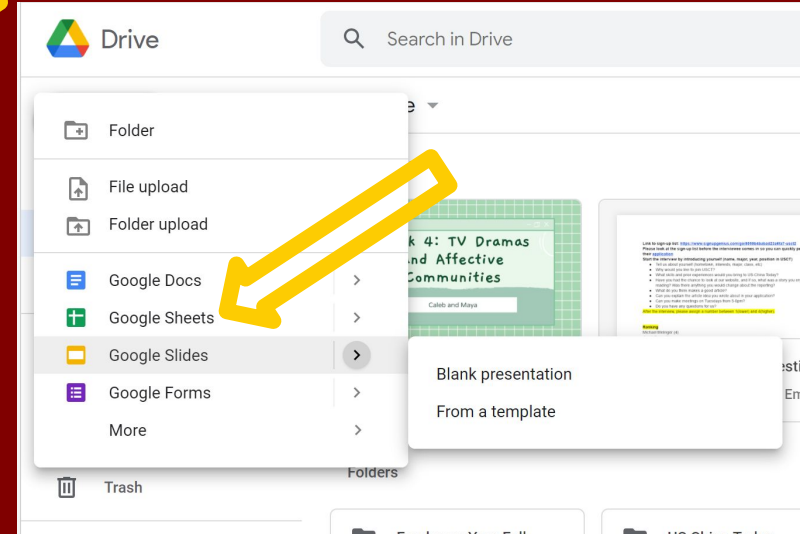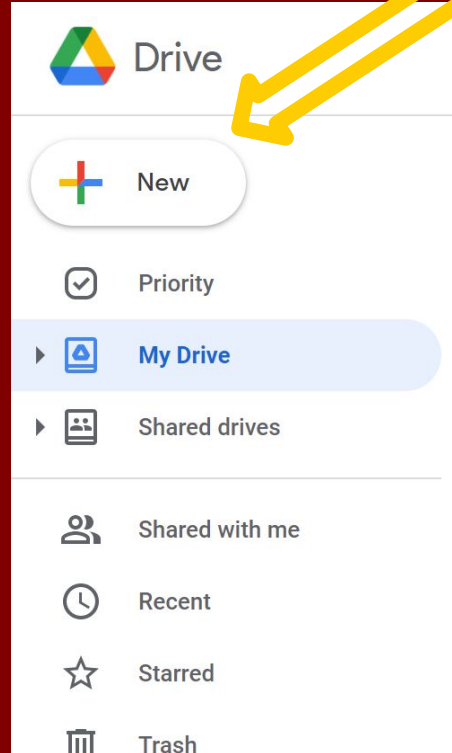

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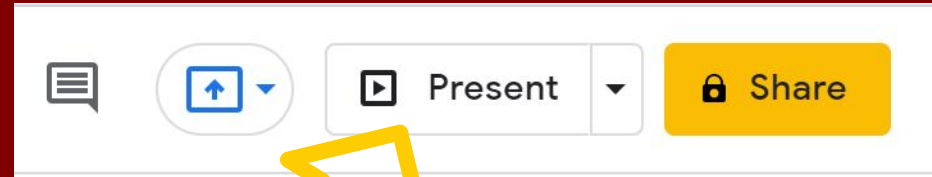
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Google Sheets

Creating a Spreadsheet

1. Click "New" in the upper left corner of your Google Drive
2. Scroll over "Google Sheets"
3. Click on "Blank Spreadsheet" or "From a Template"

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Opening a Blank Spreadsheet

Untitled spreadsheet

File Edit View Insert Format Data Tools Add-ons Help

Merge cells

Change how text wraps or rotate text

Copy formatting from any text and apply it to another selection of text

Format data as currency, a percentage, change decimal places, and more

Add or edit cell borders

Change text alignment

Add links, comments, charts, filters, or functions

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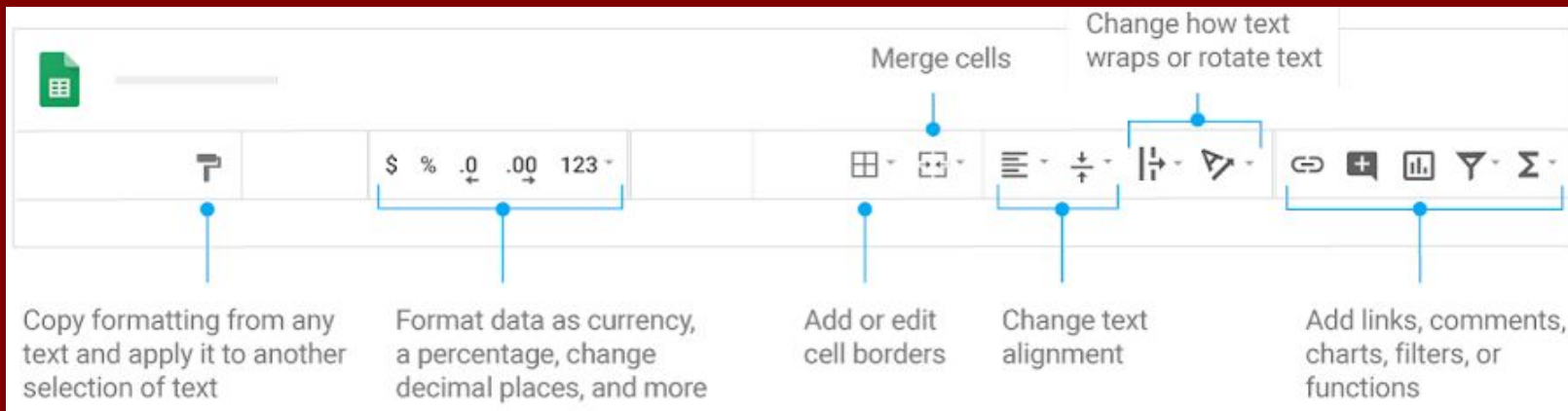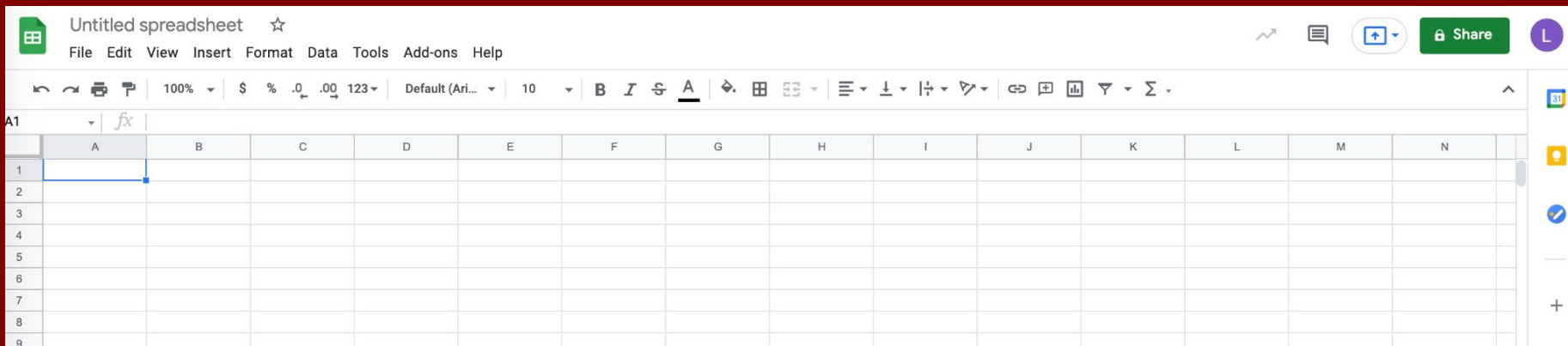
Key Features

Untitled spreadsheet ☆

File   Edit   View   Insert   Format   Data   Tools   Add-ons   Help

View   Insert   Format   Data   To

Freeze   ▶

✓ Gridlines

Protected ranges

✓ Formula bar

Show formulas   Ctrl+`

Hidden sheets   ▶

Zoom   ▶

Full screen

Freezing rows or columns helps visually for larger spreadsheets

Adjust your viewing screen on Sheets

Insert   Format   Data   Tools   Add

Row **above**

Row **below**

Column **left**

Column **right**

Cells and shift **down**

Cells and shift **right**

📊 Chart

🖼 Image   ● ▶

🖊 Drawing

☰ Form

Σ Function   ▶
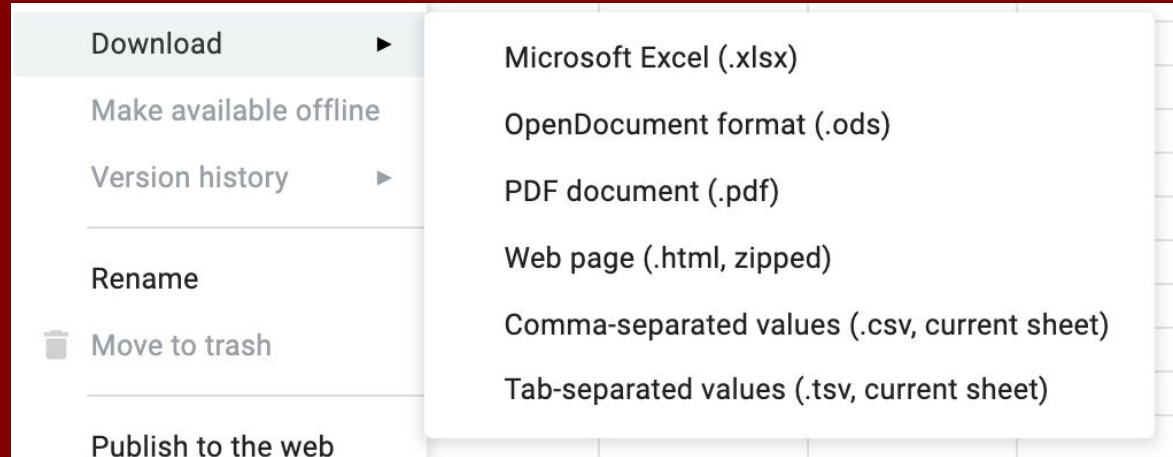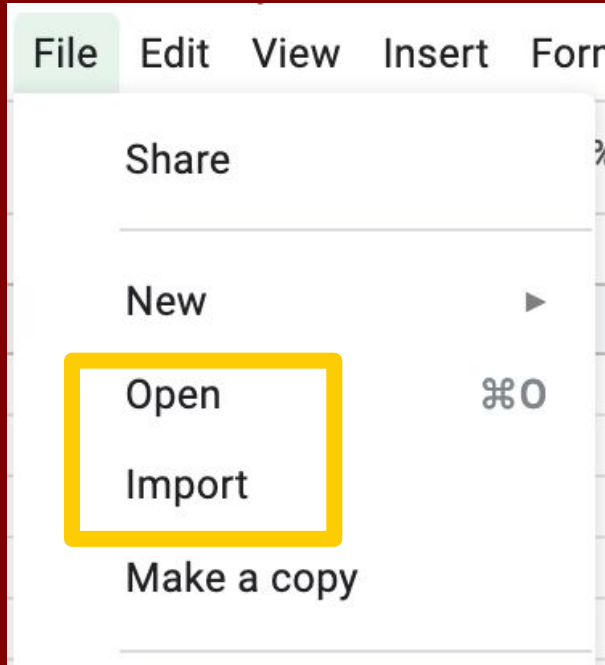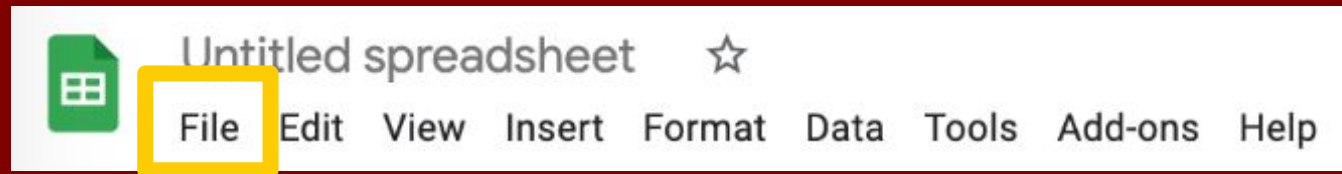
🔗 Insert link   ⌘K

☑ Checkbox

▥ Comment   ⌘+Option+M

Note   Shift+F2

New sheet   Shift+F11

Adding additional rows or columns in certain spots

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Key Features

Untitled spreadsheet ☆

File Edit View Insert Format Data Tools Add-ons Help

File Edit View Insert Form

Share

New ▶

Open ⌘O

Import

Make a copy

Download ▶
Make available offline
Version history ▶

Rename

Move to trash

Publish to the web

Microsoft Excel (.xlsx)

OpenDocument format (.ods)

PDF document (.pdf)

Web page (.html, zipped)

Comma-separated values (.csv, current sheet)

Tab-separated values (.tsv, current sheet)

Go from Excel to Sheets and vice versa

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Additional Breakout Rooms!

About 15 - 20 Minutes each

- Google Drive

- Google Slides

- Google Docs / Sheets