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Google Drive Cheat Sheet

by ShakeUpLearning.com

Anatomy of Google Drive

The screenshot shows the Google Drive web interface with several callouts pointing to specific features:

- Create New Files & Folders**: Points to the 'CREATE' button.
- Upload files to Google Drive**: Points to the upload icon.
- Select**: Points to the checkbox in the file list.
- Search Drive & Gmail**: Points to the search bar.
- Use Drop-Down to Filter**: Points to the filter dropdown menu.
- Google+**: Points to the Google+ icon.
- Apps**: Points to the Apps icon.
- Notifications**: Points to the notifications icon.
- Settings**: Points to the settings icon.
- Folder**: Points to a folder in the left sidebar.
- File Name**: Points to the title column in the file list.
- Owner of File**: Points to the owner column in the file list.
- Your Drive Activity**: Points to the activity section on the right.
- Switch to Grid View**: Points to the grid view icon.
- File/Folder Icon**: Points to the icon column in the file list.
- Last Edit**: Points to the last edit time column in the file list.
- Shared Folder**: Points to a folder marked as shared.
- Storage Used**: Points to the storage usage indicator at the bottom left.
- Star/Favorite**: Points to the star icon in the file list.



Install Drive on All Your Devices

Make the most of Drive, and install on your desktop and mobile devices, and sync your file folders!

Keyboard Short-cuts

Mac users can replace Ctrl with the Command key (⌘ or 'Apple' key) and Alt with the Option key.

Shortcut	Action
↓ /j	Navigate to the next item in the list
↑ /k	Navigate to the previous item in the list
x	Select/deselect the current item
Shift + ↓ /j	Continue the selection/deselection to the next item
Shift + ↑ /k	Continue the selection/deselection to the previous
Shift + a	Select all visible items
Shift + n	Clear all selections

Go to different views

Shortcut	Action
g then n	Focus the navigation panel
g then f	Focus the folders view
g then l	Focus the items view
g then d	Focus the details pane
g then t	Focus the Google bar at the top of the page

Application

Shortcut	Action
?, Shift + /, or Ctrl + /	Display the keyboard shortcuts pop-up
d	Show/hide the details pane
/	Focus the search box

Goo-Tip:

Google Drive file types (docs, sheets, slides, etc.) DO NOT count against your Drive storage space.

Google documents, spreadsheets, and presentations

Shortcut	Action
Shift + t	Create a new document
Shift + p	Create a new presentation
Shift + s	Create a new spreadsheet
Shift + d	Create a new drawing
Shift + f	Create a new folder
Shift + o	Create a new form
Shift + t	Create a new document

Menus

Shortcut	Action
c	Open the create menu
u	Open the upload menu
a	Open the more actions menu
r	Open the sort menu
t	Open the settings menu

Actions

Shortcut	Action
Enter or o	Open the current item
n	Rename the current item
.	Share the selected items
z	Move the selected items
s	Star/unstar the current item or the selected items
p	Show document preview

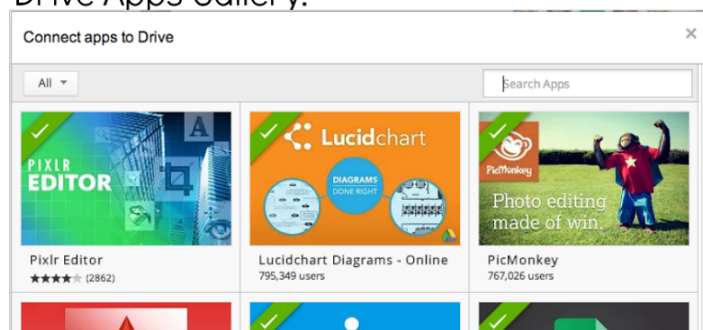
Google Drive Apps

Apps to Try:

- Lucidpress
- Kaizena
- PowToon
- Drive Template Gallery
- Video Not.es
- Cacoo



Go to Create>Add More Apps and explore the Drive Apps Gallery.





GOOGLE DOCS CHEAT SHEET

Google Docs Home Screen

docs.google.com

The home screens serve as a central place to collect your documents in Docs. From here, you can view and edit your Docs as well as any Microsoft Word files that you own or that have been shared with you.

Note: You must be using the Chrome browser and the [Office Editing extension](#) to edit Office files in Google Drive.

The screenshot shows the Google Docs Home Screen with the following callouts:

- Google**: The Google logo at the top left.
- Search Google Drive**: A search bar at the top center.
- Apps**: A grid icon at the top right.
- Account**: An email address (kasey@trainerdemo.shakeuplearnin.) at the top right.
- Menu**: A hamburger menu icon on the left side.
- List View**: A list view icon on the right side.
- Sort**: A sort icon on the right side.
- File Picker**: A callout box explaining the File Picker feature: "Search within your files and folders in Google Drive until you find the file you're looking for."
- More**: A callout box pointing to the three-dot menu icon on a document card.
- Create New Document**: A callout box pointing to the plus icon at the bottom right.

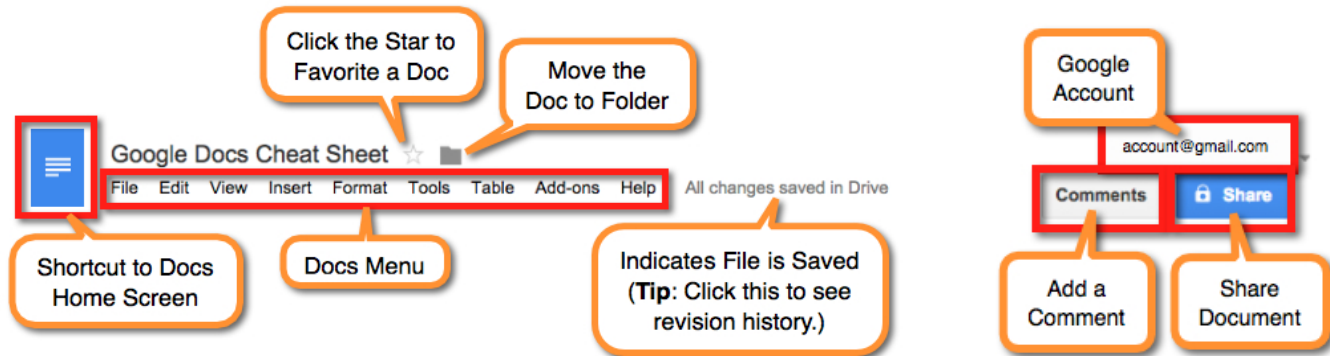
The main content area displays "Recent documents" with three cards:

- Technology Coordinators Round Table**: Oct 7, 2014. goo.gl/kUSsx4. (Link to this document). **Fast file to add notes and questions!**
- Accessing Google Drive**: You have been previously given this page and it is now Google Docs. You can now access it from the Google Docs home screen. You can also access it from the Google Docs home screen. You can also access it from the Google Docs home screen.
- Reboot**: You have been previously given this page and it is now Google Docs. You can now access it from the Google Docs home screen. You can also access it from the Google Docs home screen. You can also access it from the Google Docs home screen.

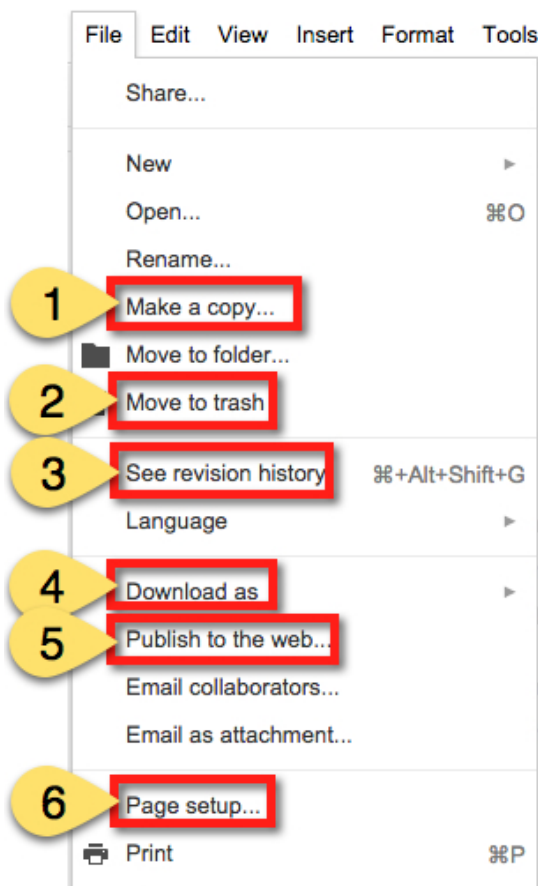
Each document card has a "More" button (three dots) and a "Training" button. The "More" button for the first document is highlighted with a red box, and a callout box shows the options: **Aa** Rename, **Remove**, and **Open in new tab**.

****[Learn More About Editing Office Files](#)**

Google Docs Menu



File Menu Highlights



1. Make a Copy: This will make a duplicate copy in your Drive. You can copy others files as well as your own.

2. Move to Trash: This will move the file into your Drive trash. Remember to empty your trash to permanently delete the file.

3. See Revision History: This will allow you to see who has made changes, what they changed, and a timestamp. You can also restore revisions. Great for making sure every student is contributing, and when text is accidentally deleted!

4. Download As: Download your document as in various formats, including .docx and .pdf.

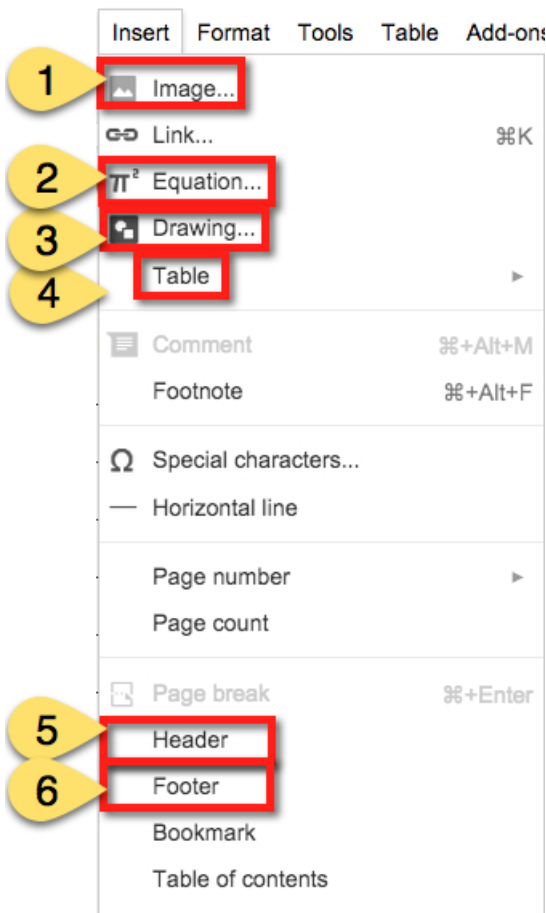
5. Publish to the Web: Turn your doc into a webpage! Even get embed code to add to your website.

6. Page Setup: Use this to change the orientation, margins, add a background color, and more.

Add Ons

To add more functionality to your documents and spreadsheets, you can install add-ons, tools built by third-party developers for Google Docs. Once add-ons are installed, you can manage each one individually, and turn them on and off at any time.

Insert Menu Highlights



1. Insert Image: Insert an image from your computer or stored in Google Drive.

2. Insert Equation: Use the equation editor to insert an equation into your document.

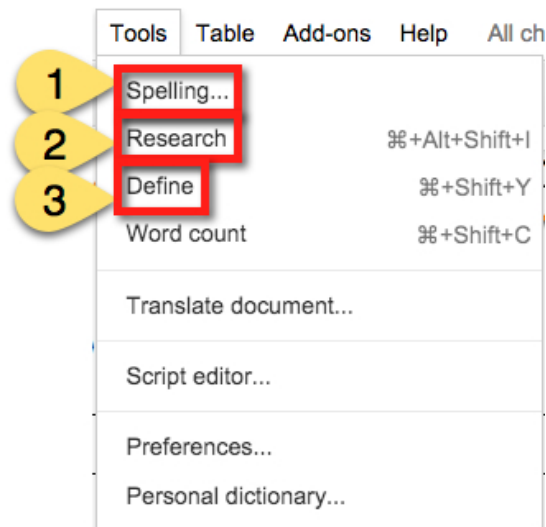
3. Insert Drawing: This tool allows you to create your own images, graphic organizers, and text boxes to insert into your document.

4. Table: Select the number of columns and rows and insert a table.

5. Insert Header: Insert a header into your document.

6. Insert Footer: Insert a footer into your document.

Tools Menu Highlights







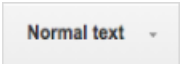
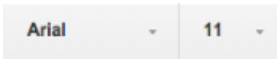



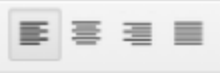
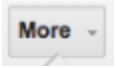

1. Spelling: Check your document for spelling errors.

2. Research: The research tools is a hidden gem! Search without ever leaving the document, add citations, link articles, and more!

3. Define: Use the built in dictionary to find definitions, parts of speech, and more. Wonderful for students!

The Toolbar



	Print
	Undo/Redo
	Paint Format Tool : Google documents lets you copy the formatting you've applied to a specific section of text to another section using the paint format tool.
	Zoom
	Styles : Create headings, titles, and table of contents.
	Font and Font Size
	Bold, Italics, Underline and Font Color
	Insert Link
	Insert Comment
	Alignment
	More Tools : line spacing, bullets, numbers, indent, background color, and more.
	Mode : Change the mode to use suggested edits , and viewing.

Ready for More?

Check out the other [Cheat Sheets and Guides](#) and [Google Tricks and Tips](#) on [ShakeUpLearning.com](#)!



GOOGLE FORMS

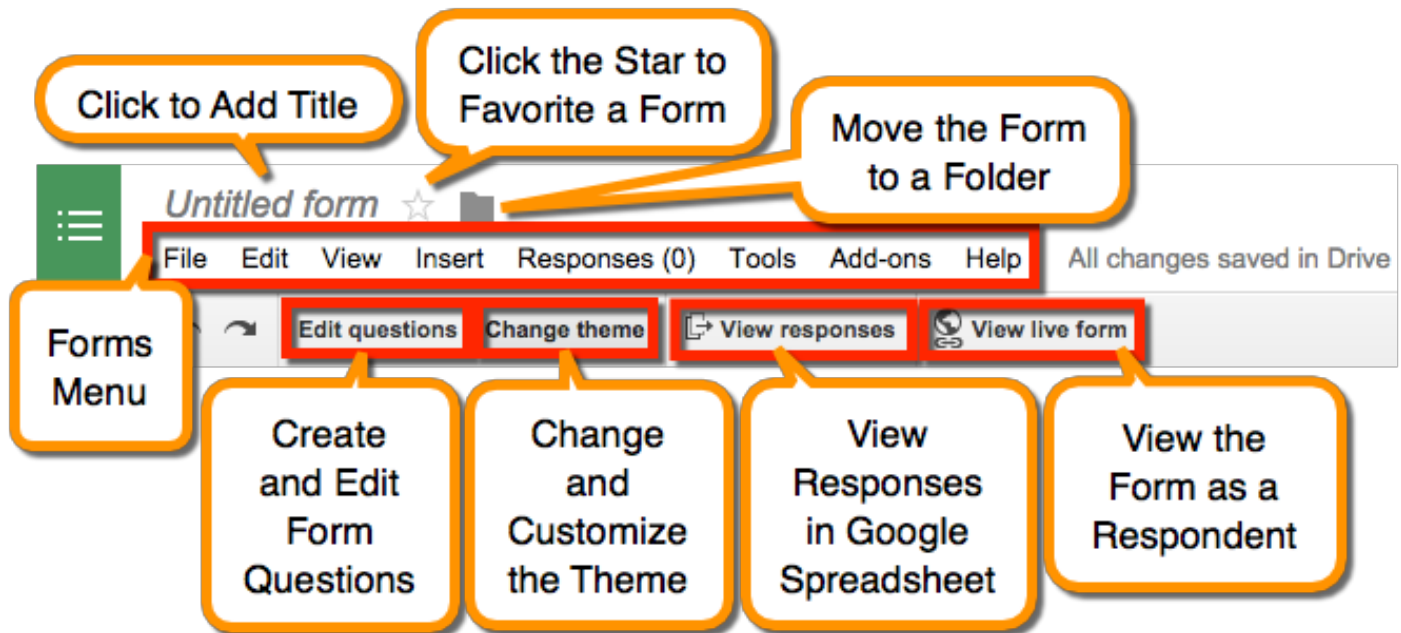
CHEAT SHEET

Google Forms

forms.google.com

Create a new survey on your own or with others at the same time. Choose from a variety of beautiful, pre-made themes or create your own. Analyze your results with handy graphs and Google Sheets.

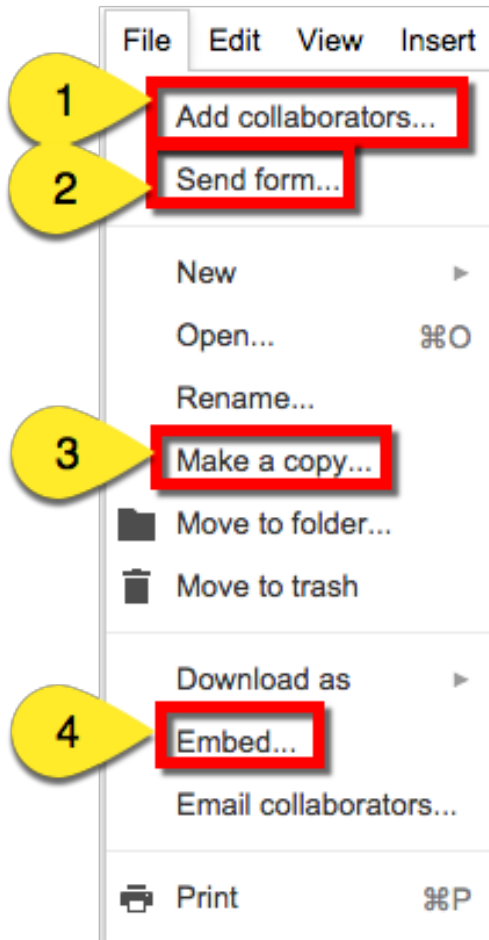
Google Forms Menu



Differentiate with Google Forms!

Check out this blog post for more: [Shut the Front Door! Digital Differentiation with Google Forms](#)

File Menu Highlights



1. Add Collaborators: Invite others to collaborate on the creation of the form.

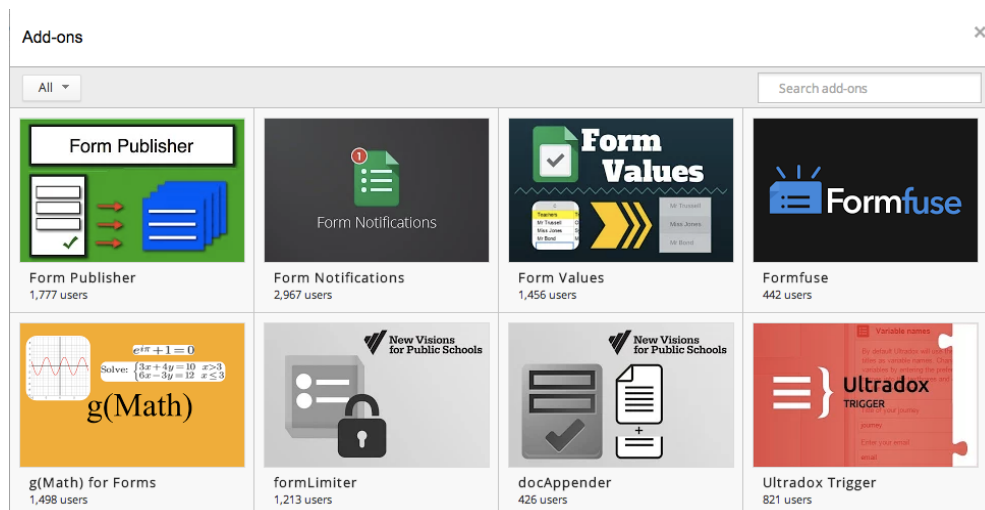
2. Send Form: Get the unique url (link) for the form, embed code, or share the form through email or social media.

3. Make a Copy: This feature makes things easier! Make a copy of form for another class or another purpose.

4. Embed: Quickly access the embed code to embed your form in a website, and customize the size.

Form Add-Ons!

Add-ons are now available Forms, as well as, Docs and Sheets. Add-Ons give you additional functionality in your forms and data. Explore the Add-Ons Gallery for more information.



Form Settings Highlights

Form Settings

- ☐ Require Region 10 Education Service Center login to view this form
- 1** ☐ Automatically collect respondent's Region 10 Education Service Center username
- 2** ☐ Show progress bar at the bottom of form pages
- ☐ Only allow one response per person (requires login) ?
- 3** ☐ Shuffle question order ?

1. Collect Usernames: Automatically collect student usernames in the form.

2. Allow One Response: Restrict responses to ONE per student.

3. Shuffle Questions: Shuffle the question order so students aren't tempted to cheat.

Adding Title, Description and Questions

Page 1 of 1

TITLE OF FORM

FORM DESCRIPTION AND DIRECTIONS GO HERE.

Question Title: TYPE YOUR QUESTION HERE!

Help Text: Hints and additional information can go here.

Question Type: Multiple choice ☐ Go to page based on answer

Choose the Question Type

Option 1
Option 2
Option 3

Shuffle the Answer Options

☐ Shuffle option order

Add Answer Options

Click to add or Add "Other"

Check this box to send students to a new question based on how the answer. (Differentiate!)

Edit Duplicate Question Delete

Done

☐ Required question














Check this box to make it a required question.

Add item

Use this drop down to add other types of questions.

ADDING QUESTIONS, HEADERS AND PAGE BREAKS

*Note: This can be done from the Insert Menu, or "Add Item," in editing Window.

 Text	Respondents provide short answers (name, address, etc.)
 Paragraph text	Respondents provide longer answers (short answer, short essay)
 Multiple choice	Respondents select one option from among several
 Checkboxes	Respondents select as many options as they'd like ("check all that apply")
 Choose from a list	Respondents select one option from a dropdown menu
 Scale	Respondents rank something along a scale of numbers (e.g., from 1 to 5)
 Grid	Respondents select a point from a two-dimensional grid
 Date	Respondents use a calendar picker to enter a date
 Time	Respondents select a time (either a time of day or a duration of time)
 Section header	For each section header, you can add both a section title and a section description.
 Page break	If your form is lengthy, you can add page breaks. New pages, like section headers, can have both a page title and a page description.
 Image	Once you've uploaded the image, you can give it a title and specify what text will appear when someone hovers over the image. Images in forms aren't attached to or associated with form questions.
 Video	To pick a video, either provide a YouTube video's URL, or use the search box to search for a video. After selecting one, you can add a title and a caption to the video. You can click and drag one of the video's corners to resize it, and you can align the video to the left, right, or center of the page by choosing one of the alignment options.



GOOGLE SLIDES CHEAT SHEET

Google Slides Home Screen

slides.google.com

The home screens serve as a central place to collect your presentations in Slides. From here, you can view and edit your Slides as well as any Microsoft PowerPoint files that you own or that have been shared with you.

Note: You must be using the Chrome browser and the [Office Editing extension](#) to edit Office files in Google Drive.

The screenshot shows the Google Slides home screen with the following callouts:

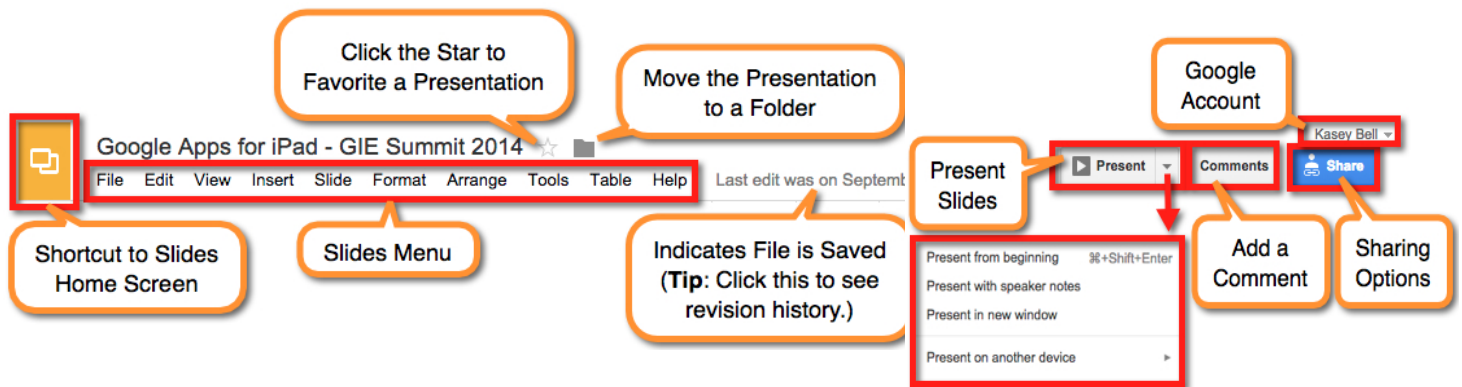
- Google Search Bar:** A red box highlights the search bar at the top.
- Account:** A red box highlights the user's account icon in the top right.
- Apps:** A red box highlights the 'Apps' button in the top right.
- Menu:** A red box highlights the 'Menu' button (three horizontal lines) on the left side.
- Search Google Drive:** A red box highlights the search bar in the top navigation bar.
- List View:** A red box highlights the 'List View' button in the top right.
- Sort:** A red box highlights the 'Sort' button in the top right.
- File Picker:** A red box highlights the 'File Picker' button in the top right.
- More:** A red box highlights the 'More' button (three vertical dots) next to a presentation card.
- Create New Presentation:** A red box highlights the '+' button in the bottom right corner.

The main content area displays 'Recent presentations' with several cards, each showing a presentation thumbnail, title, and opening date. The cards include:

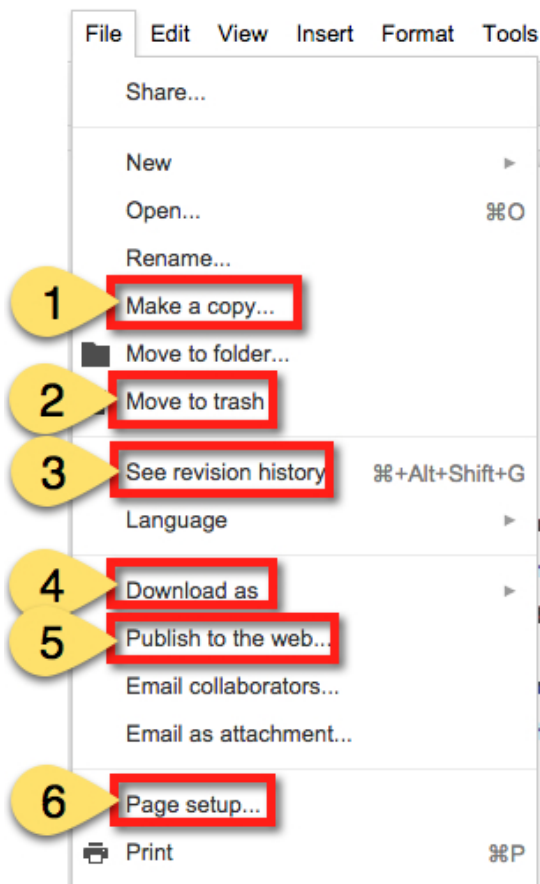
- Admin kick off (Opened Oct 13, 2014)
- GTA Video Storyboard (Opened Oct 13, 2014)
- Google Apps for iPad - GI... (Opened Oct 9, 2014)
- Mobile Learning with Go... (Opened Oct 9, 2014)
- Gone Google Got iPads? (Opened Oct 9, 2014)
- Classroom Collaboration with Google Drive (Opened Oct 6, 2014)

****[Learn More About Editing Office Files](#)**

Google Slides Menu



File Menu Highlights



1. Make a Copy: This will make a duplicate copy in your Drive. You can copy others files as well as your own.

2. Move to Trash: This will move the file into your Drive trash. Remember to empty your trash to permanently delete the file.

3. See Revision History: This will allow you to see who has made changes, what they changed, and a timestamp. You can also restore revisions. Great for making sure every student is contributing, and when text is accidentally deleted!

4. Download As: Download your presentation in various formats, including .pptx and .pdf.

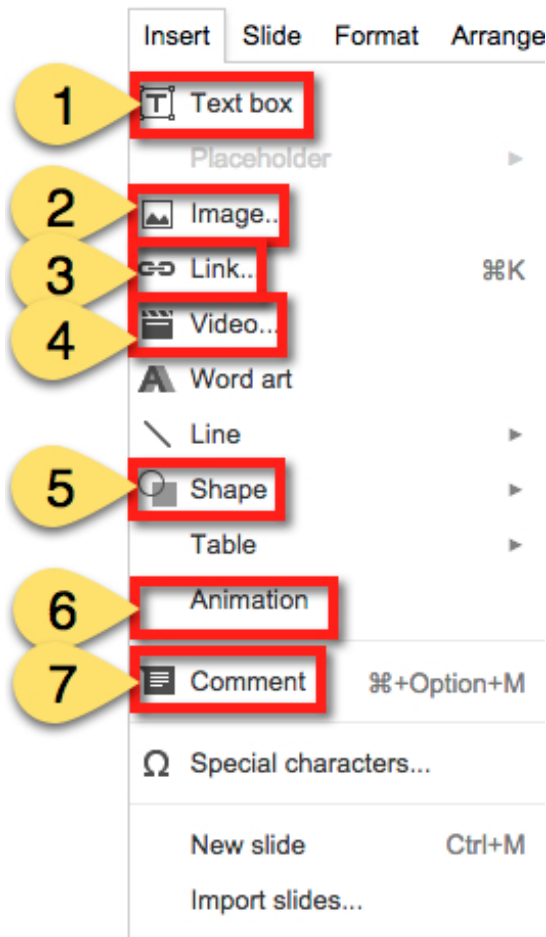
5. Publish to the Web: Create a full-screen player of your presentation to share with others.! Even get embed code to add to your website.

6. Page Setup: Use this to change the aspect ratio.

Ready for More?

Check out the other [Cheat Sheets and Guides](#) and [Google Tricks and Tips](#) on [ShakeUpLearning.com](#)!

Insert Menu Highlights



1. Insert Textbox: Allows you to type and add your own text..

2. Insert Image: Insert an image from your computer or stored in Google Drive.

3. Insert Link: Hyperlink images, text, or objects to an outside webpage.

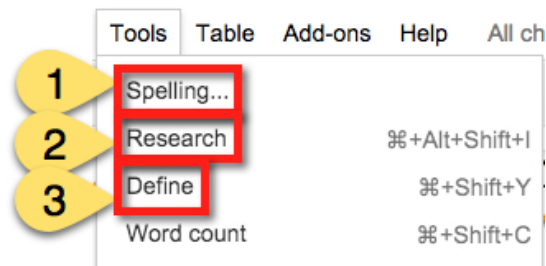
4. Insert Video: (YouTube only!) Search YouTube or copy and paste the URL of the video to be inserted..

5. Insert Shape: Choose from a variety of shapes, callouts, arrows and more to insert.

6. Insert Animation: Use animations to reveal text or objects one step at a time.

7. Insert Comment: Add comments to collaborate with others.

Tools Menu Highlights




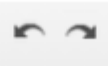








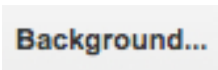
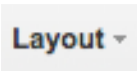
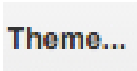
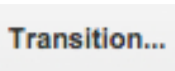
1. Spelling: Check your document for spelling errors.

2. Research: The research tools is a hidden gem! Search without ever leaving the document, add citations, link articles, and more!

3. Define: Use the built in dictionary to find definitions, parts of speech, and more. Wonderful for students!

The Toolbar



	New Slide
	Undo/Redo
	Paint Format Tool : Google documents lets you copy the formatting you've applied to a specific section of text to another section using the paint format tool.
	Zoom
	Select : Select objects in the slide.
	Insert Text Box : Insert a text box in the slide.
	Insert Image
	Insert Shape
	Line Tool
	Insert Comment
	Change Background
	Change Layout
	Change Theme
	Add Transitions



GOOGLE SHEETS CHEAT SHEET

Google Sheets Home Screen

sheets.google.com

The home screens serve as a central place to collect your spreadsheets in Sheets. From here, you can view and edit your Sheets as well as any Microsoft Excel files that you own or that have been shared with you.

Note: You must be using the Chrome browser and the [Office Editing extension](#) to edit Office files in Google Drive.

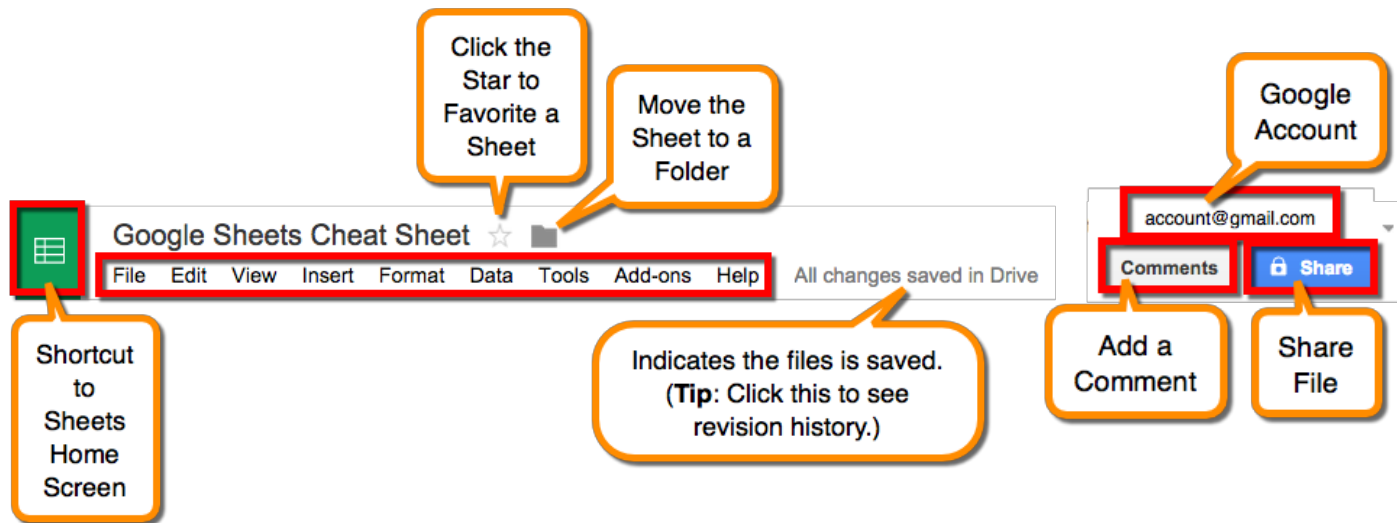
****[Learn More About Editing Office Files](#)**

The screenshot shows the Google Sheets home interface. At the top is the Google logo and a search bar. Below the search bar is a green header bar with the 'Sheets' label and a menu icon. To the right of the header are links for 'Apps', 'Account', 'List View', 'Sort', and a 'File Picker' icon. The main area displays 'Recent spreadsheets' with three thumbnails: 'Responses', 'List of Participants', and 'Training'. Each thumbnail has a 'More' button (three vertical dots) in the top right corner. A callout points to the 'More' button on the 'Responses' spreadsheet, showing a dropdown menu with options: 'Rename', 'Remove', and 'Open in new tab'. Another callout points to the 'File Picker' icon, explaining its function: 'Search within your files and folders in Google Drive until you find the file you're looking for.' A third callout points to the 'Create New Sheet' button (a green circle with a plus sign) in the bottom right corner.

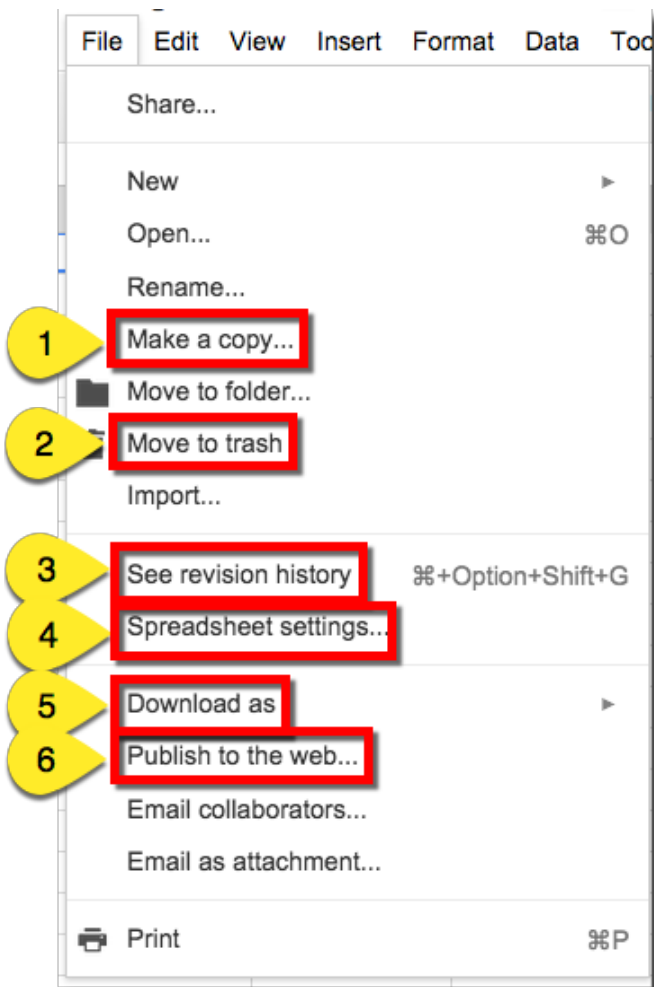
[Add Ons](#)

To add more functionality to your documents and spreadsheets, you can install add-ons, tools built by third-party developers for Google Apps. Once add-ons are installed, you can manage each one individually, and turn them on and off at any time.

Google Sheets Menu



File Menu Highlights



1. Make a Copy: This will make a duplicate copy in your Drive. You can copy others files as well as your own.

2. Move to Trash: This will move the file into your Drive trash. Remember to empty your trash to permanently delete the file.

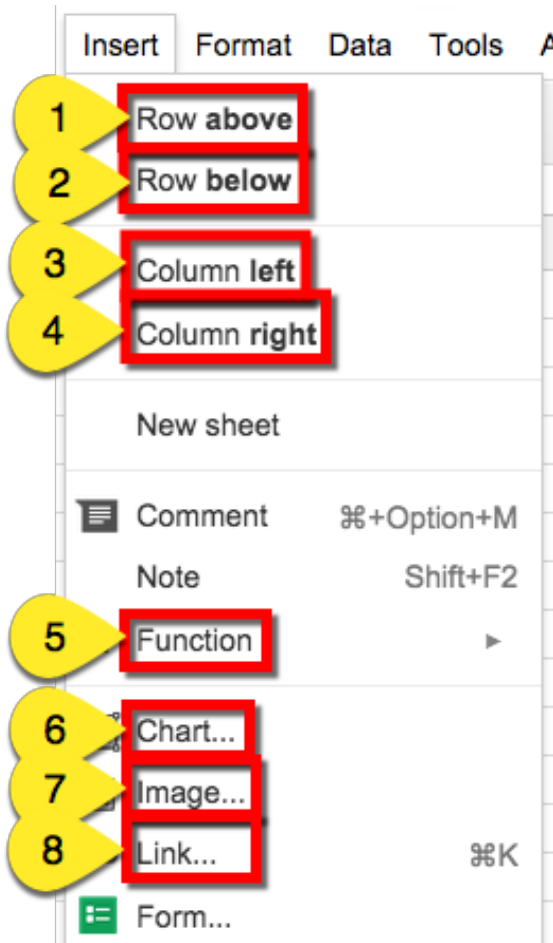
3. See Revision History: This will allow you to see who has made changes, what they changed, and a timestamp. You can also restore revisions. Great for making sure every student is contributing, and when text is accidentally deleted!

4. Spreadsheet Settings: Change the locale, time zone, and recalculation settings.

5. Download As: Download your spreadsheet in various formats, including .xlsx and .pdf.

6. Publish to the Web: Turn your sheet into a webpage! Even get embed code to add to your website.

Insert Menu Highlights



1. Insert Row Above: Insert a row above the selected cell or area.

2. Insert Row Below: Insert a row below the selected cell or area.

3. Insert Column Left: Insert a column to the left of the selected cell or area.

4. Insert Column Right: Insert a column to the right of the selected cell or area.

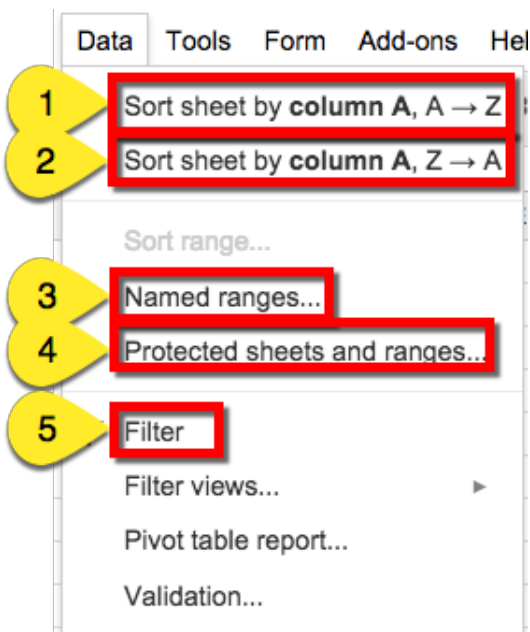
5. Insert Function: Insert a specific function into the cell.

6. Insert Chart: Insert a chart into the sheet.

7. Insert Image: Insert an image into the sheet.

8. Insert Link: Insert a link into the sheet.

Data Menu Highlights



1. Sort Sheet by Column A-Z: Sort your data in alphabetical order A to Z.

2. Sort Sheet by Column Z-A: Sort your data in reverse alphabetical order from Z to A.




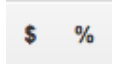
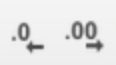

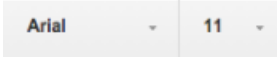





3. Named Ranges: Create a named range of cells. (Tip: Use named ranges in formulas. They are easy to reuse, recall, and read.)

4. Protected Sheets and Ranges: Protect ranges to control who can edit specific ranges on a sheet.

5. Filter: Create and add a filter to allow you to view only that data you want to view.

The Toolbar



	Print
	Undo/Redo
	Paint Format Tool : Google documents lets you copy the formatting you've applied to a specific section of text to another section using the paint format tool.
	Format as Currency/Format as Percent
	Decrease Decimal Places/Increase Decimal Places
	More Numerical Formats
	Font and Font Size
	Bold, Italics, Strikethrough and Font Color
	Fill Color, Borders, and Merge Cells
	Horizontal Alignment, Vertical Alignment, and Wrap Text
	Insert Link/ Insert Comment
	Insert Chart, Insert Filter, and Insert Function (Google Spreadsheet Functions List)

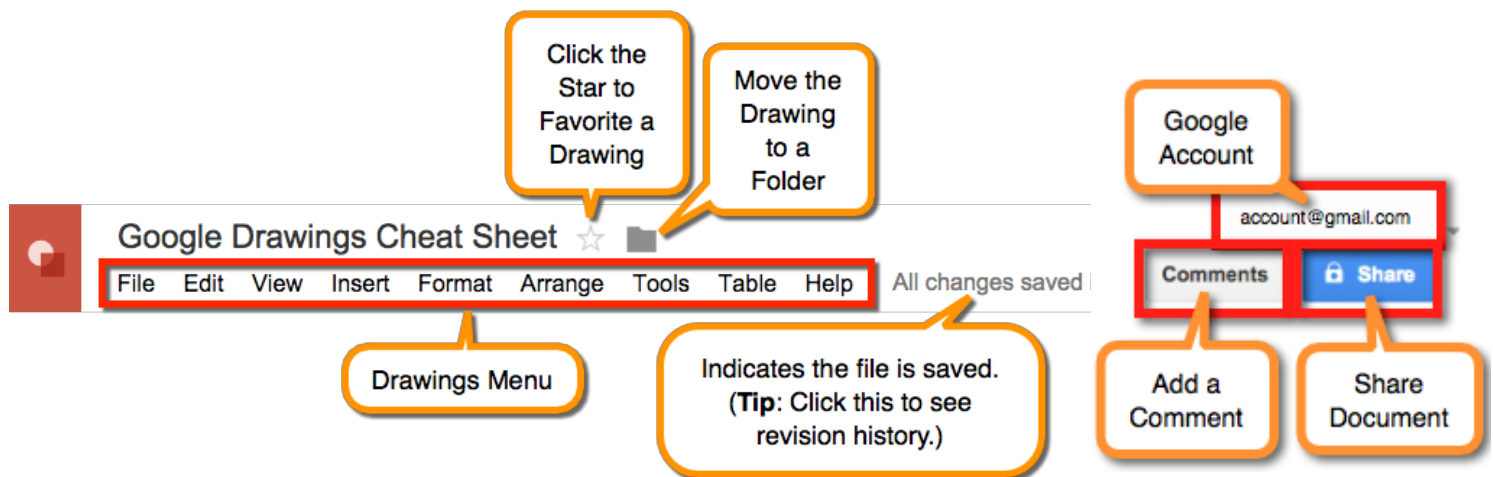
Ready for More?

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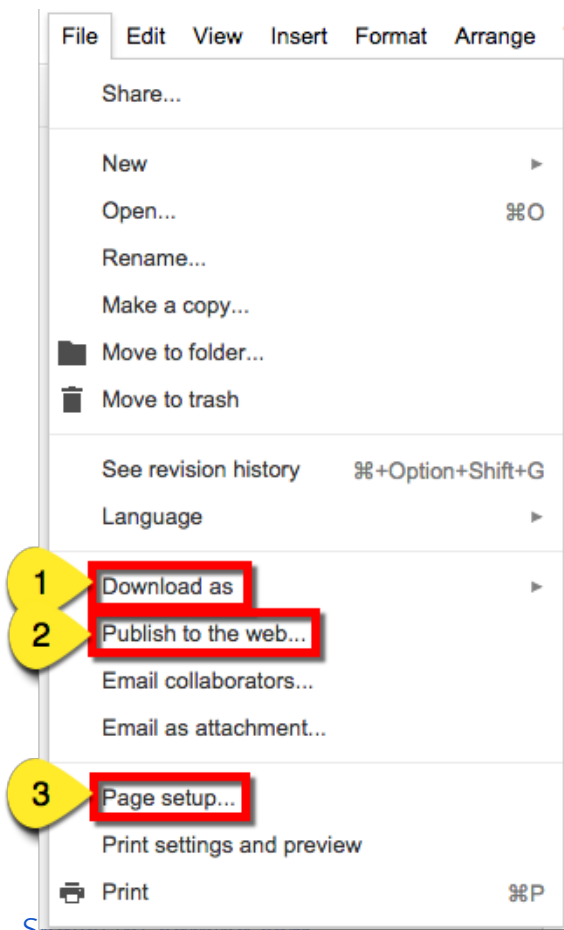


GOOGLE DRAWINGS CHEAT SHEET

Google Drawings Menu



File Menu Highlights

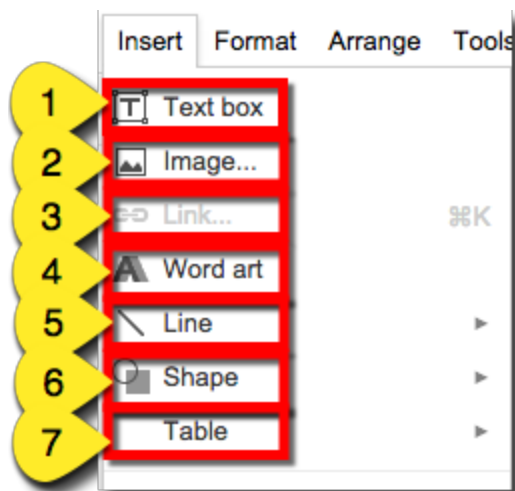


1. Download As: Download your drawing as in various formats, including .pdf, .png, or .jpeg.

2. Publish to the Web: Make your content visible to anyone by publishing it to the web. You can link to or embed your drawing.

3. Page Setup: Use this to choose a pre-set size for your drawing, or create a custom size.

Insert Menu Highlights



1. Insert Text Box: Allows you to type and insert your own text.

2. Insert Image: Insert an image from your computer, url, from your Google Drive, or search Google images.

3. Insert Link: Hyperlink images, text or object to an outside webpage.

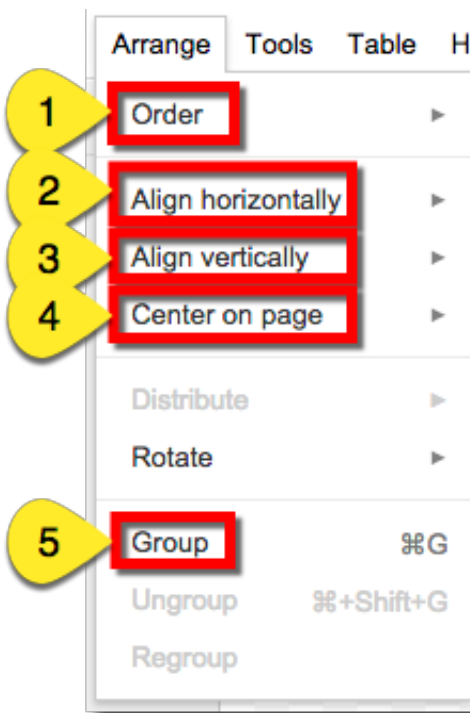
4. Insert Word Art: Insert specially formatted text and manipulate it like an object.

5. Insert Line: Insert straight lines, curves, scribbles and arrows.

6. Insert Shapes: Insert special shapes and callouts.

7. Insert Table: Select the number of columns and rows and insert a table.

Arrange Menu Highlights



1. Order: Reorder the objects from front to back to create your drawing. This allows you to layer objects, images and text boxes on top of each other in a specific order.

2. Align Horizontally: Align object(s) horizontally: left, center, or right.










3. Align Vertically: Align object(s) vertically: top, middle, or bottom.

4. Center on Page: Align objects to the center of the page horizontally and/or vertically.

5. Group: Select multiple objects by holding down the shift key, and then group together. When objects are grouped, you can manipulate all of the objects in the group as if they were a single object. All of the actions that can be performed on a single object can be done to all objects in the group at the same time.

The Main Toolbar



	Undo/Redo
	Paint Format Tool: Google documents lets you copy the formatting you've applied to a specific section of text to another section using the paint format tool.
	Zoom to Fit
	Zoom
	Select: Select the object you wish to edit.
	Insert Line: Use the drop-down arrow to select or draw a line.
	Insert Shape: Use the drop-down arrow to select and draw the shape.
	Insert Textbox: Type and insert your own text.
	Insert Image: Insert an image from your computer, url, from your Google Drive, or search Google images.

Tips!

Use Drawings to create and share images, diagrams, tables, charts, and more!

Google Drawings is not just a stand-alone app, it is also available in the insert menu of Google Docs, Sheets and Slides (via web clipboard), allowing you to create and insert drawings on the fly and tweak them inline.

Ready to Use Google Drawings with Students?

Here's an infographic to help:

[10 Ways to Use Google Drawings in the Classroom](#)

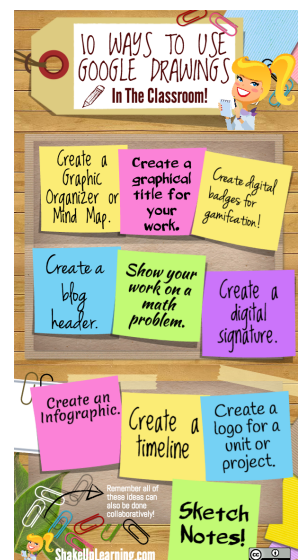







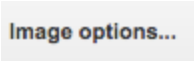


Image Editing Menu

There are sever contextual menus that will appear depending on the objects you are editing in the Drawing. Once you have inserted an image, you have access to some special editing features.

	Add a border: This line tool will add a border around your image.
	Line Weight: Change the size of the lined border.
	Line Dash: Choose from solid line or a variety of dashed line borders.
	Insert Link: Hyperlink to an outside webpage.
	Insert Comment: Add a comment to the drawing.
	Crop: Crop your image. Use the drop-down to crop into shapes.
	Reset Image: Reset the the image to original.
	Image Options: Recolor your image, and adjust transparency, brightness and contrast.

Ready for More?

Check out the other [Cheat Sheets and Guides](#) and [Google Tricks and Tips](#) on [ShakeUpLearning.com](#)!

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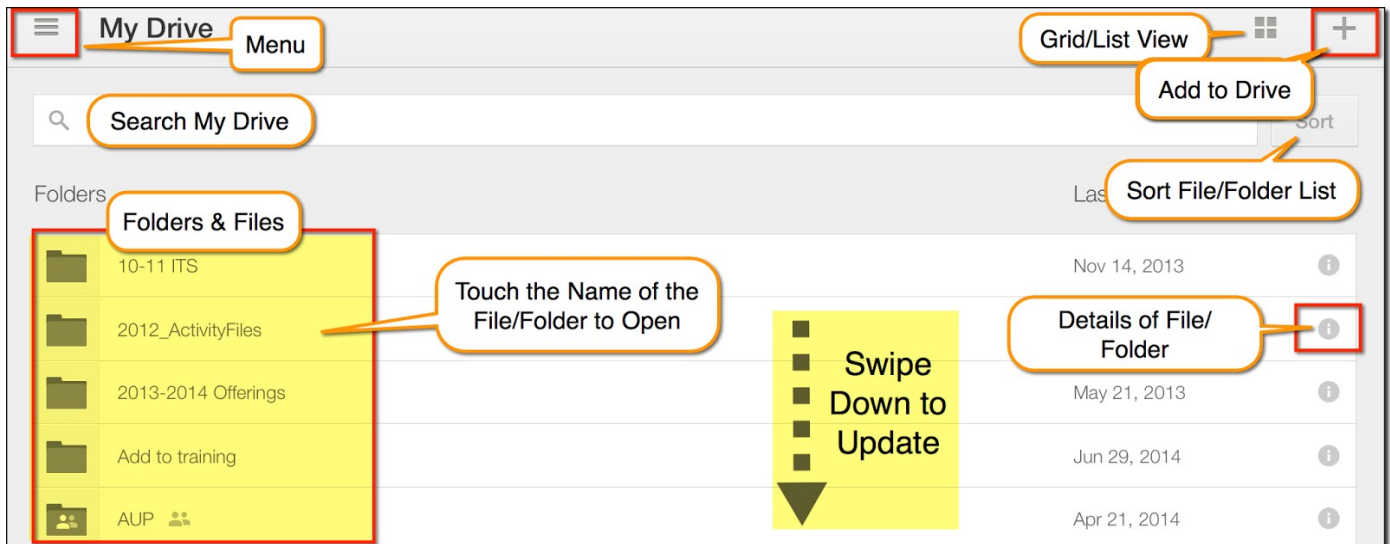


Google Drive for iOS

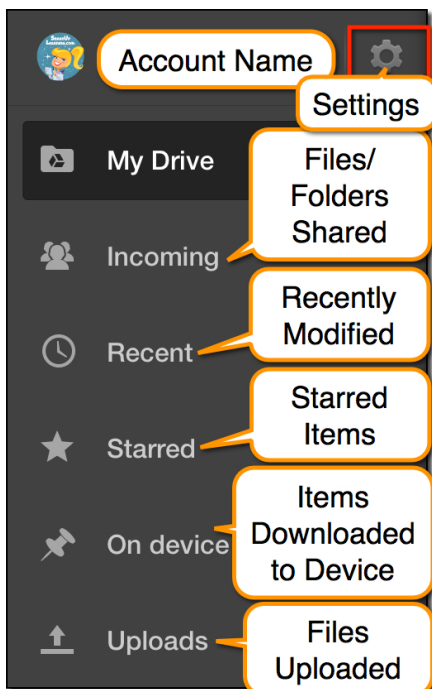
CHEAT SHEET

Shake Up Learning.com

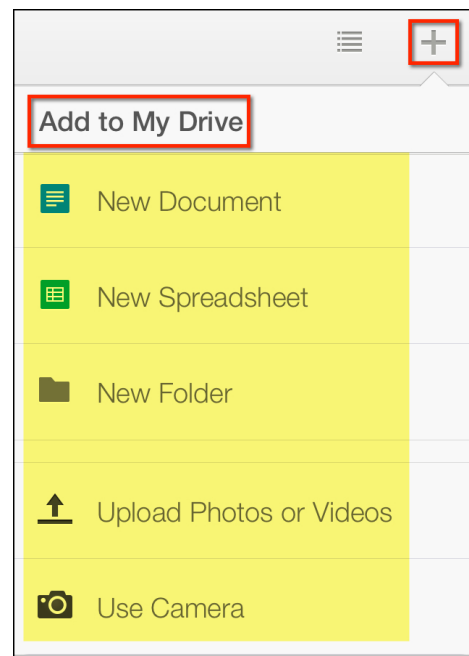
MY DRIVE



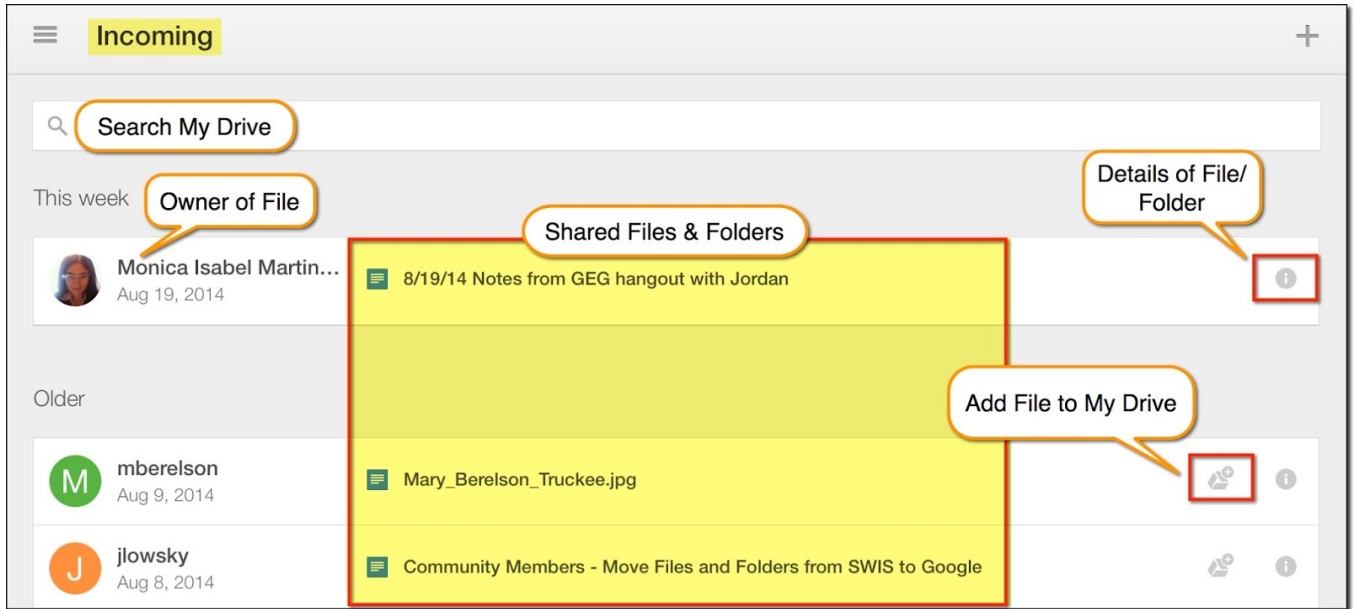
MENU



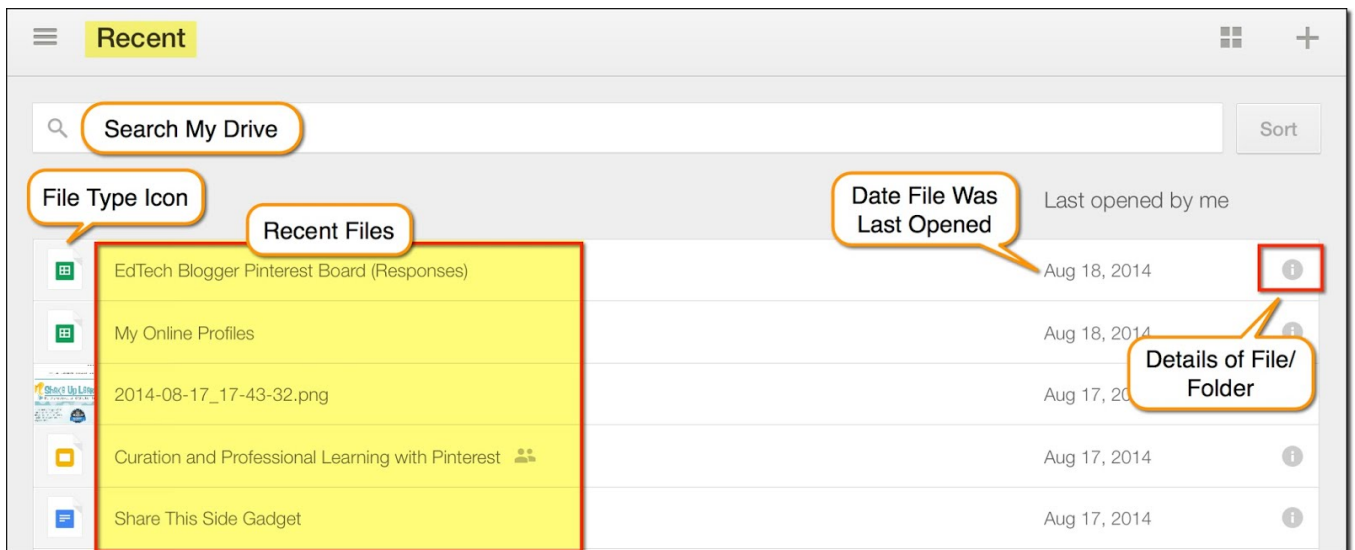
ADD TO DRIVE



INCOMING



RECENT



TIP

Google Drive Apps work as a team.
Be sure you have installed them all:



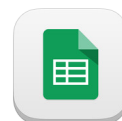
Google Drive



Google Docs

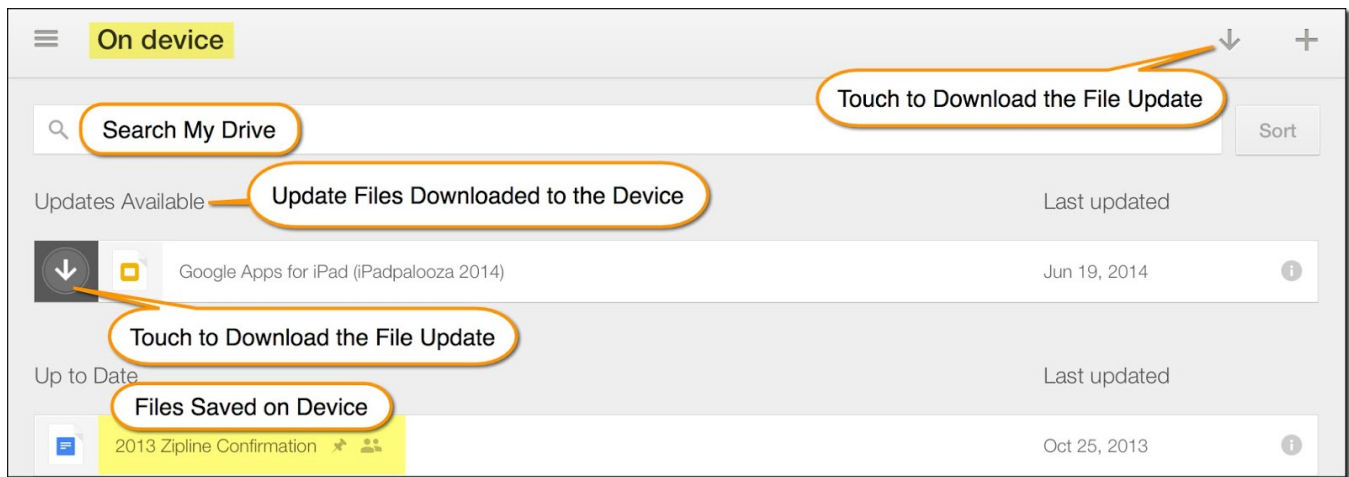


Google Slides












Google Sheets

ON DEVICE



OTHER GOOGLE APPS FOR THE IPAD

*Note: This list is not exhaustive.

	Google Search		Chrome
	Gmail		Google+
	YouTube		Hangouts
	YouTube Capture		Google Maps
	Google Translate		Google Earth
	Blogger		Google Voice

BONUS: [Guide to Google Apps for the iPad \[infographic\]](#)

Google Chrome Cheat Sheet

by ShakeUpLearning.com

Anatomy of Chrome



Chrome Extensions

Extensions are installed in the browser, and give you added features and abilities to customize your browser. (Ex: The Pinterest extension gives you the ability to pin images from websites you visit.)

[Download extensions here.](#) --- Be sure to get the [Shake Up Learning Google Chrome Extension!](#)

Also see Shake Up Learning's list of [Favorite Chrome Extensions](#).

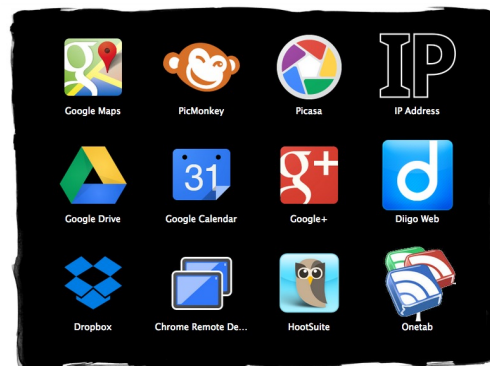


Chrome Apps

Apps are usually enhanced shortcuts that optimize the website or app within the browser. (Ex: Google Drive is a web app that runs optimally in the Chrome Browser.)

[Download Chrome Apps here.](#)

Also see Shake Up Learning's list of [Favorite Chrome Apps](#).

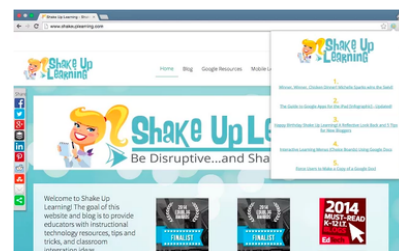


Keyboard Short-cuts

For Mac



⌘-Shift-B	Toggles the bookmarks bar on and off.
⌘-Option-B	Opens the bookmark manager.
⌘-,	Opens the Settings page.
⌘-Y	Opens the History page.
⌘-Shift-J	Opens the Downloads page.
⌘-Shift-Delete	Opens the Clear Browsing Data dialog.
⌘-Shift-M	Switch between multiple users.
⌘-N	Opens a new window.
⌘-T	Opens a new tab.
⌘-Shift-N	Opens a new window in incognito mode.
⌘-Shift-T	Reopens the last tab you've closed. Google Chrome remembers the last 10 tabs you've closed.
Drag a tab out of the tab strip.	Opens the tab in a new window.
Drag a tab out of the tab strip and into an existing window.	Opens the tab in the existing window.
Press ⌘-Option and the right arrow together.	Switches to the next tab.
Press ⌘-Option and the left arrow together.	Switches to the previous tab.

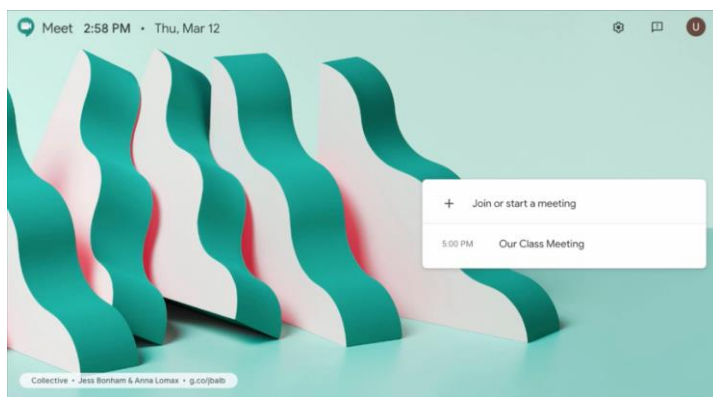
Get the [Shake Up Learning Chrome Extension](#) to get the latest blog posts, and educational technology resources.



Keyboard Short-cuts

For Windows

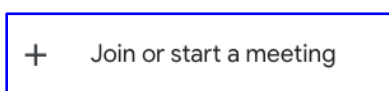
Alt+F or Alt+E or F10	Opens the Chrome menu  , which lets you customize and control settings in Google Chrome.
Ctrl+Shift+B	Toggles the bookmarks bar on and off.
Ctrl+H	Opens the History page.
Ctrl+J	Opens the Downloads page.
Ctrl+Shift+Esc	Opens the Task Manager.
Shift+Alt+T	Sets focus on the first tool in the browser toolbar. You can then use the following shortcuts to move around in the toolbar: <ul style="list-style-type: none">• Press Tab, Shift+Tab, Home, End, right arrow, and left arrow to move focus to different items in the toolbar.• Press Space or Enter to activate toolbar buttons, including page actions and browser actions.• Press Shift+F10 to bring up any associated context menu (e.g. browsing history for the Back button).• Press Esc to return focus from the toolbar back to the page.
F6 or Shift+F6	Switches focus to the next keyboard-accessible pane. Panes include: <ul style="list-style-type: none">• Highlights the URL in the address bar• Bookmarks bar (if visible)• The main web content (including any infobars)• Downloads bar (if visible)
Ctrl+Shift+J	Opens Developer Tools.
Ctrl+Shift+Delete	Opens the Clear Browsing Data dialog.
F1	Opens the Help Center in a new tab (our favorite).
Ctrl+Shift+M	Switch between multiple users.
Alt+F or Alt+E or F10	Opens the Chrome menu  , which lets you customize and control settings in Google Chrome.
Ctrl+Shift+B	Toggles the bookmarks bar on and off.
Ctrl+H	Opens the History page.
Ctrl+J	Opens the Downloads page.
Ctrl+Shift+T	Reopens the last tab you've closed. Google Chrome remembers the last 10 tabs you've closed.
Drag a link to a tab.	Opens the link in the tab.
Drag a link to a blank area on the tab strip.	Opens the link in a new tab.
Drag a tab out of the tab strip.	Opens the tab in a new window.



[Screencast Video](#) (1:28)

1. In a web browser, enter <https://meet.google.com>.

2. Click **Join or start a meeting**.

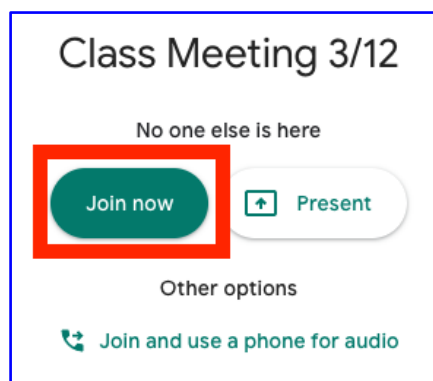


3. Enter the meeting code or nickname of an existing meeting. To start your own meeting, enter a nickname or leave blank.

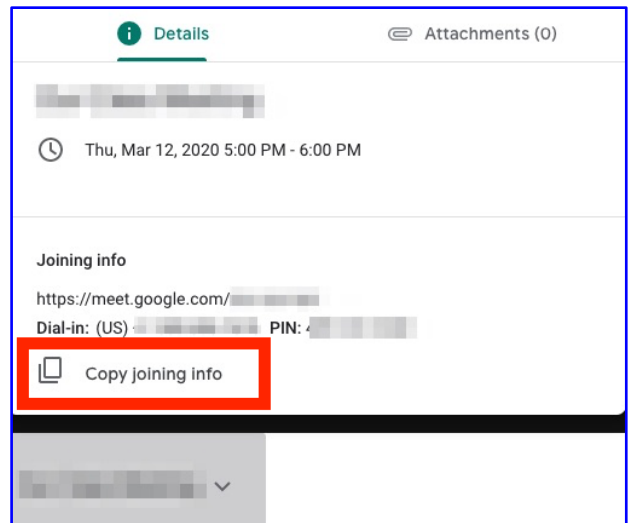
4. Select **Continue**.

 A dialog box titled 'Join or start a meeting' with a close button (X) in the top right. It contains the text 'Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.' Below this is a large empty text input field. At the bottom right, there is a green button labeled 'Continue' which is highlighted with a red rectangle.

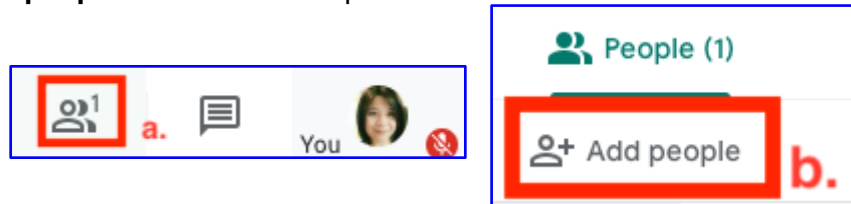
5. In the next window, you will see a preview of your video on the left. Click **Join now** on the right side of the window. (A friendly reminder, please pay attention to the background. For example, a cluttered background may cause distraction during the meeting).



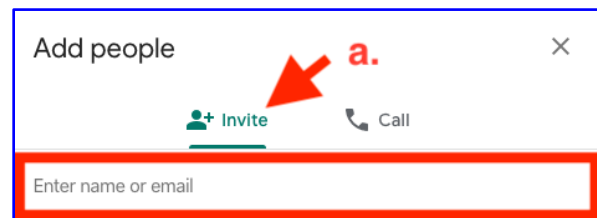
- 6.** To share the meeting URL with your participants:
- Select **Copy joining info** and paste the meeting details into an email or Laulima announcement.



- 7.** To add someone to a meeting:
- Select **Add people** and choose an option:

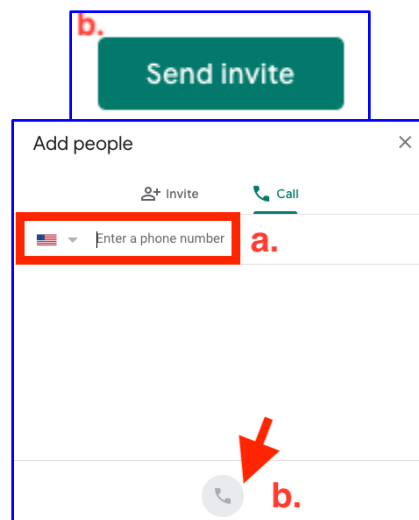


- Under the **Invite** section, enter an address and click **Send invite**.



email

- Or, under the **Call** section, enter a phone number and press Call.

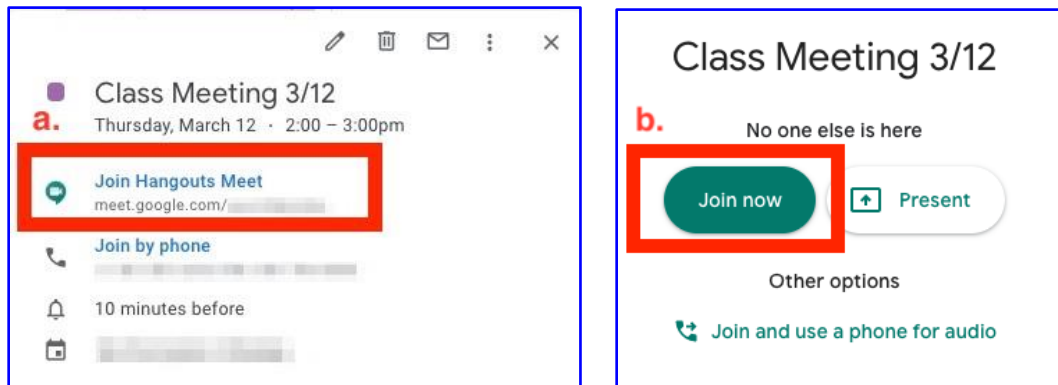


How to Join a Google Meet meeting

Join from a Calendar event



1. In [Calendar](#), select the event you want to join.
2. Select **Join Hangouts Meet** and in the window that opens, select **Join now**.



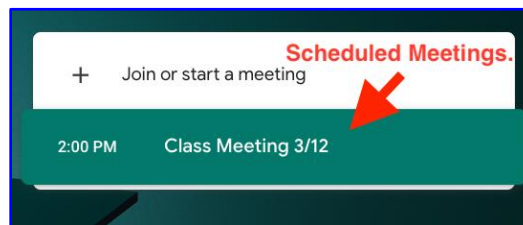
Join Directly

from Meet

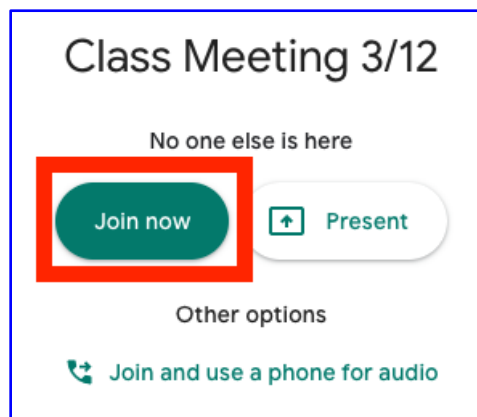
In Meet, you can select a scheduled event or you can enter a meeting code.

Method 1: Select a scheduled event:

1. In a web browser, enter <https://meet.google.com/>.
2. Select the meeting from your list of scheduled events.

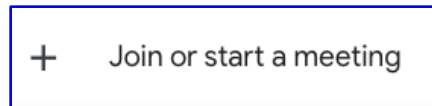


3. Select **Join now**.



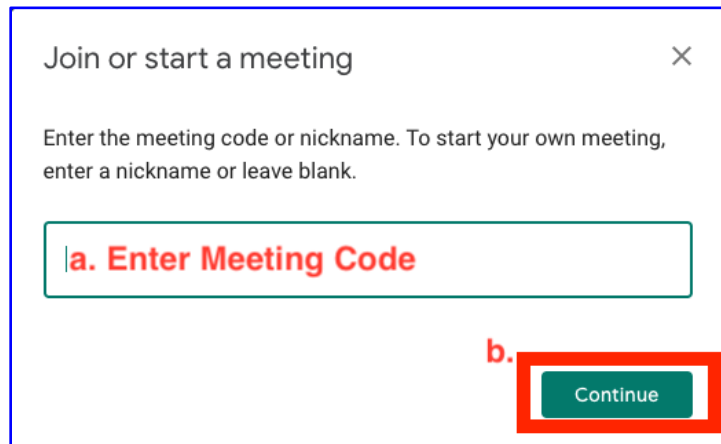
Method 2: Enter a meeting code:

1. In a web browser, enter <https://meet.google.com>.
2. Select **Join or start a meeting**.

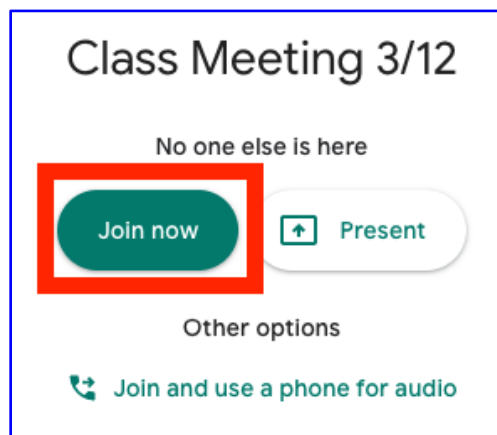


3. Enter the **meeting code** and select **Continue**.

*The “meeting code” is the string of letters at the end of the meeting link. You don't have to enter the hyphens. For instance, the meeting code for this sample meeting (meet.google.com/ray-jsfd-kdu) is rayjsfdkdu.



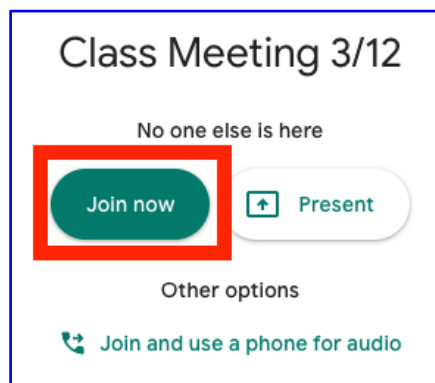
4. Click **Join now**.



Join with a meeting link URL

Sometimes there isn't enough time to schedule a meeting and book a room. With Hangouts Meet, you can join an impromptu video meeting by clicking the meeting link URL sent to you in a text or email.

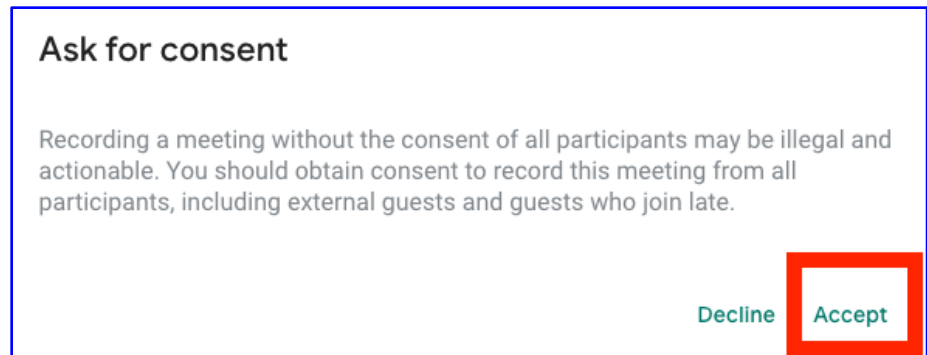
1. Click the meeting link sent to you in a chat message or email.
2. Select **Join now** to join the meeting.



Basic features in Google Meet




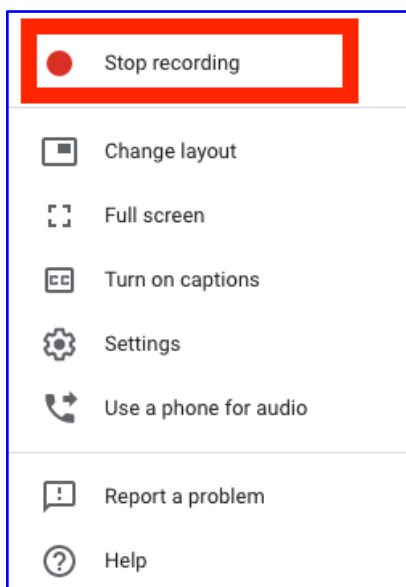
4. In the **Ask for consent** pop-up window, select **Accept** to enable recording. Make sure to obtain consent from the participants before recording a meeting.



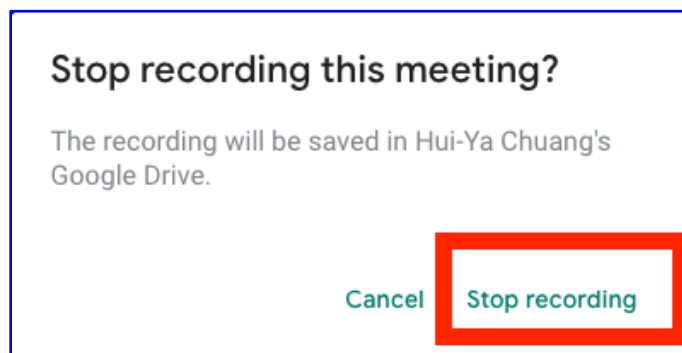
5. You will see the record icon during the recording. (Other participants are notified when the recording starts or stops.)



6. To stop recording: Select **More options**  > **Stop recording** when you finish. (The recording also stops when everyone leaves the meeting.)



7. Select **Stop recording** in the pop-up window to verify.



8. Wait 10 or more minutes for the recording file to be generated and saved

to your UH Google Drive under **My Drive > Meet Recordings** folder (this folder will be generated automatically upon recording your first Google Meet session). An email with the recording link will also be sent to the meeting organizer and the person who started the recording.

Email Message Sample

The recording has been uploaded.

 oce-fmtp-jmq (2020-03-12 at 16:47 GMT-7)

[Open in Drive](#)

9. You can then share the recording file (mp4) with your students via Google Drive or Youtube.

THANK YOU!

Thank you for downloading the Google Cheat Sheets eBook!



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About Kasey Bell and the Shake Up Learning Blog

Kasey Bell is an award-winning digital learning consultant with a passion for technology and learning. Kasey offers engaging staff development for all levels of educators, specializing in training, presentations, keynote speaking engagements, and consulting. As a skillful facilitator, Google Certified Teacher and authorized Google Education Trainer, Kasey has led a variety of instructional technology trainings, including presentations at ISTE, FETC, TCEA, Google Summits, and iPadpalooza. Kasey was recognized as a finalist for the 2015 Instructional Technology Specialist of the year by TCEA. Kasey is co-leader of the North Texas Google Educator Group. She is also an EdCamp organizer, and has also been featured on edtech podcasts, including House of EdTech and Coffee with a Geek.

The [Shake Up Learning](#) website and blog provides educators with instructional technology resources, tips and tricks, and classroom technology integration ideas. Here you will find great resources for Google apps, including guides and cheat sheets, mobile learning and apps, iPad tips, and social media tips for educators.

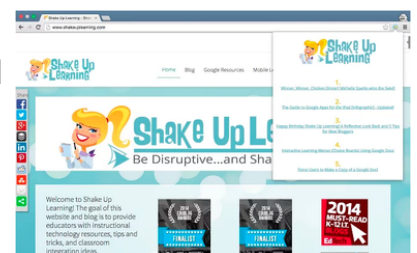
ShakeUpLearning.com, was recognized as a [Must Read EdTech Blog for 2014](#), and a [2014 Edublog Awards Finalist](#) for [best new blog](#) and [best edtech resource blog](#). She also received an honorable mention for the [Digital Innovation in Learning Awards](#) given by EdSurge and Digital Promise, in the "[Sharing is Caring](#)," category, for her work sharing educational resources on her blog and across social media. In addition, Kasey's resources and tips have also been featured on other blogs and websites including: Edsurge, Edudemic, EdTech Magazine, Emerging Edtech, and more. As a blogger, Kasey uses her blog to create and share original technology integration ideas, resources, cheat sheets, and more!

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NOTES :