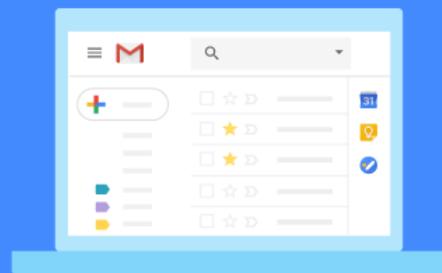


Top 6 things to know about new Gmail



1 New sidebar—Open Calendar, Keep, or Tasks in Gmail.

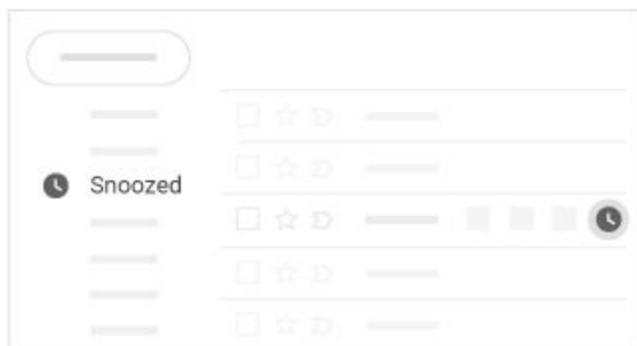
See your schedule, take notes, and create to-do lists, all without leaving Gmail.



2 Snooze—Remind yourself to follow up on important email.

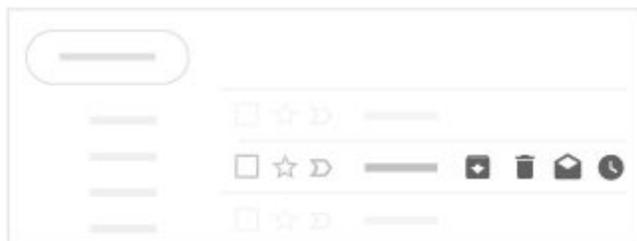
Snooze email until exactly when you need it. The email moves out of your inbox and opens again at a time you choose.

[Learn more](#)



3 Take action on email from your inbox.

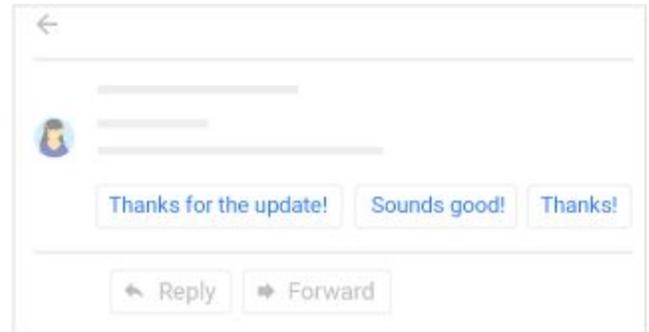
Quickly archive, delete, mark as unread or read, and snooze email from your inbox. Point to messages in your inbox and choose an option.



4 Smart Reply—Get a head start on your reply.

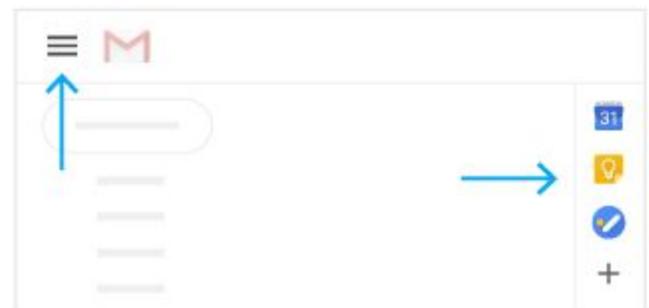
Gmail's Smart Reply might suggest responses based on the email you receive. To save time, select a response (edit it if you want), and send your reply.

[Learn more](#)



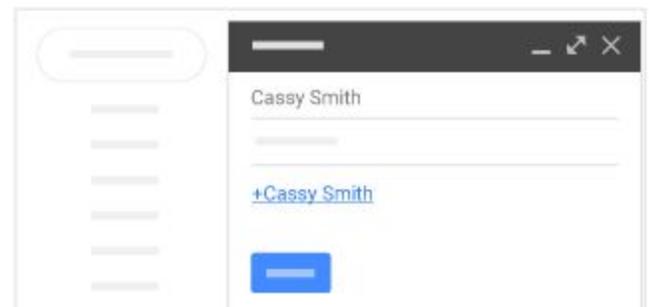
5 Open and close sidebars—Create more room for your email.

Open and close the left (click Menu ☰) and right (click the product , , ) sidebars to get more room for your inbox.



6 +mentions—Add recipients to an email with a plus sign.

When you're writing an email, if you mention someone with a plus (+) or at (@) sign, Gmail automatically adds them to your email as a recipient.

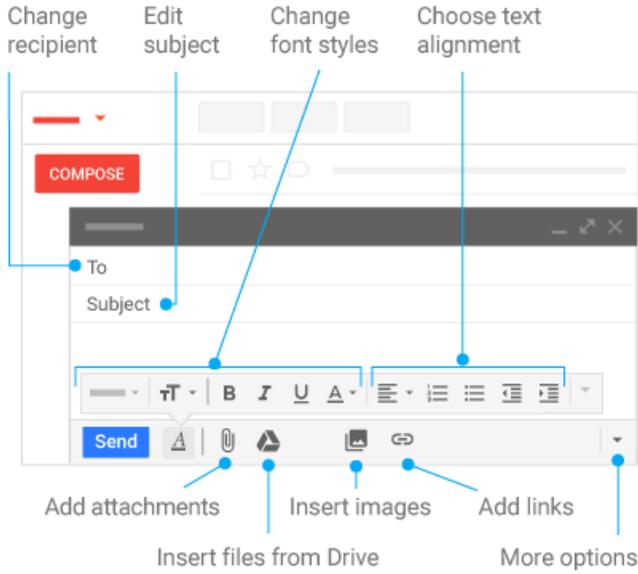


Classic Gmail Cheat Sheet

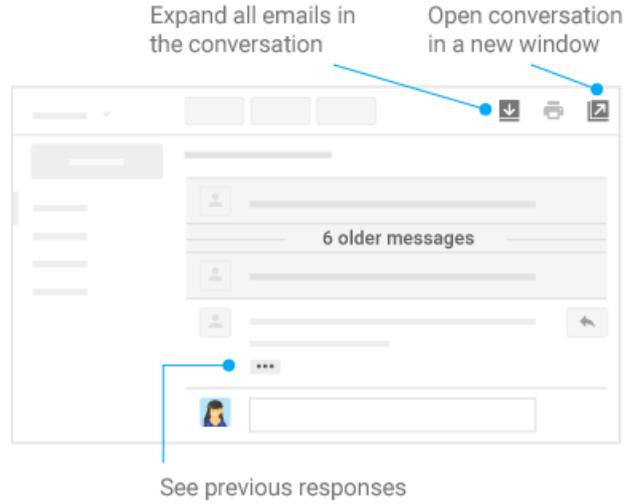
Work faster and collaborate better with powerful email features.

Create and send email, reply to threaded email conversations, and organize your inbox.

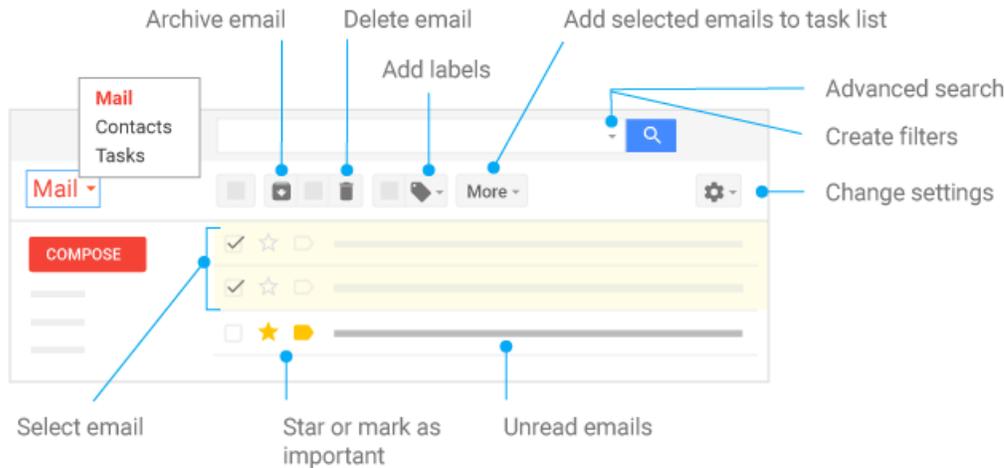
1 Click **COMPOSE** to create a new email message.



2 Click a message in your inbox to read it and send a reply.



3 Organize your inbox.

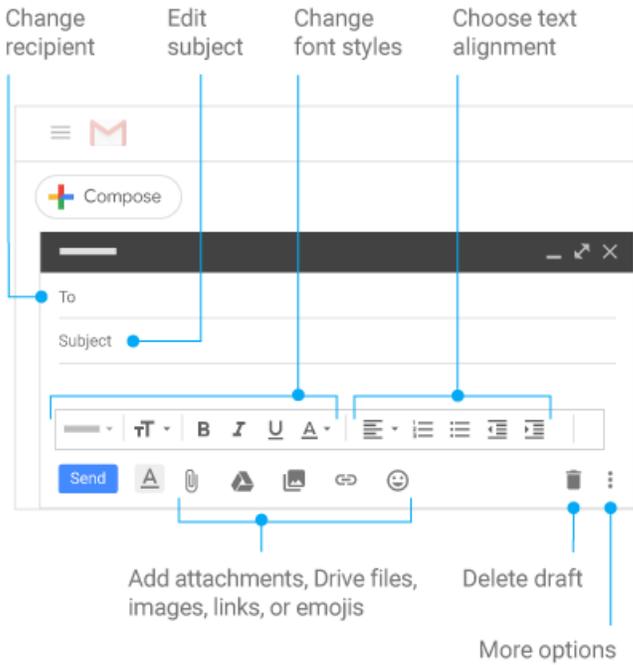


Gmail Cheat Sheet

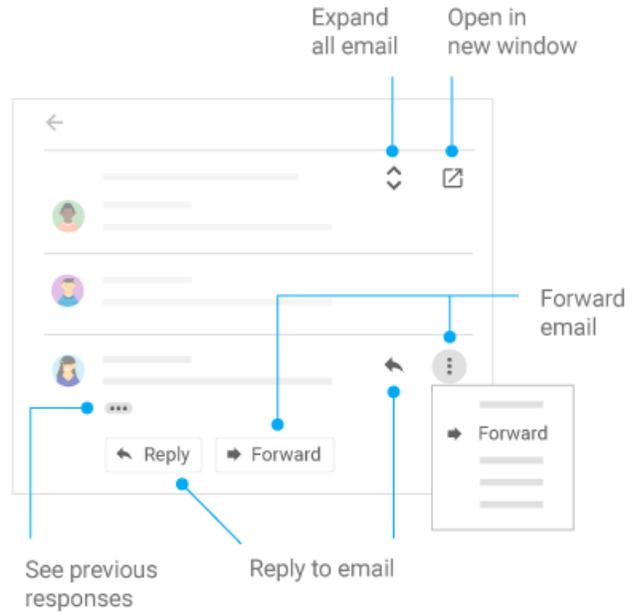
Work faster and collaborate better with powerful email features.

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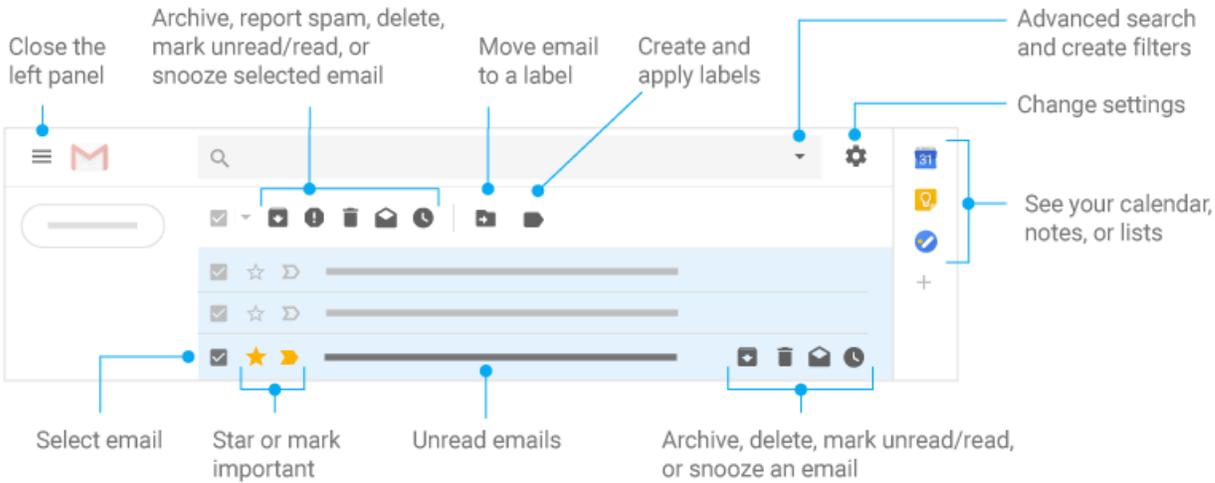
1 Click to create a new email message.



2 Click a message in your inbox to read it and send a reply.



3 Organize your inbox.

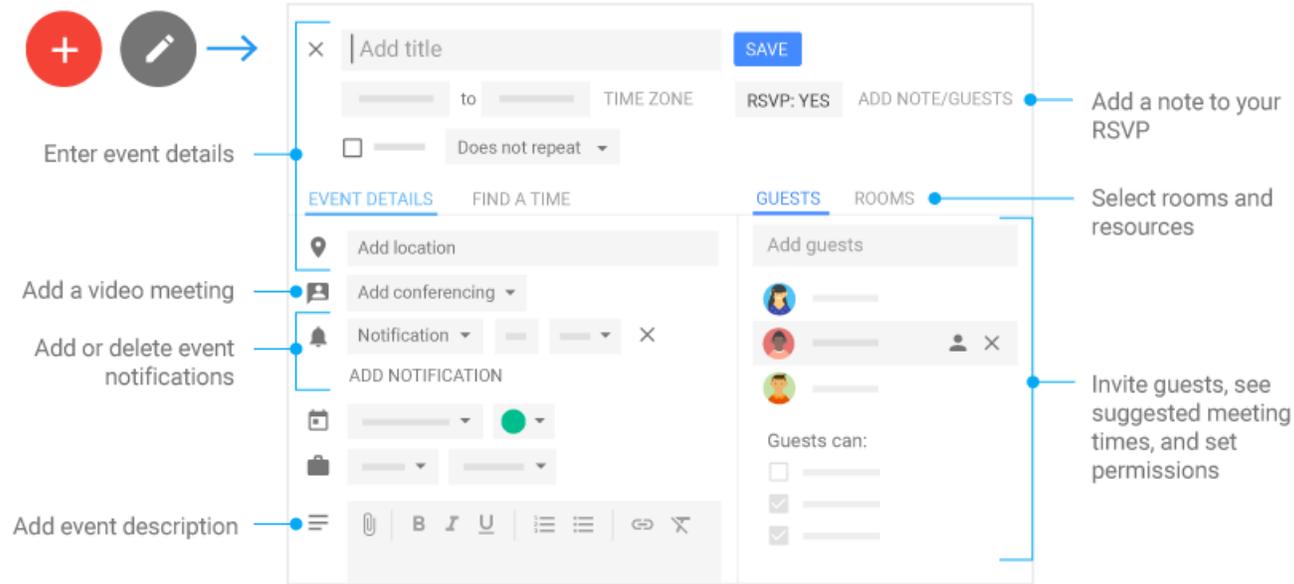


31 Calendar Cheat Sheet

Manage your time with integrated online calendars designed for teams.

Keep track of important events, share your schedule, and create multiple calendars.

1 To schedule an event, click . To update an event, click the event > .



Enter event details

Add a video meeting

Add or delete event notifications

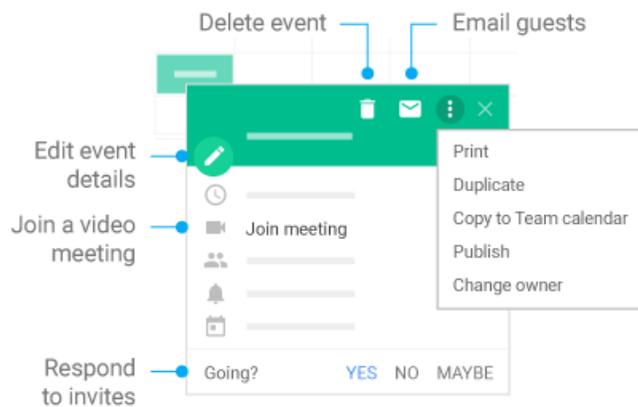
Add event description

Add a note to your RSVP

Select rooms and resources

Invite guests, see suggested meeting times, and set permissions

2 Click any event on your calendar to respond to an invite, join a video meeting, or edit the event.



Delete event

Email guests

Edit event details

Join a video meeting

Respond to invites

Print

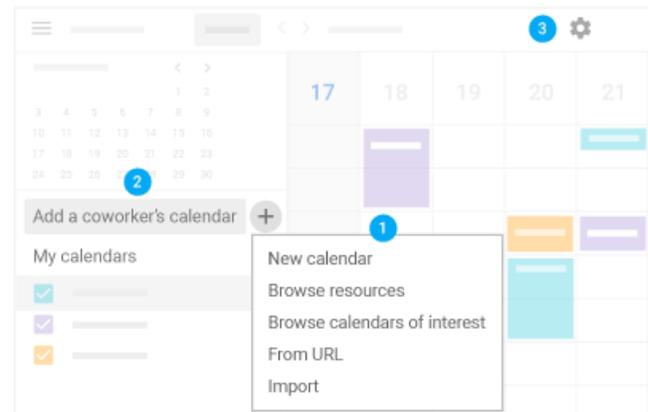
Duplicate

Copy to Team calendar

Publish

Change owner

3 Add and customize calendars.



1

2

3

Add a coworker's calendar

My calendars

New calendar

Browse resources

Browse calendars of interest

From URL

Import

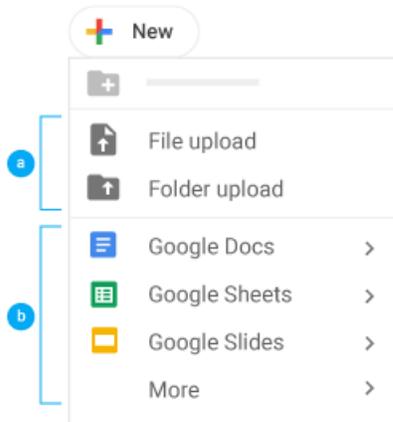
- 1 Create a new calendar.** Make more calendars, such as a team calendar or a project calendar.
- 2 Add a coworker's calendar.** Type someone's email address and click More  next to their name to choose an option.
- 3 Change calendar settings.** Change default notifications, share calendars, set working hours, and more.

 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.

1 Click to...



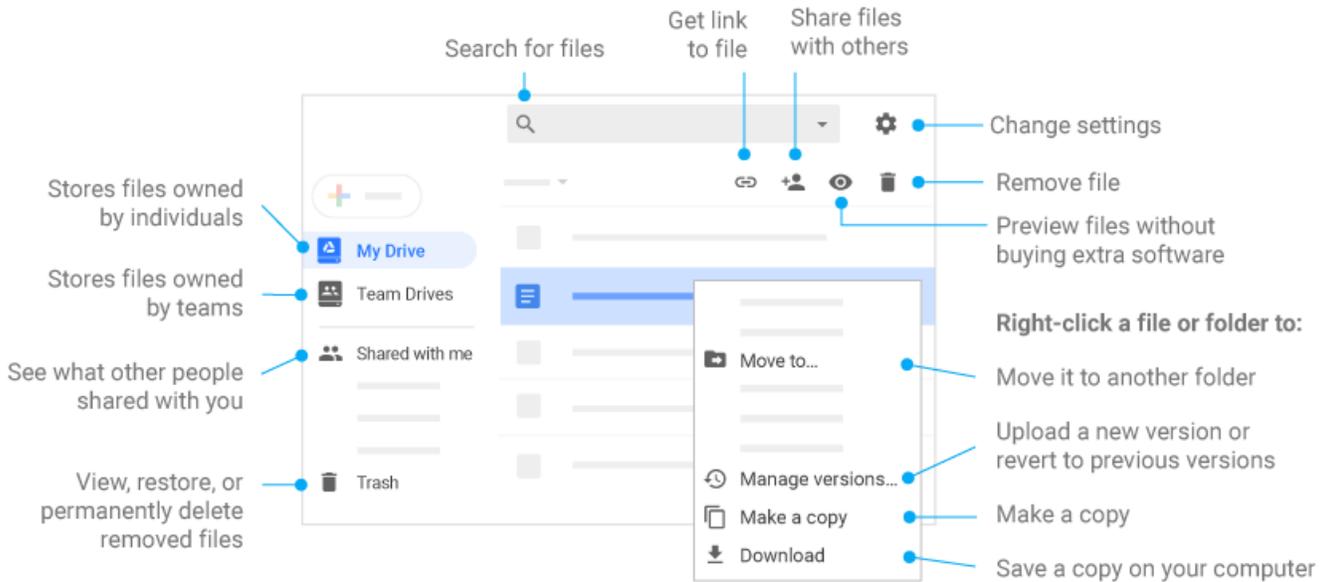
a Upload any file (such as Microsoft® Outlook® files, PDFs, and videos) or folder from your computer.

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

Drive Cheat Sheet

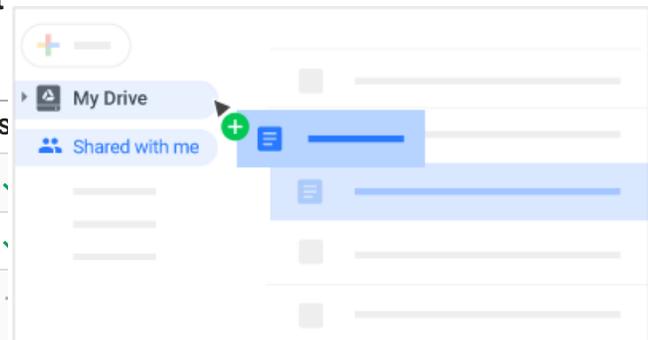
2 Work with files stored in Drive.



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

4 Add shared files to My Drive.

	Delete files & folders	Add & remove files and folders	Share
Is owner	✓	✓	✓
Can edit	✓	✓	✓
Can comment	—	—	—
Can view	—	—	—



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.

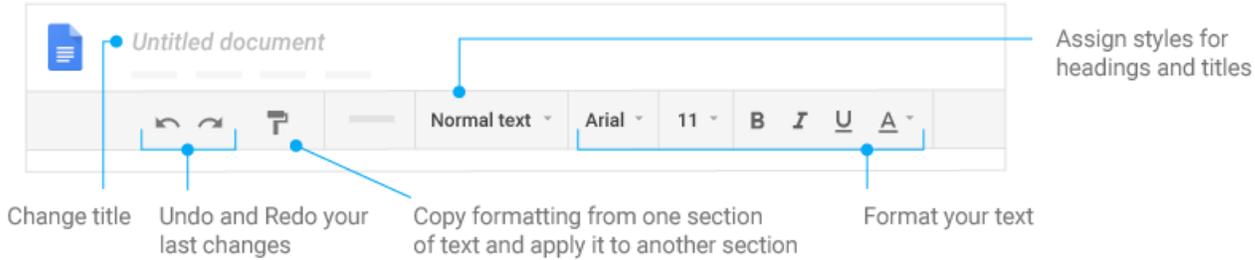
Browser or device	Requirements	How to access
 Web browser (any device)	Install any web browser.	Go to drive.google.com .
 Computer	Install Drive File Stream from the Drive Help Center .	Click Drive File Stream  and then Open Google Drive  .
 Mobile devices	Install the Drive app from the Play Store (Android)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

Docs Cheat Sheet

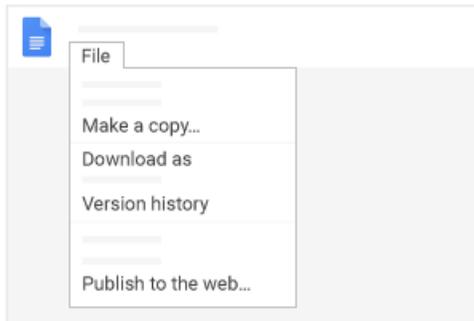
Create and simultaneously edit text documents with your team, right in your browser.

Write reports, create joint project proposals, keep track of meeting notes, and more. All changes are saved automatically.

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 Word or PDF.
- 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.



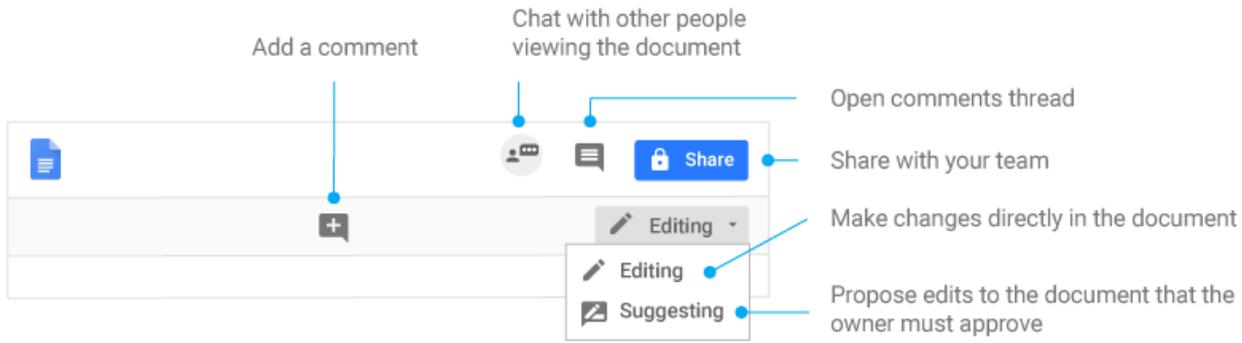
- Image**—Insert an image from your computer, the web, Drive, and more.
- Table**—Select the number of columns and rows to create a table.
- Drawing**—Create pictures, flowcharts, diagrams, and more.
- Link**—Add a link to a webpage or a header or bookmark in your document.
- Bookmark**—Add shortcuts 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
Can edit	✓	✓	✓	✓
Can comment	—	—	✓	✓
Can view	—	—	—	—

Docs Cheat Sheet

5 Collaborate with your team in real time.

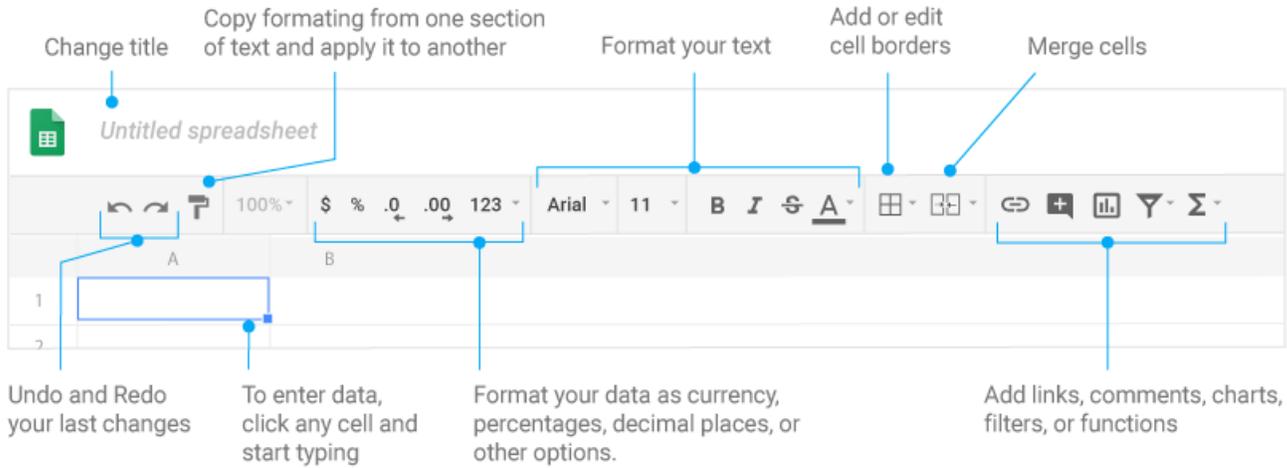


Sheets Cheat Sheet

Create and simultaneously edit spreadsheets with your team, right in your browser.

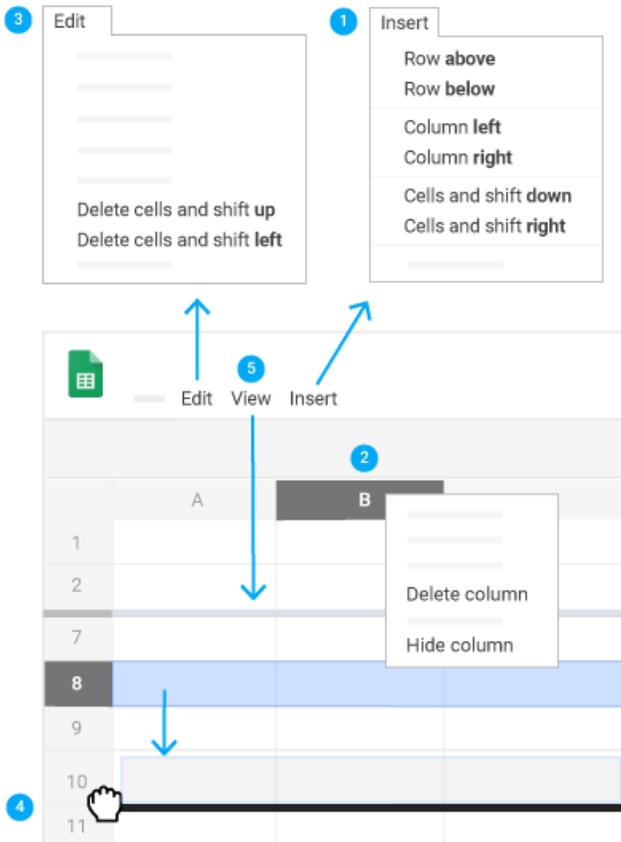
Analyze data with charts and filters, handle task lists, create project plans, and much more. All changes are saved automatically.

1 Customize your spreadsheet and data.



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

2 Work with rows, columns, and cells.



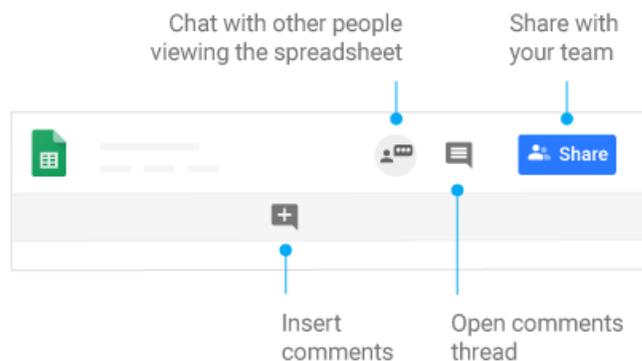
Sheets Cheat Sheet

- 1 **Add rows, columns, and cells**—Select a cell or block of cells. Then, on the menu bar, click **Insert** and choose where to add the row, column, or cells.
- 2 **Delete or hide rows and columns**—Right-click the row number or column letter and select **Delete** or **Hide**.
- 3 **Delete a cell or a block of cells**—Select the cells you want to delete. Click **Edit** > **Delete cells and shift up**, or **Edit** > **Delete cells and shift left**.
- 4 **Move rows and columns**—Click the row number or column letter to select it. Then, drag it to a new location.
- 5 **Freeze header rows and columns**—Keep some data in the same place as you scroll through the rest of your spreadsheet. On the menu bar, click **View** > **Freeze** and choose an option.

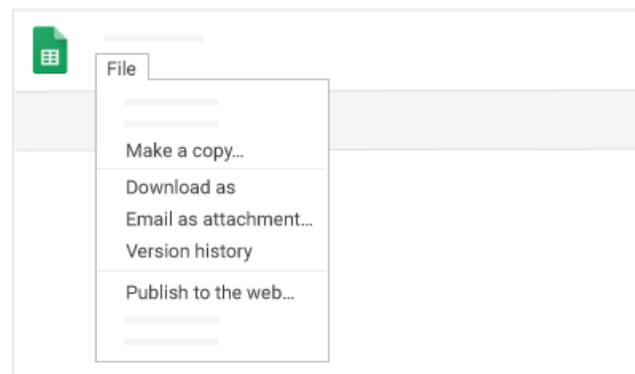
3 Click  **Share** to share your spreadsheet and then choose what collaborators can do. They'll also receive an email notification.

	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.



Sheets Cheat Sheet

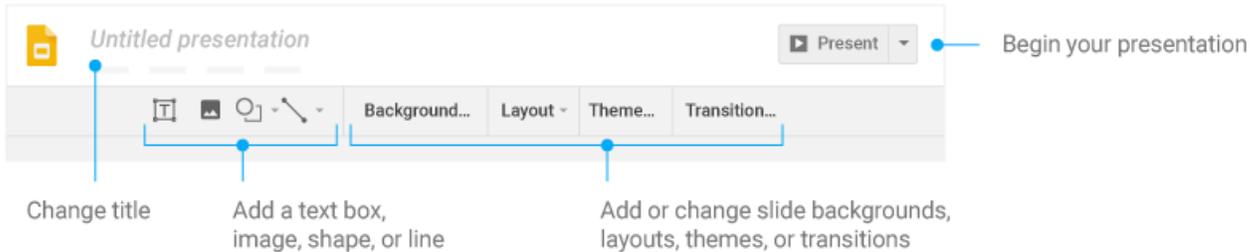
AVERAGE	Statistical Returns the numerical average value in a dataset, ignoring text.
AVERAGEIFS	Statistical Returns the average of a range that depends upon multiple criteria.
CHOOSE	Lookup Returns an element from a list of choices based on index.
COUNT	Statistical Returns the count of the number of 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.

 Slides Cheat Sheet

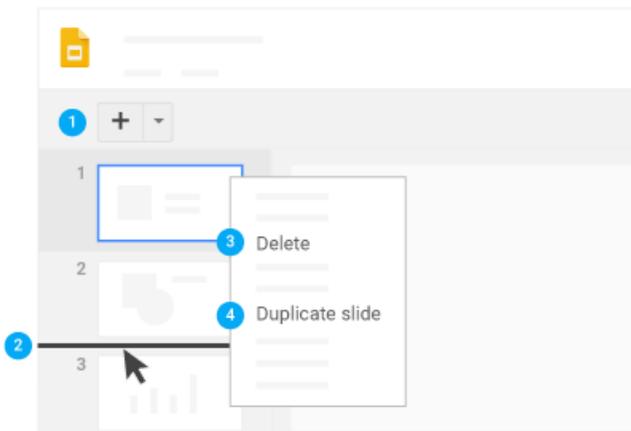
Create and simultaneously edit presentations with your team, right in your browser.

Collaborate on professional pitch decks, project presentations, training modules, and much more. All changes are saved automatically.

1 Add and edit content in your slides.

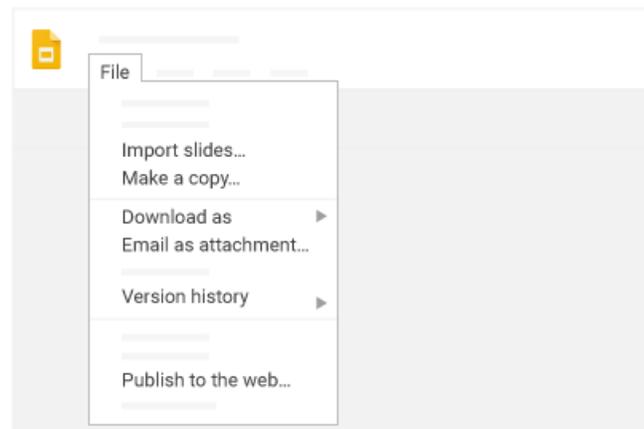


2 Add and organize slides.



- 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.



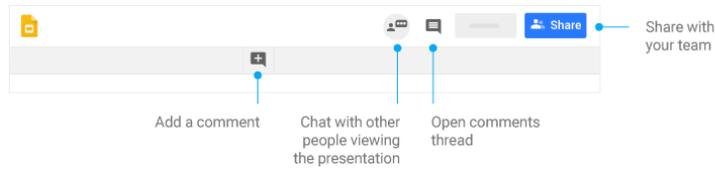
- Import slides**—Add slides from another presentation to your current slide deck.
- Make a copy**—Create a duplicate of your presentation. This is a great way to create templates.
- Download as**—Download your presentation in other formats such as PowerPoint® or PDF.
- Email as attachment**—Email a 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.

 Slides Cheat Sheet

4 Click  to share your presentation, 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	—	—	—

5 Collaborate with your team in real time.

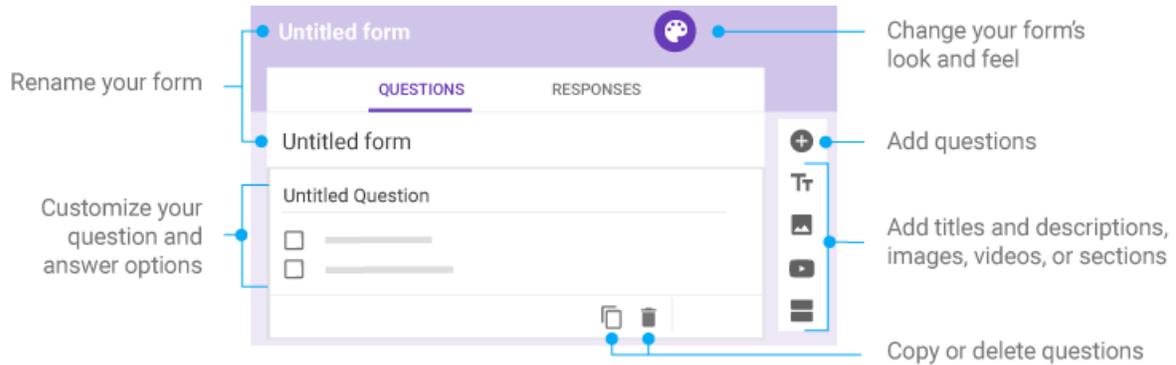


Forms Cheat Sheet

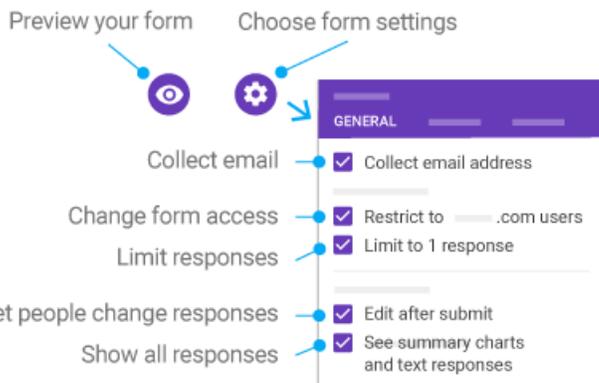
Create, edit, and update forms and quizzes—all from your mobile or web browser.

Manage event registrations, create a quick opinion poll, and much more with Google Forms.

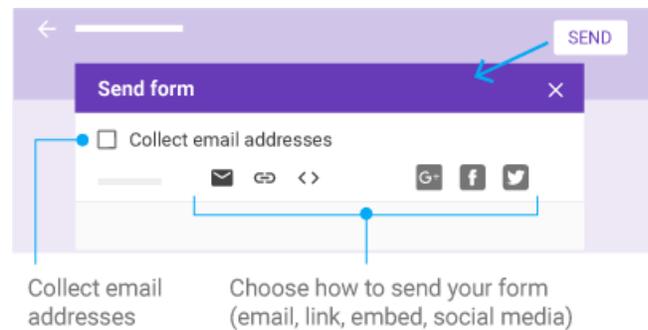
1 Create your form.



2 Choose settings and preview your form.



3 Send your form.



4 Analyze responses.

