



# GOOGLE CHEAT SHEETS

**By Kasey Bell**

[www.ShakeUpLearning.com](http://www.ShakeUpLearning.com)

© Shake Up Learning 2015

Unauthorized use and/or duplication of this material without express and written permission from this blog's author and/or owner is strictly prohibited. Excerpts and links may be used, provided that full and clear credit is given to Kasey Bell and Shake Up Learning with appropriate and specific direction to the original content on ShakeUpLearning.com.



## TABLE OF CONTENTS

NEW Google <b>Drive</b> Cheat Sheet	p. 4-6
Google <b>Docs</b> Cheat Sheet	p. 7-10
Google <b>Forms</b> Cheat Sheet	p. 11-14
Google <b>Slides</b> Cheat Sheet	p. 15-18
Google <b>Sheets</b> Cheat Sheet	p. 19-22
Google <b>Drawings</b> Cheat Sheet	p. 23-26
Google <b>Drive for iOS</b> Cheat Sheet	p. 27-29
Google <b>Chrome</b> Cheat Sheet	p. 30-32



# Google Drive Cheat Sheet



by ShakeUpLearning.com

## Anatomy of Google Drive

The screenshot shows the Google Drive interface with several features highlighted:

- Create New Files & Folders**: A red "CREATE" button and an upload icon.
- Upload files to Google Drive**: An upload icon.
- Select**: A "Select" button.
- Search Drive & Gmail**: A search bar.
- Use Drop-Down to Filter**: A dropdown menu.
- File/Folder Icon**: Icons for files and folders.
- Shared Folder**: A folder labeled "Shared".
- Storage Used**: Storage usage information.
- Title**: Column header for file titles.
- Owner**: Column header for file owners.
- Last Edit**: Column header for the last edit date.
- File Name**: A specific file name in the list.
- Owner of File**: A callout for the owner of a file.
- Your Drive Activity**: A section showing recent activity.
- Google+**: Google+ integration.
- Apps**: Apps integration.
- Notifications**: Notifications section.
- Settings**: Settings icon.
- Switch to Grid View**: A button to switch to grid view.



## 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



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.

Connect apps to Drive

All Search Apps

Pixlr Editor ★★★★★ (2862)	Lucidchart Diagrams - Online 795,349 users	Photo editing made of win. 767,026 users



# GOOGLE DOCS CHEAT SHEET

## Google Docs Home Screen

[docs.google.com](https://docs.google.com)

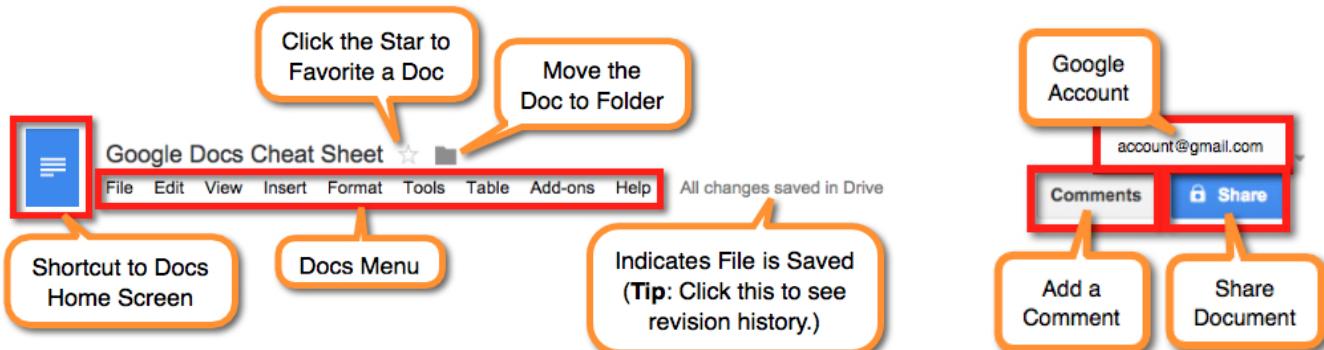
The home screens serve as a central place to collect your documents in Docs. From here, you can view and edit your Docs as well as any Microsoft Word files that you own or that have been shared with you.

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

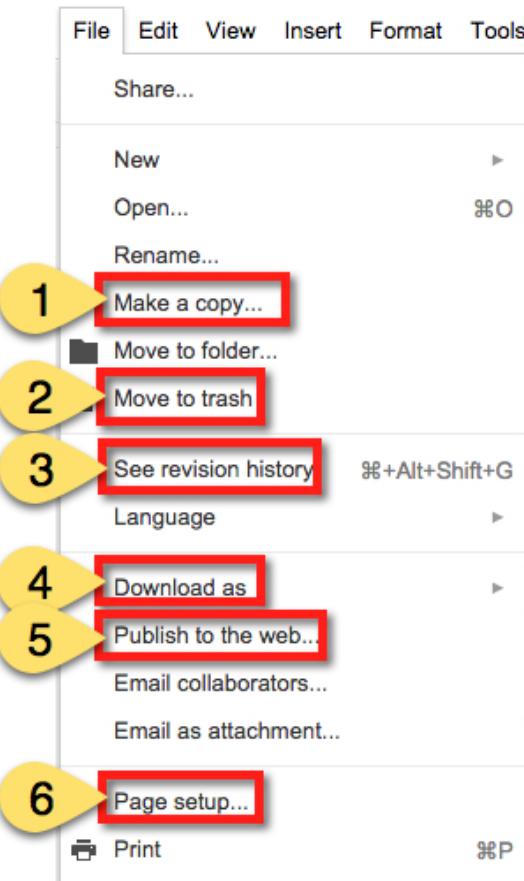
The screenshot shows the Google Docs Home Screen. At the top, there is a search bar, a user profile icon (kasey@gtrainerdemo.shakeuplearnin.), and several navigation buttons: Apps, Account, List View, Sort, and a menu icon. Below the header, there is a "Recent documents" section with three documents listed: "Technology Coordinators Round Table" (opened 1:19 PM), "How To Use Docs Home ..." (opened 1:18 PM), and "Reboot" (opened 1:17 PM). Each document has a "More" button with a three-dot menu icon. A callout box labeled "File Picker" points to the "Search Google Drive" field, explaining its function: "Search within your files and folders in Google Drive until you find the file you're looking for." At the bottom right, there is a blue button with a white plus sign, labeled "Create New Document". A red box highlights the "More" button under the "Training" document, and another red box highlights the "Open in new tab" option in the dropdown menu for the "Training" document.

**\*\*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.

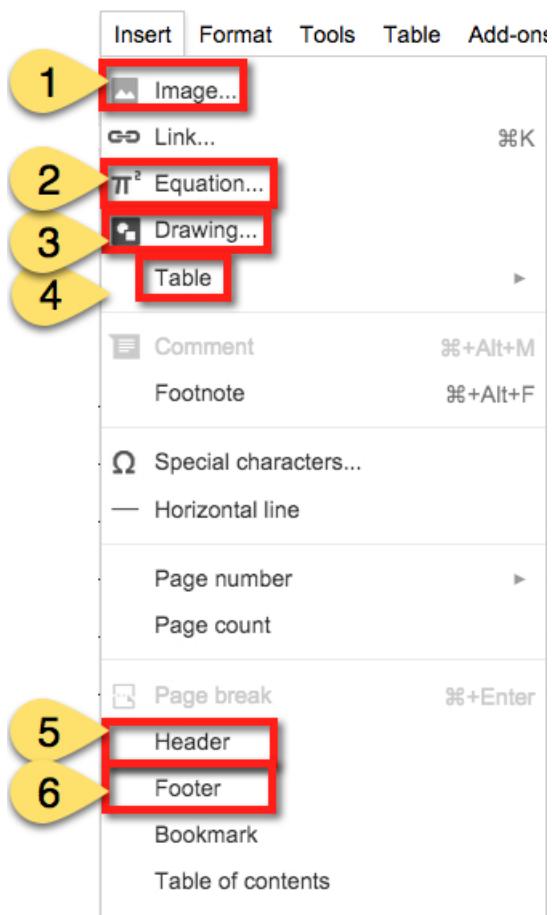
**5. Publish to the Web:** Turn your doc into a webpage! Even get embed code to add to your website.

**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.

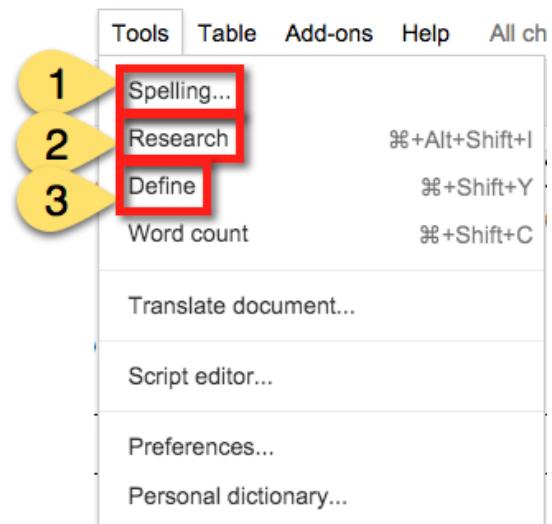
**3. Insert Drawing:** This tool allows you to create your own images, graphic organizers, and text boxes to insert into your document.

**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



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

## Ready for More?

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



# GOOGLE FORMS

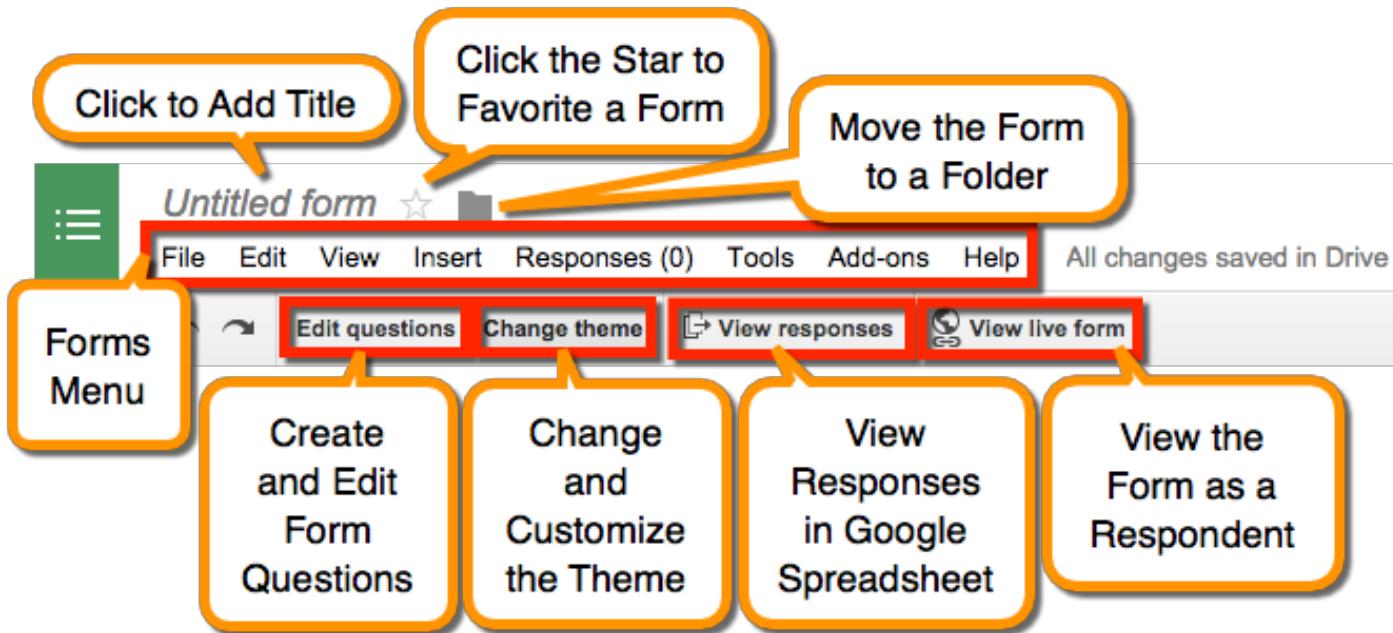
## CHEAT SHEET

### Google Forms

[forms.google.com](https://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.

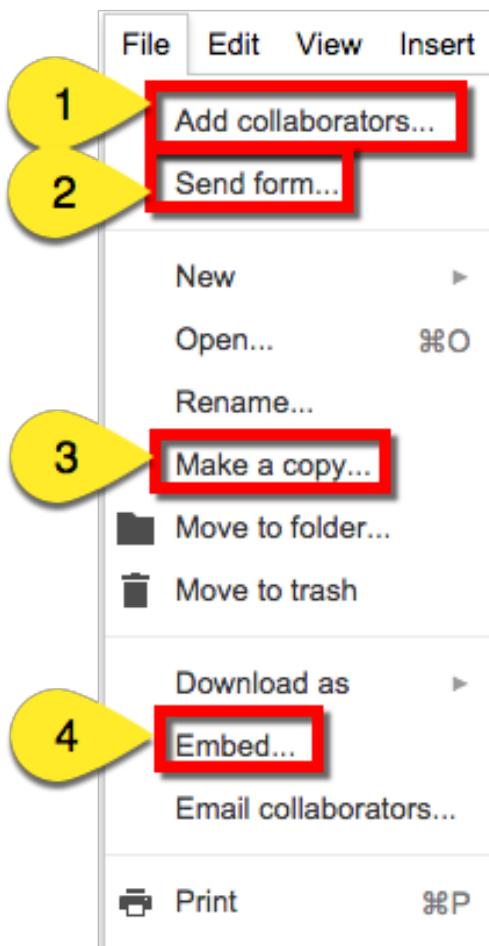
### Google Forms Menu



### 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.

A screenshot of the Google Add-ons gallery. The gallery shows various add-ons for Google Forms, Docs, and Sheets. The visible add-ons are: Form Publisher (1,777 users), Form Notifications (2,967 users), Form Values (1,456 users), Formfuse (442 users), g(Math) (1,498 users), formLimiter (1,213 users), docAppender (426 users), and Ultradox Trigger (821 users). Each add-on has a thumbnail, name, and user count.

# Form Settings Highlights

1.  Automatically collect respondent's Region 10 Education Service Center username

2.  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

- Choose the Question Type
- Shuffle the Answer Options
- Add Answer Options
- Check this box to send students to a new question based on how the answer. (Differentiate!)
- Check this box to make it a required question.
- Use this drop down to add other types of questions.

Helpful buttons:  
Edit  
Delete  
Duplicate Question

# ADDING QUESTIONS, HEADERS AND PAGE BREAKS

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

 <b>Text</b>	Respondents provide short answers (name, address, etc.)
 <b>Paragraph text</b>	Respondents provide longer answers (short answer, short essay)
 <b>Multiple choice</b>	Respondents select <b>one option</b> from among several
 <b>Checkboxes</b>	Respondents select <b>as many options as they'd like</b> ("check all that apply")
 <b>Choose from a list</b>	Respondents select <b>one option</b> from a dropdown menu
 <b>Scale</b>	Respondents rank something along a <b>scale of numbers</b> (e.g., from 1 to 5)
 <b>Grid</b>	Respondents select a point from a two-dimensional grid
 <b>Date</b>	Respondents use a calendar picker to enter a date
 <b>Time</b>	Respondents select a time (either a time of day or a duration of time)
 <b>Section header</b>	For each section header, you can add both a section title and a section description.
 <b>Page break</b>	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.
 <b>Image</b>	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.
 <b>Video</b>	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](https://slides.google.com)

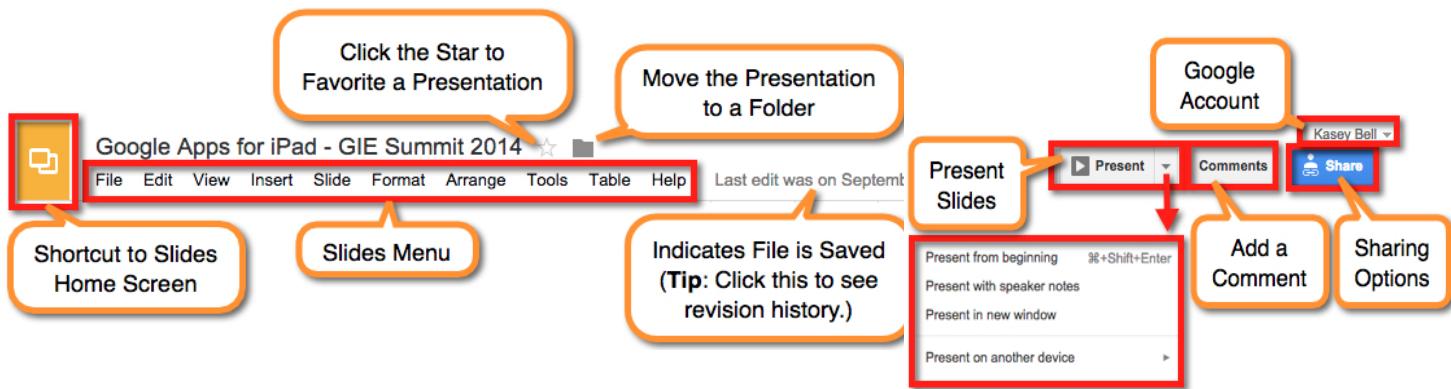
The home screens serve as a central place to collect your presentations in Slides. From here, you can view and edit your Slides as well as any Microsoft PowerPoint files that you own or that have been shared with you.

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

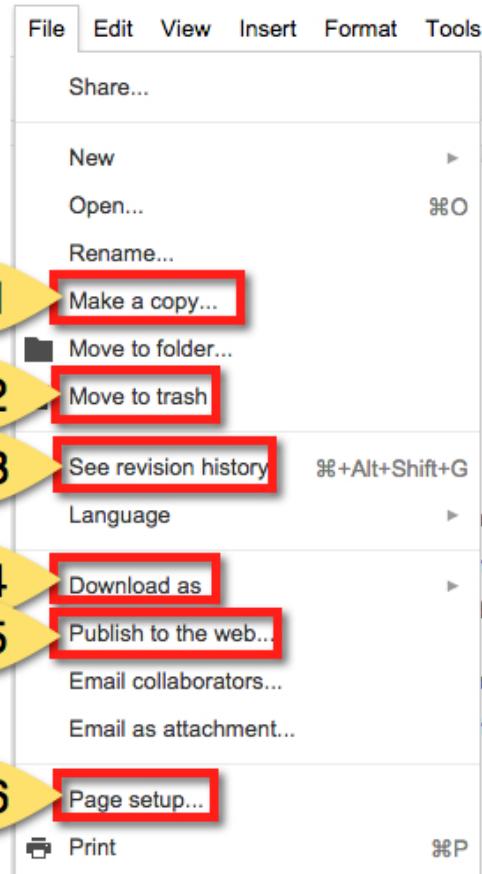
The screenshot shows the Google Slides Home Screen. At the top, there is a search bar, a user profile (+Kasey), and an Account button. Below the search bar are the Google logo, a Slides icon, and a Menu icon. To the right of the search bar are 'Apps', 'List View', and 'Sort' buttons. A large orange callout box points to the 'Search Google Drive' button, which is located in the top right corner of the search bar area. Another orange callout box points to the 'File Picker' feature, which allows users to search within their files and folders in Google Drive. In the center of the screen, there is a grid of recent presentations. One presentation titled 'Leadership Academy' is highlighted with a red box. A 'More' options menu is open over this presentation, showing options like 'Rename', 'Remove', and 'Open in new tab'. A red arrow points from this 'More' menu to another orange callout box that also points to the 'File Picker' feature. Other presentations visible include 'GTA Video Storyboard', 'Google Apps for iPad', 'Mobile Learning with Google', 'Gone Google Got iPads?', 'Classroom Collaboration with Google Drive', and 'Classroom Collaboration'. A large orange callout box points to the 'Create New Presentation' button, which is located at the bottom right of the screen, next to a yellow circular button with a plus sign.

**\*\*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.

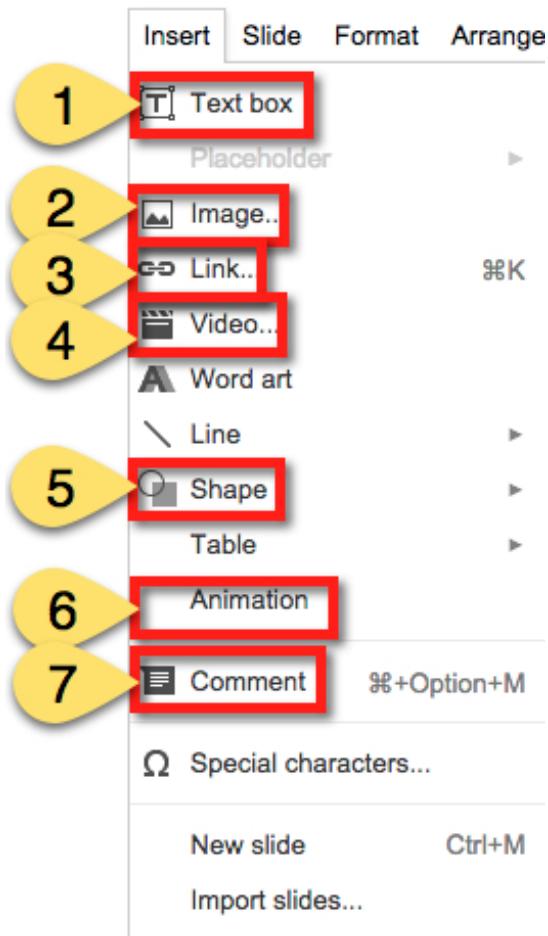
**5. Publish to the Web:** Create a full-screen player of your presentation to share with others! Even get embed code to add to your website.

**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.

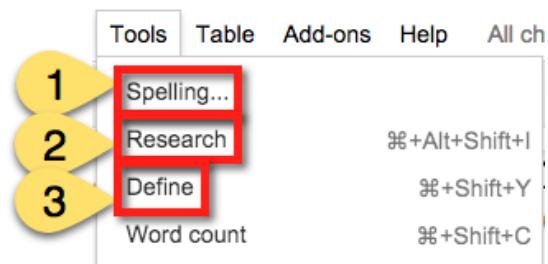
**4. Insert Video:** (YouTube only!) Search YouTube or copy and paste the URL of the video to be inserted..

**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



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



# GOOGLE SHEETS

## CHEAT SHEET

## Google Sheets Home Screen

[sheets.google.com](https://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.

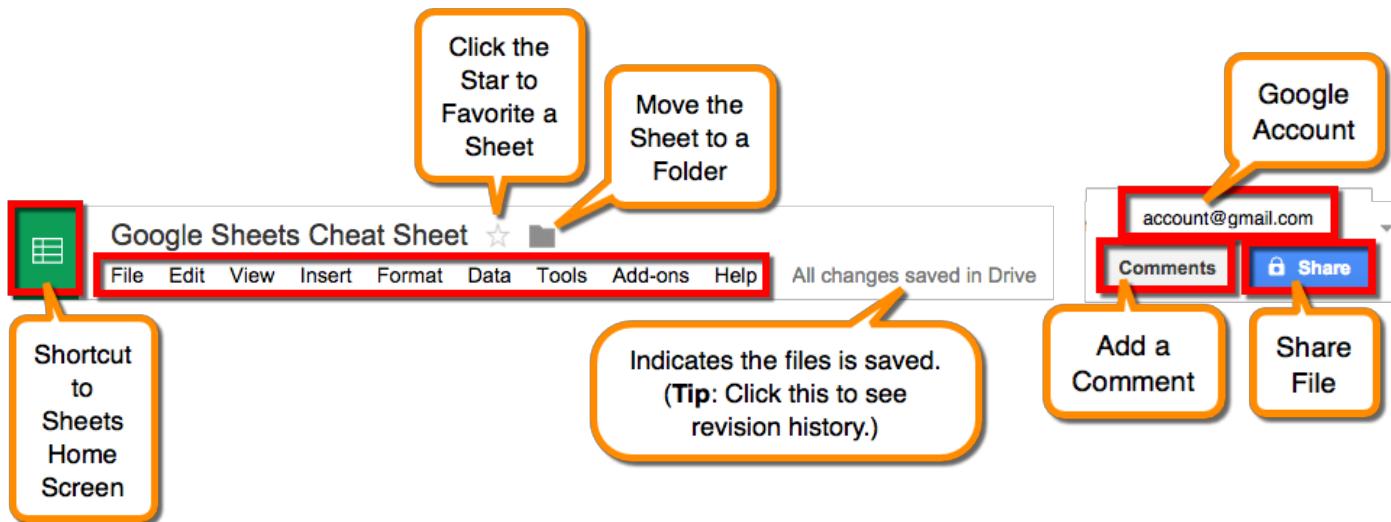
## \*\*Learn More About Editing Office Files

The screenshot shows the Google Sheets home screen. At the top, there's a search bar with a magnifying glass icon and a user account dropdown showing 'kasey@gtrainerdemo.shakeuplearning.com'. Below the search bar is a navigation bar with 'Sheets' selected. On the left, there's a 'Menu' button. In the center, there's a 'Search Google Drive' input field. To the right of the search field are 'Apps', 'Account', 'List View', and 'Sort' buttons. A large callout box on the right side contains the text: 'File Picker: Search within your files and folders in Google Drive until you find the file you're looking for.' At the bottom left, there's a 'More' button with a dropdown menu containing 'Rename', 'Remove', and 'Open in new tab' options. At the bottom right, there's a green button with a white plus sign labeled 'Create New Sheet'.

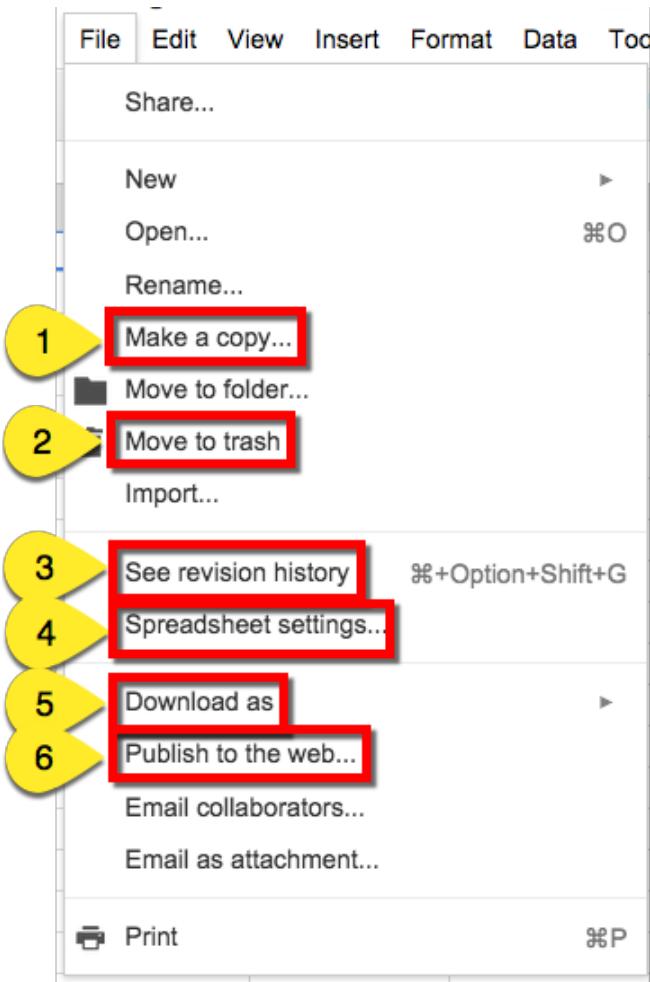
## Add Ons

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.

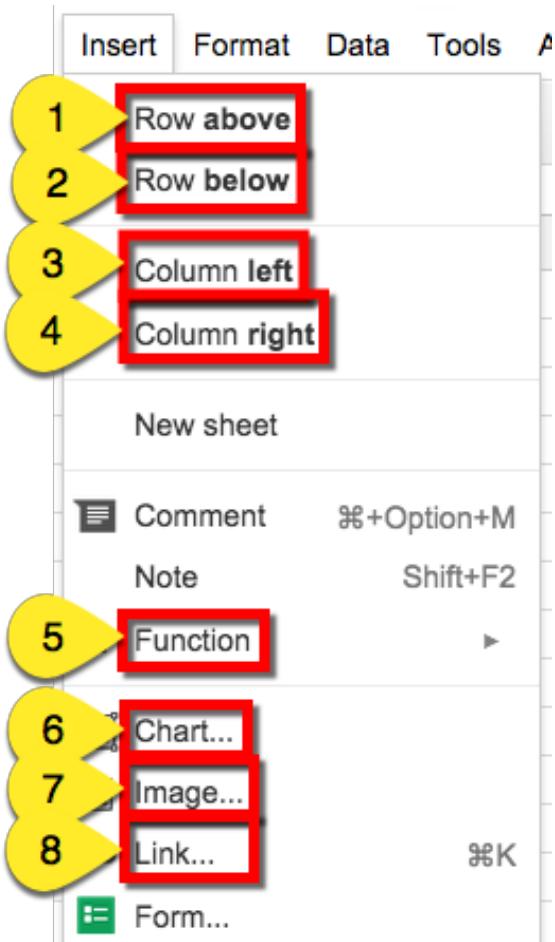
**3. See Revision History:** This will allow you to see who has made changes, what they changed, and a timestamp. You can also restore revisions. Great for making sure every student is contributing, and when text is accidentally deleted!

**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.

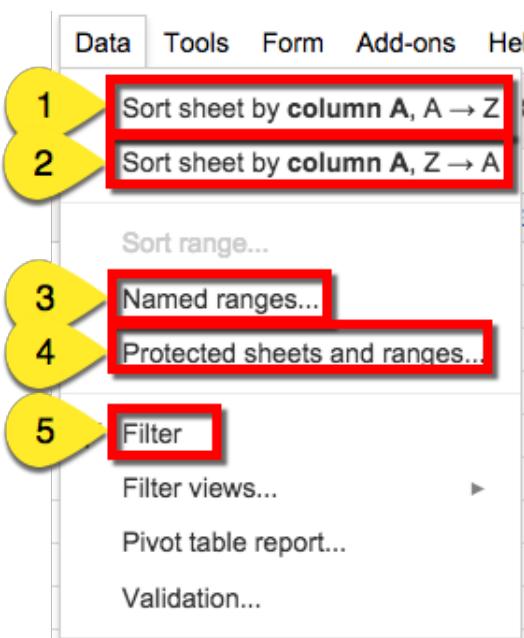
**5. Insert Function:** Insert a specific function into the cell.

**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



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

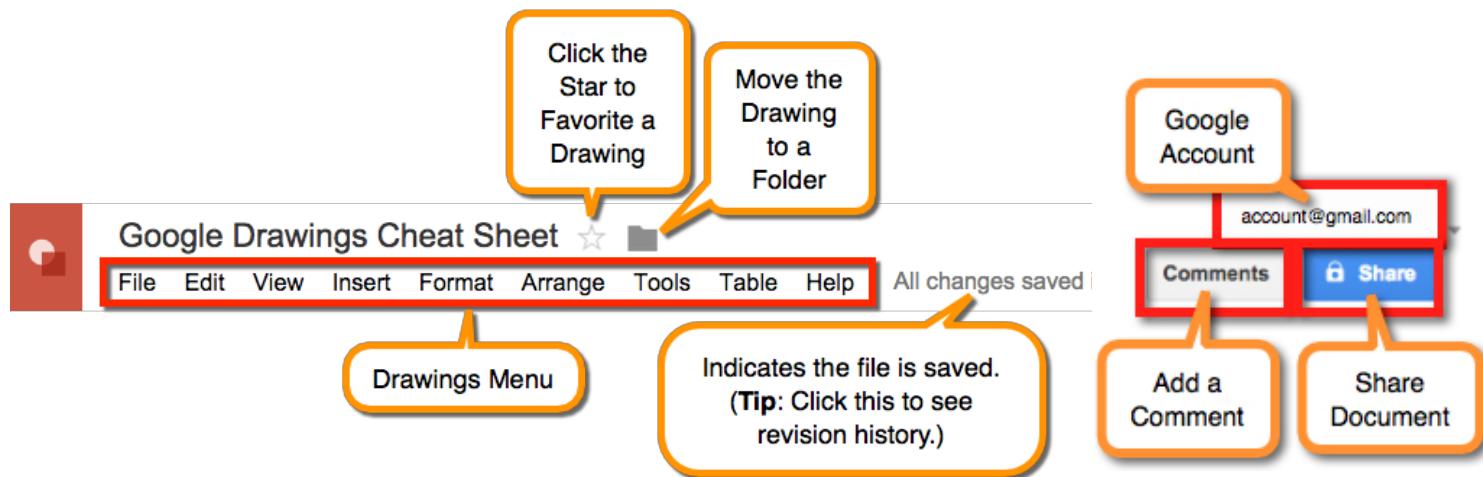
## Ready for More?

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

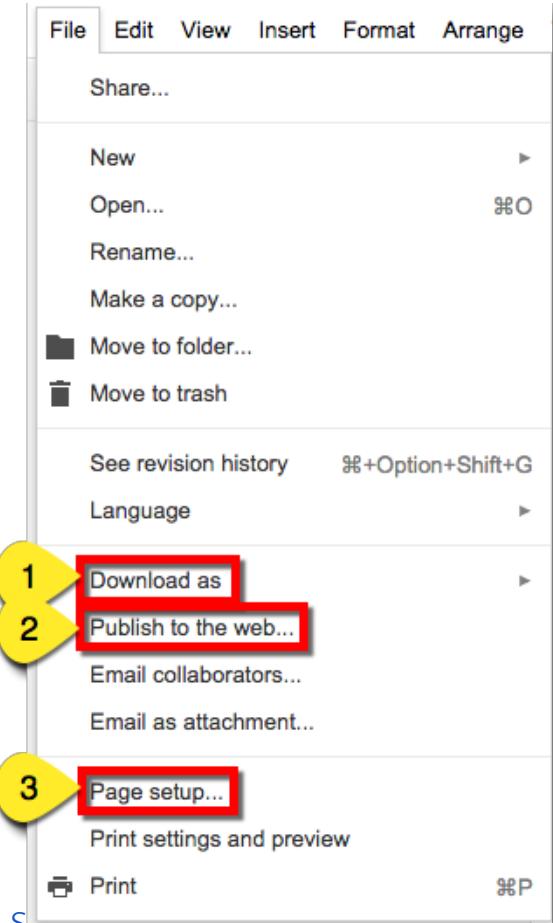


# GOOGLE DRAWINGS CHEAT SHEET

## Google Drawings Menu



## File Menu Highlights

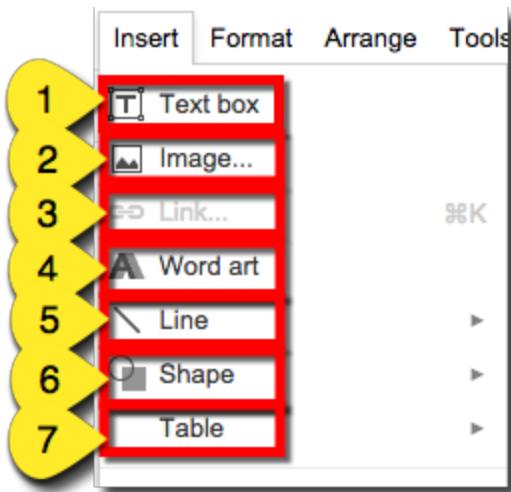


**1. Download As:** Download your drawing as in various formats, including .pdf, .png, or .jpeg.

**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.

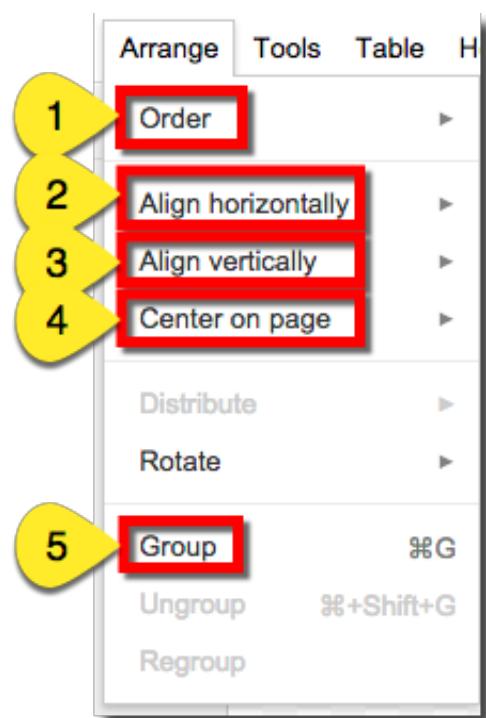
**4. Insert Word Art:** Insert specially formatted text and manipulate it like an object.

**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



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

	<b>Add a border:</b> This line tool will add a border around your image.
	<b>Line Weight:</b> Change the size of the lined border.
	<b>Line Dash:</b> Choose from solid line or a variety of dashed line borders.
	<b>Insert Link:</b> Hyperlink to an outside webpage.
	<b>Insert Comment:</b> Add a comment to the drawing.
	<b>Crop:</b> Crop your image. Use the drop-down to crop into shapes.
	<b>Reset Image:</b> Reset the image to original.
	<b>Image Options:</b> 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!](#)

---

## Subscribe to Shake Up Learning!

Get the latest cheat sheets, tips and tricks for teachers!

[Click here to subscribe.](#)

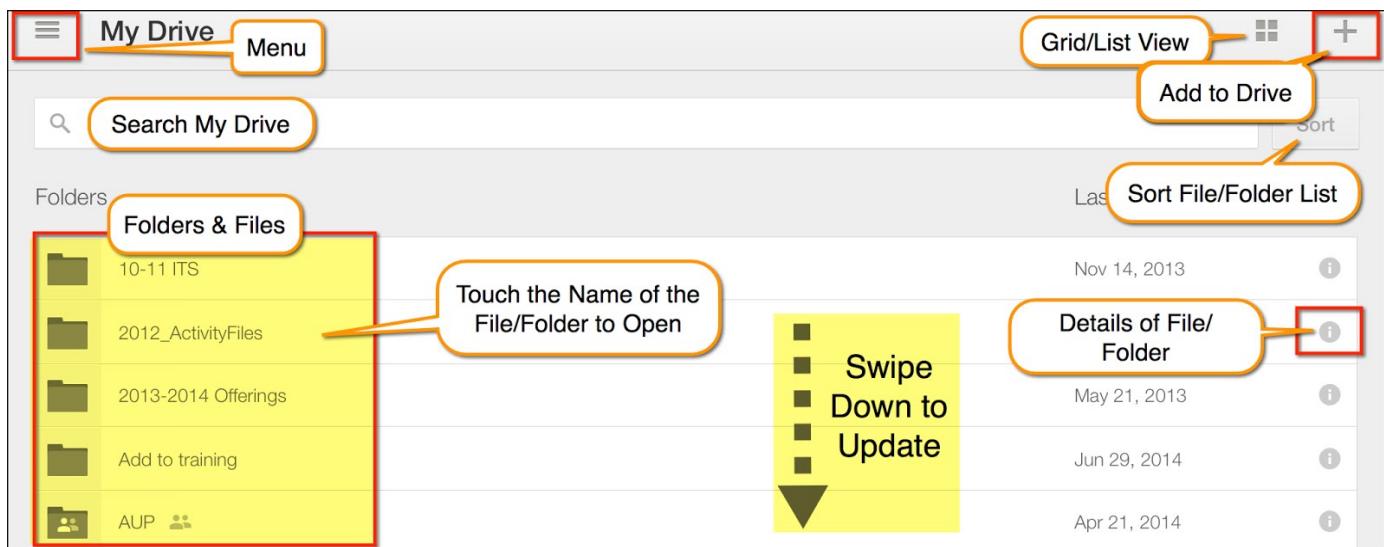


# Google Drive for iOS

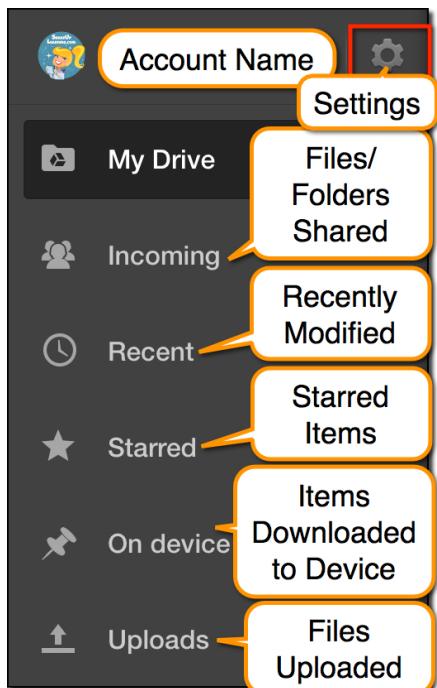
## CHEAT SHEET

Shake Up Learning.com

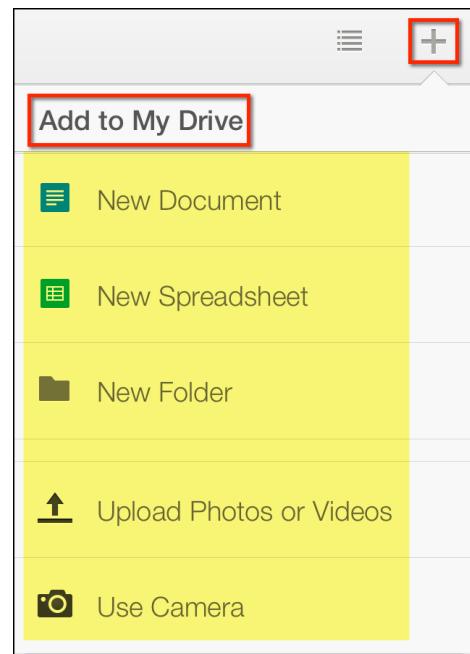
### MY DRIVE



### MENU



### ADD TO DRIVE



# INCOMING

This screenshot shows the 'Incoming' section of Google Drive. It includes a search bar, a filter for 'Owner of File', and a list of recent uploads. A yellow box highlights a folder named 'Shared Files & Folders' containing files from 'Monica Isabel Martin...' and 'Community Members'. Various annotations point to specific features: 'Owner of File' points to the filter, 'Details of File/Folder' points to the info icon in the top right, 'Shared Files & Folders' points to the folder name, 'Add File to My Drive' points to the add icon, and 'File Type Icon' points to the icons next to file names.

File	Owner	Date
8/19/14 Notes from GEG hangout with Jordan	Monica Isabel Martin...	Aug 19, 2014
Mary_Berelson_Truckee.jpg	mberelson	Aug 9, 2014
Community Members - Move Files and Folders from SWIS to Google	jlowsky	Aug 8, 2014

# RECENT

This screenshot shows the 'Recent' section of Google Drive. It lists recently opened files with their names, types, and last open dates. A yellow box highlights the first five items: 'EdTech Blogger Pinterest Board (Responses)', 'My Online Profiles', '2014-08-17\_17-43-32.png', 'Curation and Professional Learning with Pinterest', and 'Share This Side Gadget'. Annotations include: 'File Type Icon' pointing to the icons, 'Recent Files' pointing to the list, 'Date File Was Last Opened' pointing to the date column, and 'Details of File/Folder' pointing to the info icon.

File	Last opened by me	Date
EdTech Blogger Pinterest Board (Responses)		Aug 18, 2014
My Online Profiles		Aug 18, 2014
2014-08-17_17-43-32.png		Aug 17, 2014
Curation and Professional Learning with Pinterest		Aug 17, 2014
Share This Side Gadget		Aug 17, 2014

## TIP

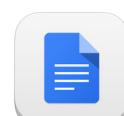
**Google Drive Apps work as a team.  
Be sure you have installed them all:**



**Google Drive**



**Google Slides**



**Google Docs**



**Google Sheets**

# ON DEVICE

The screenshot shows the Google Drive interface on an iPad. At the top, there's a search bar labeled "Search My Drive". Below it, a section titled "Updates Available" contains a file named "Google Apps for iPad (iPadpalooza 2014)" with a download icon. A callout bubble points to this icon with the text "Update Files Downloaded to the Device". Another callout bubble points to the "Touch to Download the File Update" button. In the bottom section, a file named "2013 Zipline Confirmation" is listed as "Up to Date". A callout bubble points to this file with the text "Files Saved on Device". The interface includes a "Sort" button at the top right and a "Last updated" column.

## OTHER GOOGLE APPS FOR THE IPAD

\*Note: This list is not exhaustive.

	<b>Google Search</b>		<b>Chrome</b>
	<b>Gmail</b>		<b>Google+</b>
	<b>YouTube</b>		<b>Hangouts</b>
	<b>YouTube Capture</b>		<b>Google Maps</b>
	<b>Google Translate</b>		<b>Google Earth</b>
	<b>Blogger</b>		<b>Google Voice</b>

**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"><li>• Press Tab, Shift+Tab, Home, End, right arrow, and left arrow to move focus to different items in the toolbar.</li><li>• Press Space or Enter to activate toolbar buttons, including page actions and browser actions.</li><li>• Press Shift+F10 to bring up any associated context menu (e.g. browsing history for the Back button).</li><li>• Press Esc to return focus from the toolbar back to the page.</li></ul>
F6 or Shift+F6	Switches focus to the next keyboard-accessible pane. Panes include: <ul style="list-style-type: none"><li>• Highlights the URL in the address bar</li><li>• Bookmarks bar (if visible)</li><li>• The main web content (including any infobars)</li><li>• Downloads bar (if visible)</li></ul>
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.

## THANK YOU!

Thank you for downloading the Google Cheat Sheets eBook! Look for more Google Cheat Sheets and ebooks in 2015.

## SUBSCRIBE TO SHAKE UP LEARNING



Are you ready to shake things up in your classroom? [Subscribe to get FREE email updates from the Shake Up Learning blog](#) to get the latest edtech resources, Google Apps tips and tricks, mobile learning ideas, and more!

[Subscribe](#)

## 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!

## Catch up on the latest from Shake Up Learning!

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

[Connect with Shake Up Learning on Social Media](#)

