

Use Google Tools Like A Pro

And Other Helpful Technology Tools

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Google Docs

Google Forms

Google Sheets

Google Slides

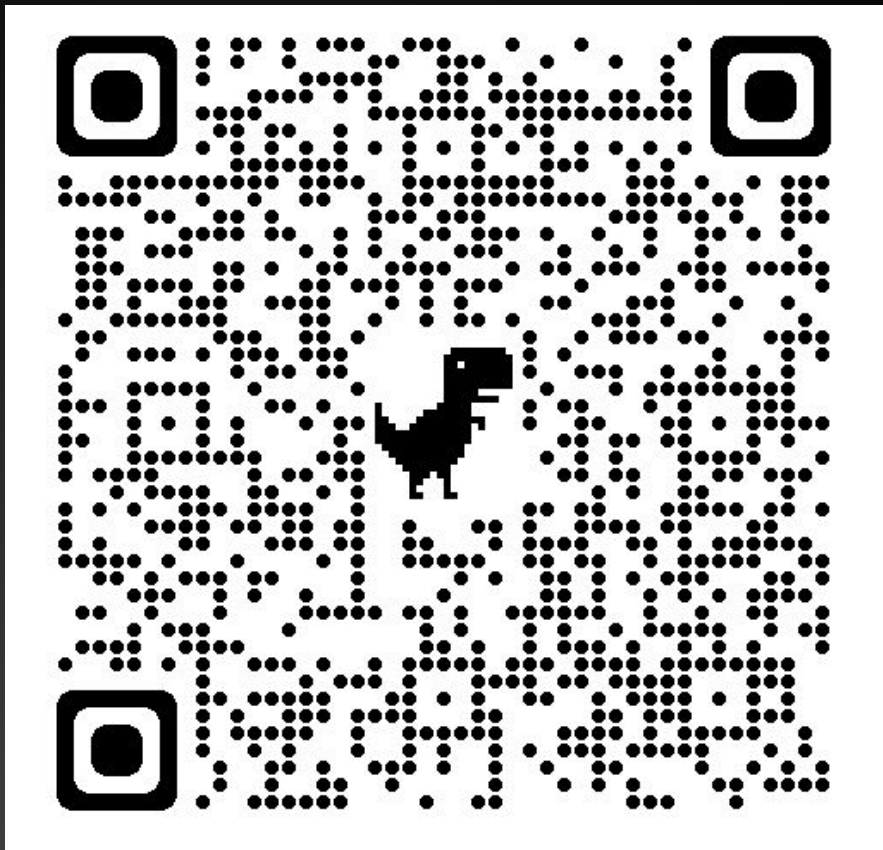
Google Tools

Canva

Tech Tips

Other
Sites/Tools

**Make A
Copy**



View

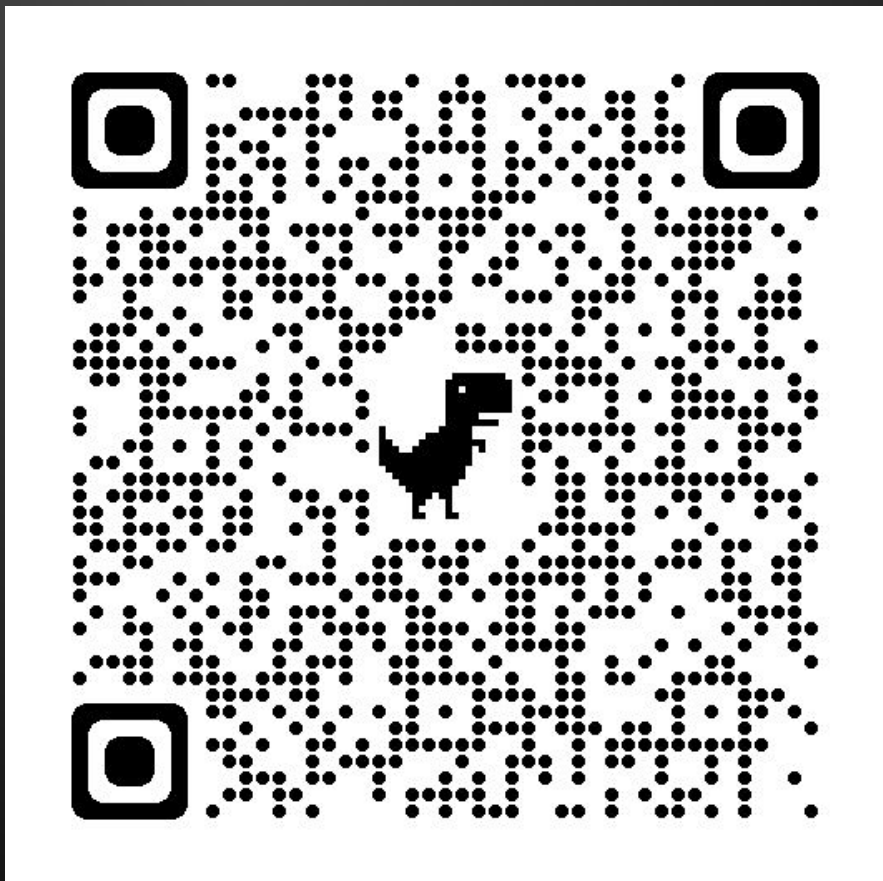


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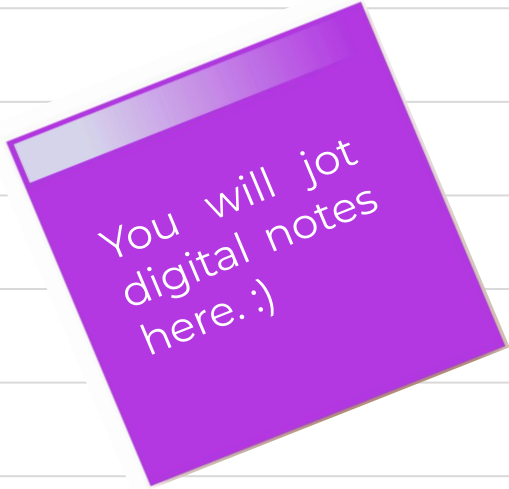
Keyboard Shortcuts

Bookmarks

Digital Interactive Notebooks

Grab a Sticky

These sticky notes already have text boxes on them. If you use a sticky note, you can copy (Ctrl+C) and paste (Ctrl+V) on your slide.



You can be creative and change the color of the font and the font itself.

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Google Documents

Share

Make A Copy (change end of address bar to “copy”)

Share to specific user(s) or anyone with link

Viewer

Editor

Commenter

Transfer Ownership - after sharing, can select by name

Share requests - Who has access?

Restricted

Anyone with the link

File → Version History

Time Stamp on revisions

Recover if material deleted

See who made edits

Receive email for all edits

Tools → Notification Settings

*All above info applies to Google Sheets and Slides as well

Google Documents

File → Page Set-up

Change Margins

Page Orientation (Portrait / Landscape)

Paper size

Insert → Special Characters

Examples: → ↓ ↶ ↷ ° ↵

Insert → Table

**Can use to arrange words or pictures on page by
making borders invisible**

Insert → Chart

Use data from sheet

Bar, column, line, or pie

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Google Forms

Example Form

Types of Questions

Short Answer

Paragraph

Checkboxes

Dropdown

File upload

Linear Scale

Multiple Choice Grid

Checkbox Grid

Date

Time

Multiple Choice

Go to section based on answer

Sections

Based on answer

Dividing up activity

Google Forms

Answer Key

Contains

Length of response

Settings

Required to Answer

Quiz

Locked Mode

Assign Point Value

Escape Room

[Escape Room Example](#) - Kilgore ISD

[Escape Room Example](#) - THOA

[How To Make a Google Form Escape Room](#)

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Google Sheets

Can create from Google Form Data

[Share](#)

Ctrl + F

Find data in the sheet, document, etc

Freeze Columns / Rows

View → Freeze

(This will keep frozen columns or rows still
when scrolling)

Print Selected Cells

Highlight area want to print

File → Print → Top dropdown Box → Selected Cells

Data → Protect Range

Lock so others can't edit protected areas

Data → Sort

Sort Sheet

Sort Range (Advanced Range Sorting Options)

[Google Sheet Examples](#)

Google Sheets

Arrange Columns

Text wrapping

Merge Cells

Autofit width / height

Double click with mouse on line of column or row at edge of screen

Formulas

Example Sheet

Functions

SUM (range) or (cell+cell+cell+...)

AVERAGE

COUNT (range) *counts numeric cells

COUNTA (range) *counts cells that have data

COUNTIF (range, "criteria")

CONCATENATE (cell, " ", cell) - put columns together

**data-> split text to columns-> space (opposite)

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Google Slides

Google Slides

File → Page Setup

Set slide size

Standard

Custom (inches, cm)

Slide → Theme

Change Theme

[Slidesgo](#) (free themes)

Slide → New Slide

Layout

Size

Tools other than presentations

["App"](#) (9 x 14 inches) [My App](#)

[Virtual Classroom](#)

[Moving Classroom Banner](#) (16.67 x 4.17 inches)

[Interactive Notebook](#) (8.5 X 11 Inches for paper size)

Interactive Digital Notebook

[Health Science Template](#)

[Slides Mania - Digital Ring Binder](#)

[Slides Mania - Notebook with color tabs](#)

[Slides Mania - My Notes](#)

[Slides Mania - Notebook with Sections](#)

[Ditch That Textbook - Template and Activities](#)

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QR Codes (from Google Chrome)

In top corner click on three dots...



Then click on "Save and Share"

Then...  Create QR Code

Click Download Button to get QR code image

Extensions

Kami

Fill out worksheets ([Who I Am](#))

Draw

Type

Screencastify

Create Recording of screen and you talking

Google Keep

Notes you can access from any device

Share list with anyone

App for phone

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Poster

Social Media Graphic

Presentations

Banner



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Bookmarks (saves shortcut to sites at top of your browser)



At end of address bar

Startup Pages - set tabs that open with browser

Settings from 

“On Start-up” from menu on left side of screen

Hyperlinks

Copy Link

Highlight text that you want to be hyperlink

Click  **→ paste link**

9 dots at top of window in Google Chrome

Shortcut to google apps

Keyboard Shortcuts

Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Shift + V	Paste without formatting
Ctrl + A	Select All
Ctrl + F	Find
Ctrl + P	Print
Ctrl + K	Hyperlink
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + S	Save
Alt + Tab	Change between windows
Ctrl + <-	Move cursor to start of line
Ctrl + ->	Move cursor to end of line
Alt + F4	Close out pop-ups
Windows + shift + s	Snipit

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GooseChase - Scavenger Hunt

App to create scavenger hunt

Educator Basic - FREE MODE

Up to 5 teams, 5 devices per team

1 experience at a time

Educator Plus - \$99 per year (winner will get free)

Up to 10 teams, 5 devices per team

Up to 40 individuals

Unlimited live experiences

Build experience with missions:

GPS (Check-in)

Text (questions)

Photo/Video

Live Upload

Library upload

Join Code: X4R7QZ

Password: THOA24

Other Sites / Tools

[Parlayideas.com](https://parlayideas.com)

Platform to foster student driven class discussion

AI Tools

[ChatGPT / OpenAI](#)

[MagicSchoolAI](#)

[Diffit](#)

Games

Quizizz

Kahoot

Kahoot.com - create Kahoots

Kahoot.it - players access game

Quizlet

Flashcards

Poll Everywhere

Ask questions

Gimkit.com

Blooket



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