CHEAT SHEETS HERO

Google Workspace Cheatsheet

A comprehensive cheat sheet covering essential Google Workspace (formerly G Suite) tools, shortcuts, and features to boost productivity.

Gmail Essentials

Keyboard Shortcuts

`c`	Compose a new email.
`r`	Reply to the current email.
`a`	Reply all to the current email.
`f`	Forward the current email.
`k` / `j`	Move to the newer/older conversation.
`n` / `p`	Next/Previous message.
`o` or `Enter`	Open the selected conversation.
`!`	Report spam.

Search Operators

`from:sender` - Find emails from a specific sender.

Example: `from:john.doe@example.com`

`to:recipient` - Find emails sent to a specific recipient.

Example: `to:jane.doe@example.com`

`subject:keyword` - Find emails with a specific keyword in the subject line.

Example: `subject:Meeting`

`has:attachment` - Find emails with attachments.

`is:unread` - Find unread emails.

`older_than:1y` - Find emails older than 1 year.

Tips & Tricks

Use filters to automatically label, archive, delete, or forward incoming emails based on specific criteria.

Create multiple signatures for different types of emails (e.g., formal, informal, etc.).

Use canned responses (templates) for frequently sent emails to save time.

Enable offline mode to access and compose emails without an internet connection.

Google Drive Mastery

File Management

`Shift + Z`	Add a file to multiple folders.
`N`	Create a new folder.
`.` (period)	Access file details and activity.
Right-click on a file	Share, rename, download, or remove the file.
Shared drives	For team-based file storage and collaboration.

Collaboration Features

Share files or folders with specific people or groups with varying permission levels (view, comment, edit).

Use comments and suggestions to provide feedback on documents, spreadsheets, and presentations.

Track changes made to files and revert to previous versions if needed.

Use Google Drive for Desktop to sync files between your computer and the cloud.

Work simultaneously on the same document with others in real-time.

Advanced Techniques

Use advanced search operators to quickly find specific files based on criteria like file type, owner, or date modified.

Integrate Google Drive with other apps and services using add-ons and extensions.

Use optical character recognition (OCR) to extract text from images and PDFs.

Set expiration dates on shared links for added security.

Google Docs Editing

Formatting Shortcuts

`Ctrl + B`	Bold text.
`Ctrl + I`	Italicize text.
`Ctrl + U`	Underline text.
`Ctrl + Shift + 7`	Numbered list.
`Ctrl + Shift + 8`	Bulleted list.
`Ctrl + Alt + 1-6`	Apply heading styles (Heading 1 to Heading 6).

Collaboration & Review

Suggesting edits allows collaborators to propose changes without directly modifying the original text.

Use comments to provide feedback, ask questions, or discuss specific sections of the document.

Track changes to see who made which edits and when.

Use the Explore tool to research topics and find relevant information without leaving the document.

Link to other Google Workspace files directly within the document.

Productivity Features

Use voice typing to dictate text instead of typing it manually.

Insert special characters, equations, and drawings using the Insert menu.

Create and use templates for frequently used documents.

Translate the document into another language using the Translate feature.

Add a table of contents for easy navigation in long documents.

Google Sheets Functions

Basic Functions

`=SUM(range)`	Adds up all the numbers in a range of cells. **Example:** `=SUM(A1:A10)`
`=AVERAGE(range)`	Calculates the average of numbers in a range. **Example:** `=AVERAGE(B1:B10)`
`=MAX(range)`	Returns the largest number in a range. **Example:** `=MAX(C1:C10)`
`=MIN(range)`	Returns the smallest number in a range. **Example:** `=MIN(D1:D10)`
`=COUNT(range)`	Counts the number of cells that contain numbers. **Example:** `=COUNT(E1:E10)`

Conditional Functions

`=IF(condition, value_if_true, value_if_false)` - Returns one value if a condition is true and another value if it is false.

Example: `=IF(A1>10, "Yes", "No")`

`=SUMIF(range, criteria, sum_range)` - Sums the values in a range that meet a specified criterion.

Example: `=SUMIF(A1:A10, ">50", B1:B10)`

`=COUNTIF(range, criteria)` - Counts the number of cells within a range that meet a given criterion.

Example: `=COUNTIF(A1:A10, "Apple")`

Data Manipulation

`=VLOOKUP(search_key, range, index, [is_sorted])` - Vertical lookup. Searches for a value in the first column of a range and returns the value in the same row in a specified column.

Example: `=VLOOKUP("ProductA", A1:C10, 2, FALSE)`

`=HLOOKUP(search_key, range, index, [is_sorted])` - Horizontal lookup. Searches for a value in the first row of a range and returns the value in the same column in a specified row.

Example: `=HLOOKUP("Header1", A1:J10, 3, FALSE)`

`=INDEX(range, row_num, [column_num])` - Returns the value of a cell specified by row and column number.

Example: `=INDEX(A1:C10, 5, 2)`