Hadley

Google Docs - Shortcuts: Tips and Tricks Sample

Presented by Vikki Vaughan

Hi, my name is Vikki Vaughan, and in today’s workshop we’ll check out some cool tips and tricks that make Google Docs even more fun to use.

Who doesn’t like a shortcut, right? If you’ve watched other workshops in this series, you know I’m a big fan. I’m not the only one, as the folks at Google have included loads of keyboard shortcuts in each of the Google Suite. Let’s have a look!

One of my favorite shortcuts creates a new document. Starting from our Chrome browser, we type “Doc dot New” in our address bar.

When we press Enter, it opens a new Google Document. This same trick works for the other applications in the Google Suite. Sheet dot New opens a new Google spreadsheet, Slide dot New creates a new Google presentation, and Forms dot New creates a new Google form.

**Ed:** Now that you've had a chance to learn a bit with us, we'd like to learn more about you, your name, email address. How you heard about Hadley and your relationship to vision loss. Learning more will give us a better understanding of how to personalize Hadley just for you. And don't worry, everything you share with us online will be kept safe and secure. Of course, if you'd prefer to talk through these questions, we're just a phone call away at 800-323-4238.

Taking these few steps saves your preferences so you can continue right where you left off and track your progress every time you log on. Plus, it connects you to the Hadley Community and help sustain our funding to keep Hadley free of charge. And last but not least, it gives you direct access to experts like me. Now, where were we?