

Google Workspace Tips

150 Productivity Tips and Ideas

Laurence Svekis

Docs - Sheets - Drive - Calendar - Gmail - Slides

Google Workspace

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Google Docs 25 Productivity Tips

25 Tips better productivity with Google Docs



1. Use keyboard shortcuts for faster navigation: Use keyboard shortcuts to save time and improve efficiency while navigating Google Docs.
2. Make use of the Research tool for quick information access: The Research tool allows you to search the web for information and quickly add it to your document.

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3. Utilize the Outline tool for organizing content: The Outline tool allows you to organize and structure your document by creating headings and subheadings.
4. Use the Explore tool for easy data insights: The Explore tool provides quick data insights, charts, and graphs to help you understand and analyze your data.
5. Utilize the Styles gallery for quick formatting: The Styles gallery allows you to quickly format your document using pre-designed styles and themes.
6. Make use of the Docs add-ons for added functionality: Google Docs offers a variety of add-ons that provide additional functionality and extend the capabilities of the application.
7. Take advantage of real-time collaboration for teamwork: Google Docs allows multiple users to work on a document at the same time, making it easy to collaborate in real-time.
8. Create custom templates for efficient document creation: Custom templates allow you to create documents quickly and efficiently, saving you time and effort.
9. Use the Voice typing feature for hands-free document creation: The Voice typing feature allows you to create

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documents using just your voice, making it easier to create documents on the go.

10. Utilize the offline mode for uninterrupted access: The offline mode allows you to access and edit your Google Docs documents even when you don't have an internet connection.
11. Make use of the version history for easy document management: The version history feature allows you to keep track of changes made to a document and revert to previous versions if necessary.
12. Take advantage of the table of contents for easy navigation: The table of contents feature makes it easy to navigate through large documents by providing a hierarchical view of the document structure.
13. Use the track changes feature for efficient editing: The track changes feature allows you to see and manage changes made to a document by multiple users, making it easier to review and edit documents.
14. Make use of the Drawing tool for custom diagrams: The Drawing tool allows you to create custom diagrams, illustrations, and other visual elements to enhance your document.

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15. Utilize the Explore tool for easy data analysis: The Explore tool provides quick data insights, charts, and graphs to help you understand and analyze your data.
16. Take advantage of the Research tool for quick information access: The Research tool allows you to search the web for information and quickly add it to your document.
17. Use the add-ons store for extended functionality: Google Docs offers a variety of add-ons that provide additional functionality and extend the capabilities of the application.
18. Utilize the dictation feature for hands-free typing: The dictation feature allows you to create documents using just your voice, making it easier to create documents on the go.
19. Make use of the Suggestions tool for efficient collaboration: The Suggestions tool allows multiple users to suggest changes to a document, making it easier to collaborate and review documents.
20. Take advantage of the built-in templates for quick document creation: Built-in templates allow you to create documents quickly and efficiently, saving you time and effort.

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21. Use the Accessibility checker for inclusive document creation: The Accessibility checker helps you ensure that your document is accessible
22. Utilize the Page setup options for custom document formatting: The Page setup options allow you to customize the look and feel of your document, including margins, page size, and orientation.
23. Make use of the Format painter for quick formatting: The Format painter allows you to quickly apply formatting from one section of your document to another.
24. Take advantage of the Comments feature for easy collaboration: The Comments feature allows multiple users to add comments to a document, making it easier to discuss and review changes.
25. Utilize the Find and Replace tool for efficient editing: The Find and Replace tool allows you to quickly find and replace specific words or phrases in your document, saving you time and effort.

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Google Sheets 25 Productivity Tips

25 Tips better productivity with Google Sheets



1. Use keyboard shortcuts for faster navigation: Google Sheets offers various keyboard shortcuts to help you quickly navigate and perform actions within the application.
2. Make use of the Function bar for quick formula input: The Function bar provides a convenient way to enter and manage formulas in your spreadsheets.

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3. Utilize the Formula autocomplete for improved accuracy:
Formula autocomplete provides suggestions for formulas as you type, helping you enter the correct formula quickly and accurately.
4. Use the Freeze panes option for easy navigation: Freeze panes allows you to lock rows or columns in place, making it easier to navigate through large spreadsheets.
5. Utilize the Data validation tool for improved accuracy: Data validation allows you to set rules for data entry in a particular cell, improving the accuracy and consistency of your data.
6. Make use of conditional formatting for better data visualization: Conditional formatting allows you to apply formatting based on the value or condition of a cell, making it easier to see patterns and trends in your data.
7. Take advantage of the Explore tool for easy data analysis: The Explore tool provides quick data insights, charts, and graphs to help you understand and analyze your data.
8. Create custom templates for efficient spreadsheet creation: Custom templates allow you to create spreadsheets quickly and efficiently, saving you time and effort.

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9. Use the Filter views for easy data analysis: Filter views allow you to create and save filters for specific sets of data, making it easier to analyze and compare different data sets.
10. Utilize the Pivot table for easy data analysis: Pivot tables allow you to quickly summarize and analyze large amounts of data, making it easier to understand patterns and trends.
11. Make use of the Import data option for efficient data management: The Import data option allows you to easily import data from other sources, including other spreadsheets, databases, and web services.
12. Take advantage of the Collaboration features for teamwork: Google Sheets allows multiple users to work on a spreadsheet at the same time, making it easy to collaborate in real-time.
13. Utilize the Find and Replace tool for efficient editing: The Find and Replace tool allows you to quickly find and replace specific words or phrases in your spreadsheet, saving you time and effort.
14. Make use of the Add-ons store for extended functionality: Google Sheets offers a variety of add-ons that provide additional functionality and extend the capabilities of the application.

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15. Take advantage of the Hyperlink feature for improved navigation: Hyperlinks allow you to create links to other sheets, spreadsheets, or websites, making it easier to navigate through large spreadsheets.
16. Utilize the Sheet protection for improved data security: Sheet protection allows you to restrict access and prevent unauthorized changes to your data, improving the security of your information.
17. Make use of the Format as table option for improved data visualization: Format as table allows you to quickly format a range of data as a table, making it easier to understand and analyze your data.
18. Take advantage of the Charts feature for easy data visualization: Charts allow you to quickly create visual representations of your data, making it easier to understand patterns and trends.
19. Utilize the Split text to columns option for efficient data management: Split text to columns allows you to quickly split cell contents into separate columns, making it easier to manage and analyze your data.

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20. Make use of the Data consolidation option for easy data analysis: Data consolidation allows you to combine data from multiple sheets into
21. Utilize the SUMIF and SUMIFS functions for quick data summaries: The SUMIF and SUMIFS functions allow you to quickly sum values based on specific conditions, making it easier to perform data analysis.
22. Make use of the VLOOKUP function for efficient data analysis: The VLOOKUP function allows you to quickly search and retrieve values from a table based on a specific criteria, making it easier to perform data analysis.
23. Take advantage of the INDEX and MATCH functions for improved data analysis: The INDEX and MATCH functions allow you to retrieve data from multiple sheets and perform advanced data analysis.
24. Utilize the SUM function for quick data summaries: The SUM function allows you to quickly calculate the sum of a range of values, making it easier to perform data analysis.
25. Make use of the IF function for conditional data analysis: The IF function allows you to perform conditional analysis based on specific conditions, making it easier to perform data analysis and make decisions based on your data.

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Google Gmail 25 Productivity Tips

25 Tips better productivity with Google Gmail



1. Use keyboard shortcuts for faster navigation: Gmail offers various keyboard shortcuts to help you quickly navigate and perform actions within the application.
2. Make use of the Gmail Labs for extended functionality: Gmail Labs provides access to experimental features and add-ons that extend the functionality of Gmail.

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3. Utilize the Undo Send feature for improved email management: Undo Send allows you to cancel the sending of an email within a few seconds after it has been sent, giving you a chance to make changes or retract the email if needed.
4. Take advantage of the Priority Inbox for improved email organization: Priority Inbox automatically organizes your incoming email into three categories: important and unread, starred, and everything else.
5. Use the Canned Responses for faster email composition: Canned Responses allow you to quickly insert pre-written responses into your emails, saving you time and effort.
6. Utilize the Quick Links for easy access to frequently used actions: Quick Links provides access to frequently used actions, such as composing a new email, searching, and accessing your settings.
7. Take advantage of the Gmail Offline feature for email access without an internet connection: Gmail Offline allows you to access your email, read and respond to messages, and search your inbox even when you are not connected to the internet.

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8. Use the Inbox categories for improved email organization:
Inbox categories allow you to categorize your incoming email into separate tabs, making it easier to manage and organize your email.
9. Utilize the Snooze feature for improved email management:
Snooze allows you to temporarily remove an email from your inbox and have it reappear at a later time, helping you stay focused and prioritize your email.
10. Take advantage of the Filter feature for improved email organization: Filters allow you to automatically sort, label, and categorize your incoming email based on specific criteria, making it easier to manage and organize your email.
11. Use the Labels feature for improved email organization:
Labels allow you to categorize your emails into specific categories, making it easier to find and manage your email.
12. Utilize the Scheduling feature for efficient email management: Scheduling allows you to compose and schedule an email to be sent at a later time, allowing you to focus on other tasks and prioritize your time.
13. Take advantage of the Boomerang feature for improved email management: Boomerang allows you to schedule

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email messages to reappear in your inbox at a later time, helping you stay focused and prioritize your email.

14. Use the Star feature for improved email organization: Starring an email allows you to mark it as important or to-do, making it easier to find and manage your email.
15. Utilize the Mute feature for improved email management: Mute allows you to stop receiving notifications for specific email threads, helping you manage and prioritize your email.
16. Take advantage of the Archive feature for improved email organization: Archiving an email removes it from your inbox, but keeps it in your Gmail account for future reference.
17. Use the Vacation responder for efficient email management: The Vacation responder allows you to automatically send a response to incoming email when you are away from your inbox.
18. Utilize the Signature feature for improved email composition: Signatures allow you to automatically add a signature to the end of your emails, saving you time and effort.
19. Take advantage of the Keyboard Shortcuts feature for faster email composition: Keyboard Shortcuts allow you to quickly perform actions within Gmail, such as composing a

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new email, forwarding messages, and marking messages as read, without using your mouse.

20. Use the Google Tasks integration for improved task management: The Google Tasks integration allows you to create and manage tasks directly from Gmail, improving your productivity and task management.
21. Utilize the Google Calendar integration for efficient time management: The Google Calendar integration allows you to view your calendar and schedule directly from Gmail, helping you manage your time and schedule more efficiently.
22. Take advantage of the Google Keep integration for improved note-taking: The Google Keep integration allows you to create and manage notes directly from Gmail, improving your note-taking and productivity.
23. Use the Google Drive integration for improved file management: The Google Drive integration allows you to easily access and share files from Google Drive directly from Gmail, improving your file management and productivity.
24. Utilize the Google+ integration for improved social networking: The Google+ integration allows you to connect with your Google+ contacts and share updates directly from Gmail, improving your social networking and productivity.

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25. Take advantage of the Google Chat integration for improved communication: The Google Chat integration allows you to communicate with your colleagues and contacts directly from Gmail, improving your communication and productivity.

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Google Calendar 25 Productivity Tips

25 Tips better productivity with Google Calendar



1. Use Google Calendar for time management: Google Calendar is a powerful tool for managing your time and staying organized. By using Google Calendar, you can keep track of all of your appointments, events, and deadlines in one central location.
2. Set reminders for events and appointments: Google Calendar allows you to set reminders for events and

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appointments, so you never forget important dates and times.

3. Create multiple calendars for different areas of your life: Google Calendar allows you to create multiple calendars for different areas of your life, such as work, personal, and family. This helps you keep track of all of your appointments and events in an organized way.
4. Share calendars with others: Google Calendar allows you to share your calendars with others, making it easier to coordinate appointments and events with coworkers, friends, and family.
5. Use the Agenda view to see a list of your upcoming events: The Agenda view in Google Calendar allows you to see a list of all of your upcoming events, making it easier to plan your day and stay organized.
6. Use the Schedule view to see your availability: The Schedule view in Google Calendar allows you to see your availability for a specific day or week, making it easier to schedule appointments and events.
7. Use the Month view to see an overview of your month: The Month view in Google Calendar allows you to see an

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overview of your month, making it easier to see all of your appointments and events at a glance.

8. Use the Week view to see your schedule for the week: The Week view in Google Calendar allows you to see your schedule for the week, making it easier to plan your week and stay organized.
9. Use the Day view to see your schedule for the day: The Day view in Google Calendar allows you to see your schedule for the day, making it easier to plan your day and stay organized.
10. Use the To-Do List to keep track of your tasks: The To-Do List in Google Calendar allows you to keep track of your tasks and to-dos, making it easier to stay on top of your to-do list.
11. Use the Location feature to add the location of an event: The Location feature in Google Calendar allows you to add the location of an event, making it easier to find your way to appointments and events.
12. Use the Description feature to add additional information about an event: The Description feature in Google Calendar allows you to add additional information about an event, such as the agenda or attendees.

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13. Use the Repeat feature to repeat events: The Repeat feature in Google Calendar allows you to repeat events, such as weekly or monthly meetings.
14. Use the Notifications feature to set reminders for events: The Notifications feature in Google Calendar allows you to set reminders for events, such as email reminders or pop-up reminders.
15. Use the Invitation feature to invite others to events: The Invitation feature in Google Calendar allows you to invite others to events, making it easier to coordinate appointments and events with others.
16. Use the RSVP feature to manage event responses: The RSVP feature in Google Calendar allows you to manage event responses, making it easier to track who is attending an event.
17. Use the Attachments feature to attach files to events: The Attachments feature in Google Calendar allows you to attach files to events, such as agendas or presentations.
18. Use the Color Coding feature to categorize events: The Color Coding feature in Google Calendar allows you to categorize events, such as work events or personal events,

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making it easier to see the types of events you have scheduled.

19. Use the Quick Add feature to quickly add events: The Quick Add feature in Google Calendar allows you to quickly add events by typing in a short description, such as "Dentist appointment at 2pm".
20. Use the Mobile App to access your calendar on the go: The Google Calendar mobile app allows you to access your calendar on the go, making it easier to manage your schedule while you're away from your desk.
21. Use the Import feature to import events from other calendars: The Import feature in Google Calendar allows you to import events from other calendars, such as your work calendar or personal calendar.
22. Use the Export feature to export events to other calendars: The Export feature in Google Calendar allows you to export events to other calendars, such as your work calendar or personal calendar.
23. Use the Search feature to search for events: The Search feature in Google Calendar allows you to search for events, making it easier to find specific events in your calendar.

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24. Use the Time Zone feature to keep track of multiple time zones: The Time Zone feature in Google Calendar allows you to keep track of multiple time zones, making it easier to coordinate appointments and events with people in different time zones.
25. Use the Google Assistant integration to add events using voice commands: The Google Assistant integration in Google Calendar allows you to add events using voice commands, making it easier to manage your calendar hands-free.

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Google Drive 25 Productivity Tips

25 Tips better productivity with Google Drive



1. Use the Google Drive Mobile App to access your files on the go: The Google Drive Mobile App allows you to access your files on the go, making it easier to work from anywhere.
2. Use the "Make a copy" feature to create a copy of a file: The "Make a copy" feature in Google Drive allows you to create a copy of a file, making it easier to work on a file without affecting the original.

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3. Use the "Add to My Drive" feature to access frequently used files faster: The "Add to My Drive" feature allows you to access frequently used files faster by adding them to your My Drive folder.
4. Use the "Share" feature to collaborate on files with others: The "Share" feature in Google Drive allows you to collaborate on files with others, making it easier to work on a project with multiple people.
5. Use the "Organize" feature to keep your files organized: The "Organize" feature in Google Drive allows you to keep your files organized by creating folders and sub-folders.
6. Use the "Upload" feature to upload files from your computer: The "Upload" feature in Google Drive allows you to upload files from your computer, making it easier to store and access files in the cloud.
7. Use the "Download" feature to download files from Google Drive: The "Download" feature in Google Drive allows you to download files from Google Drive, making it easier to access files offline.
8. Use the "Comment" feature to collaborate on files in real-time: The "Comment" feature in Google Drive allows

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you to collaborate on files in real-time, making it easier to work on a project with multiple people.

9. Use the "Version history" feature to track changes made to a file: The "Version history" feature in Google Drive allows you to track changes made to a file, making it easier to see who made changes and when.
10. Use the "Star" feature to mark important files: The "Star" feature in Google Drive allows you to mark important files, making it easier to find them later.
11. Use the "Trash" feature to recover deleted files: The "Trash" feature in Google Drive allows you to recover deleted files, making it easier to restore files that were accidentally deleted.
12. Use the "Notifications" feature to receive updates on changes made to a file: The "Notifications" feature in Google Drive allows you to receive updates on changes made to a file, making it easier to stay up to date on changes made to a file you're working on.
13. Use the "Preview" feature to view files without downloading them: The "Preview" feature in Google Drive allows you to view files without downloading them, making it

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easier to view files without using up storage space on your computer.

14. Use the "Sort" feature to sort files by name, date, or other criteria: The "Sort" feature in Google Drive allows you to sort files by name, date, or other criteria, making it easier to find specific files.
15. Use the "Filter" feature to filter files by type, owner, or other criteria: The "Filter" feature in Google Drive allows you to filter files by type, owner, or other criteria, making it easier to find specific files.
16. Use the "Tags" feature to categorize files: The "Tags" feature in Google Drive allows you to categorize files, making it easier to find files that belong to a specific category.
17. Use the "Link sharing" feature to share files with others: The "Link sharing" feature in Google Drive allows you to share files with others, making it easier to share files without having to send large attachments via email.
18. Use the "Collaborate" feature to work on a file with others in real-time: The "Collaborate" feature in Google Drive allows you to work on a file with others in real-time, making it easier to work on projects with multiple people.

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19. Use the "Add-ons" feature to extend the functionality of Google Drive: The "Add-ons" feature in Google Drive allows you to extend the functionality of Google Drive, making it easier to customize Google Drive to meet your specific needs.
20. Use the "Integrations" feature to integrate Google Drive with other tools: The "Integrations" feature in Google Drive allows you to integrate Google Drive with other tools, making it easier to use Google Drive as part of a larger workflows.
21. Use the "Google Docs" feature to create and edit documents in Google Drive: The "Google Docs" feature in Google Drive allows you to create and edit documents in Google Drive, making it easier to collaborate on documents with others.
22. Use the "Google Sheets" feature to create and edit spreadsheets in Google Drive: The "Google Sheets" feature in Google Drive allows you to create and edit spreadsheets in Google Drive, making it easier to collaborate on spreadsheets with others.
23. Use the "Google Slides" feature to create and edit presentations in Google Drive: The "Google Slides" feature in

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Google Drive allows you to create and edit presentations in Google Drive, making it easier to collaborate on presentations with others.

24. Use the "Google Forms" feature to create and share forms in Google Drive: The "Google Forms" feature in Google Drive allows you to create and share forms in Google Drive, making it easier to gather information from others.

25. Use the "Google Drawings" feature to create and edit diagrams in Google Drive: The "Google Drawings" feature in Google Drive allows you to create and edit diagrams in Google Drive, making it easier to collaborate on diagrams with others.

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Google Slides 25 Productivity Tips

25 Tips better productivity with Google Slides



1. Use Templates: Google Slides offers a wide range of templates that can help you create a professional presentation quickly.
2. Use Themes: Themes allow you to change the overall design and layout of your presentation with a few clicks.
3. Use Master Slides: Master slides allow you to create a consistent look and feel for your presentation by defining default elements that appear on all slides.

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4. Use Transitions and Animations: Transitions and animations can make your presentation more engaging and dynamic.
5. Use Charts and Graphs: Charts and graphs can help you present data in an easy-to-understand format.
6. Use Images and Videos: Adding images and videos can help you add visual interest to your presentation and make it more memorable.
7. Use speaker notes: Speaker notes help you prepare and deliver your presentation.
8. Use the Outline view: The Outline view allows you to see an overview of your presentation and easily rearrange and structure your slides.
9. Use the Research Tool: The Research Tool allows you to find and include information from the web within your presentation.
10. Use the Explore Tool: The Explore Tool allows you to find and include images and graphics from the web within your presentation.
11. Use the Commenting Feature: The Commenting Feature allows you to collaborate with others on your presentation and get feedback.

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12. Use the Presentation Mode: Presentation Mode allows you to view your presentation as if you were actually giving it, helping you to practice and refine your presentation.
13. Use Keyboard Shortcuts: Keyboard shortcuts can help you save time and be more productive when using Google Slides.
14. Use the "Insert" menu: The "Insert" menu allows you to add elements such as tables, charts, shapes, and more to your presentation.
15. Use the "Design" menu: The "Design" menu allows you to change the look and feel of your presentation.
16. Use the "Transition" menu: The "Transition" menu allows you to add transitions between slides.
17. Use the "Animations" menu: The "Animations" menu allows you to add animations to elements within your presentation.
18. Use the "Speaker Notes" feature: The "Speaker Notes" feature allows you to add notes to your presentation that only you can see, helping you to prepare and deliver your presentation.
19. Use the "Slide Sorter" view: The "Slide Sorter" view allows you to see an overview of all your slides and rearrange them as needed.

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20. Use the "Slide Master" feature: The "Slide Master" feature allows you to create a master slide that acts as a template for all your slides.
21. Use the "Section" feature: The "Section" feature allows you to organize your presentation into sections, making it easier to navigate and structure your presentation.
22. Use the "Slide Layout" feature: The "Slide Layout" feature allows you to choose the layout of your slides, making it easier to create a professional-looking presentation.
23. Use the "Copy and Paste" feature: The "Copy and Paste" feature allows you to easily copy and paste elements from one slide to another.
24. Use the "Undo and Redo" feature: The "Undo and Redo" feature allows you to easily undo and redo changes you've made to your presentation.
25. Use the "Export" feature: The "Export" feature allows you to export

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