

# How many of the best features have you missed on Google Docs?

Google Docs not only has a simple utility for you to edit, edit or share documents, but it also has many other unique features. These features will make your writing faster.

Google Docs is Google's online application, enabling users to edit documents, manage, edit or share content with anyone. During work, the Google Docs shortcuts will make your operation faster. Besides, unique features of Google Docs also help users work more effectively.

For those who are familiar with this online service for the first time, Google Docs will only have the usual editing capabilities. However, there are many other new features that help users on Google Docs, but not everyone knows. In this article, we will introduce and guide you to use those new features.

First of all, visit Google Gocs by following the link below:

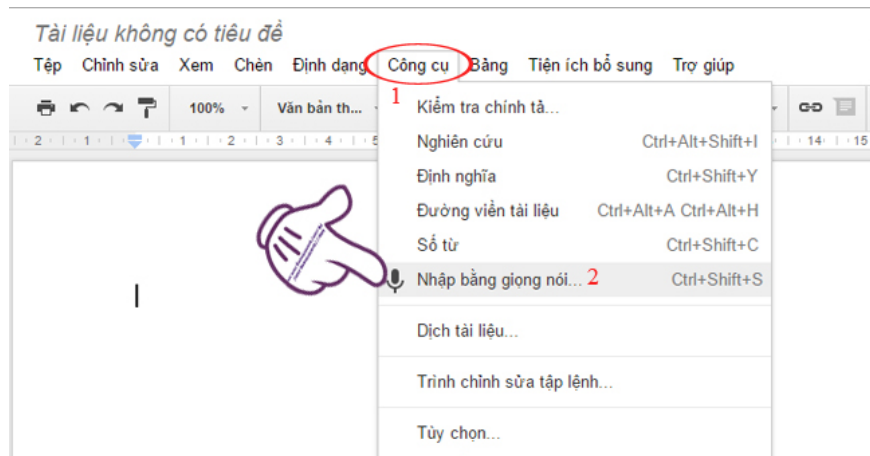
1. <https://www.google.com/docs/about/>

## 1. Prepare voice text on Google Docs:

This is a special feature on Google Docs that hardly any tool has. Users can edit Google Docs text by voice, instead of typing directly from the keyboard.

### Step 1:

At the main interface of Google Docs , select **Tools** and select **Voice input**, with the microphone icon .

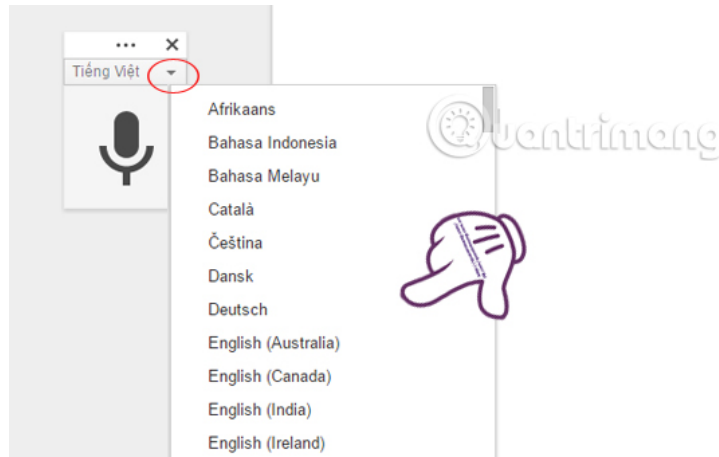


## Step 2:

The **microphone icon** appears on the left of the editing interface. We click on it to start the voice editing process on Google Docs.

Click the **arrow icon** to **change the voice editing language**.

**Note** : the voice input feature on Google Docs is only used on Chrome browser.

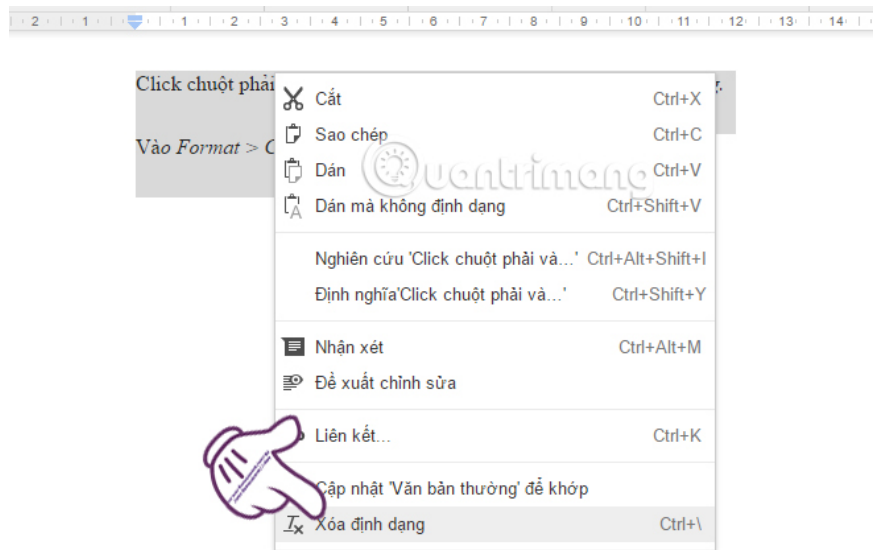


## 2. Delete Google Docs text format:

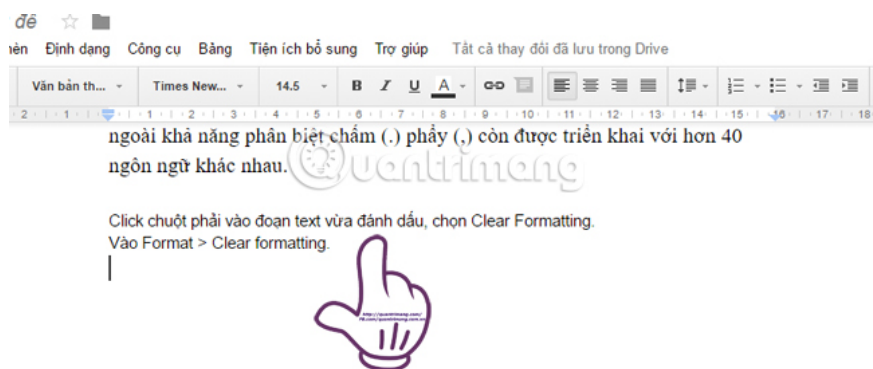
When you get text from different sources and paste it into Google Docs, the formats will change from font, size, etc. To delete formatting on Google Docs you can do the following:

### Method 1:

In the text you need to change the format, you **black out the text to change** . Right-click on the highlighted area and select **Delete format** .

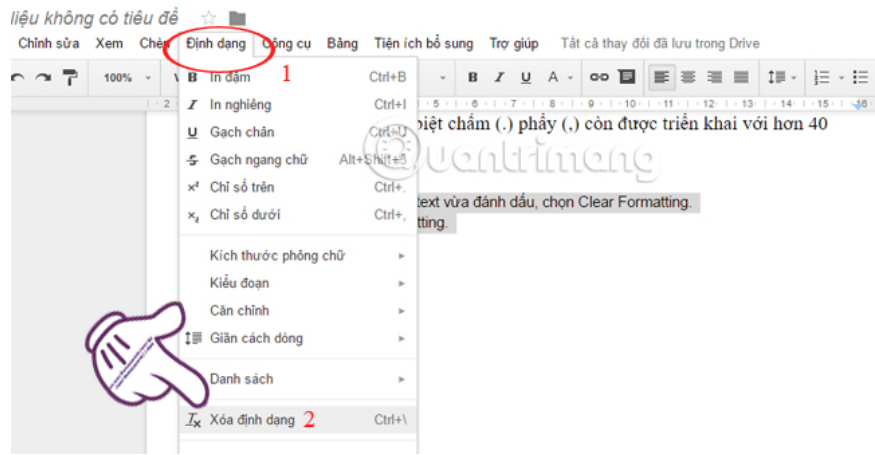


Immediately, the paragraph was **taken to standard format on Google Docs** without affecting other text areas.



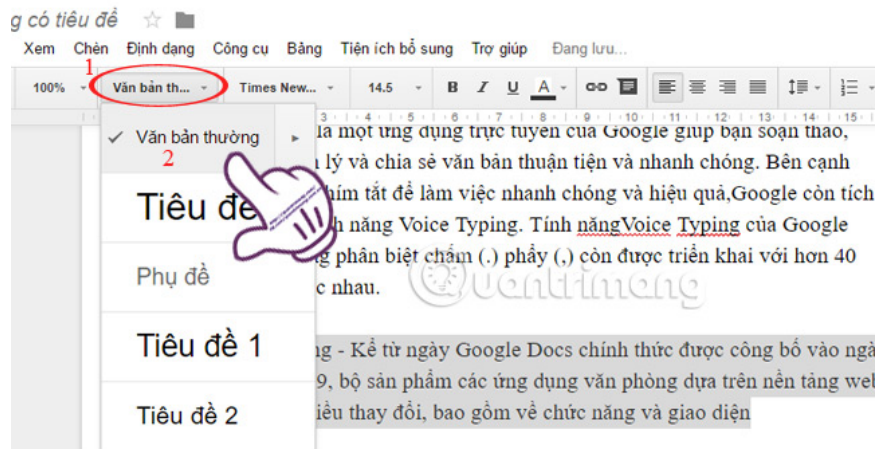
## Method 2:

You **highlight the text that needs to be reformatted** , left-click **Format** on the menu and left-click on **Delete format** . The text will also be included in the standard format on Google Docs.



### Method 3:

You highlight the text you want to format, click the Normal text item above the menu and choose Normal text.

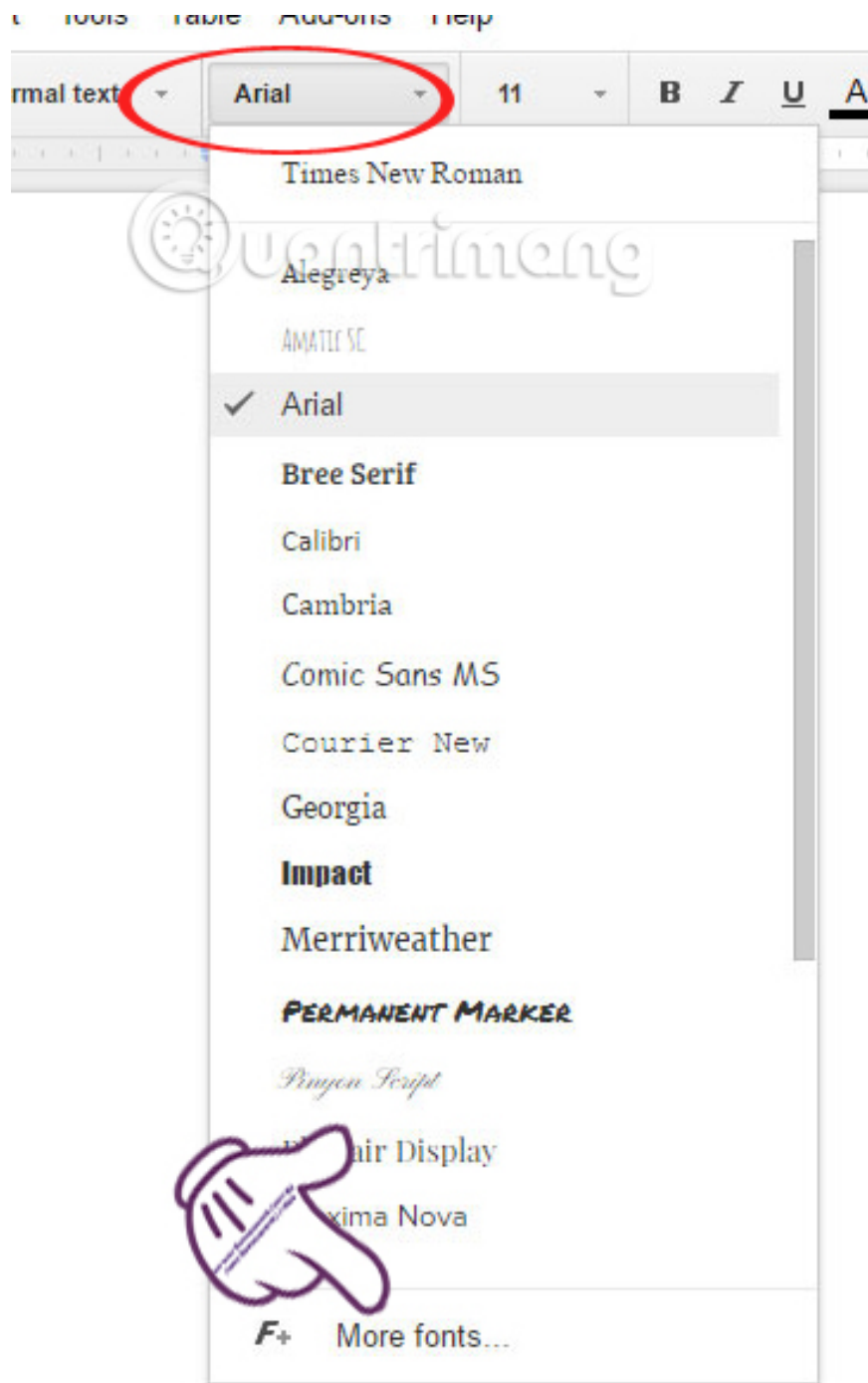


### 3. Add fonts on Google Docs:

Google Docs adds a lot of fonts that you can use when writing documents, increasing the effect or accents for text content more than regular fonts.

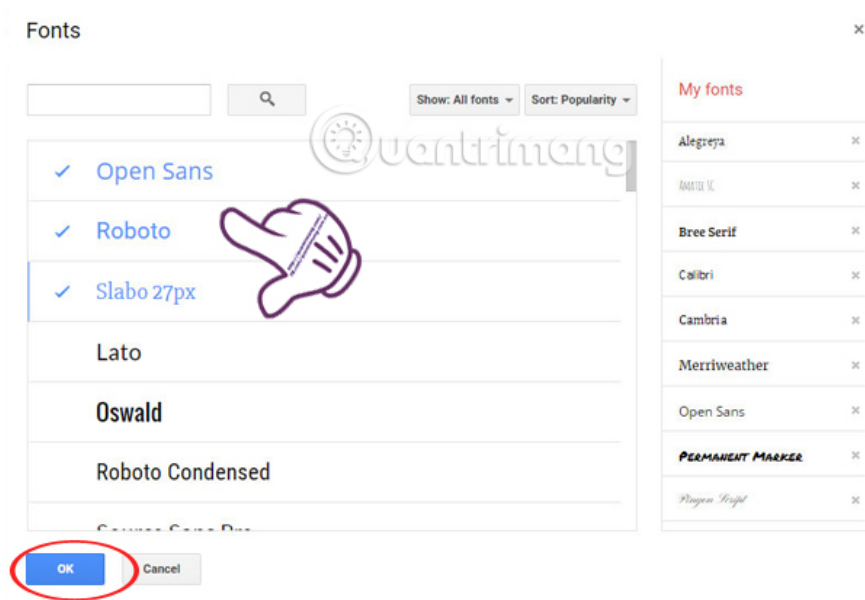
#### Step 1:

At the editing interface, click on the font section above, scroll down and select More fonts.



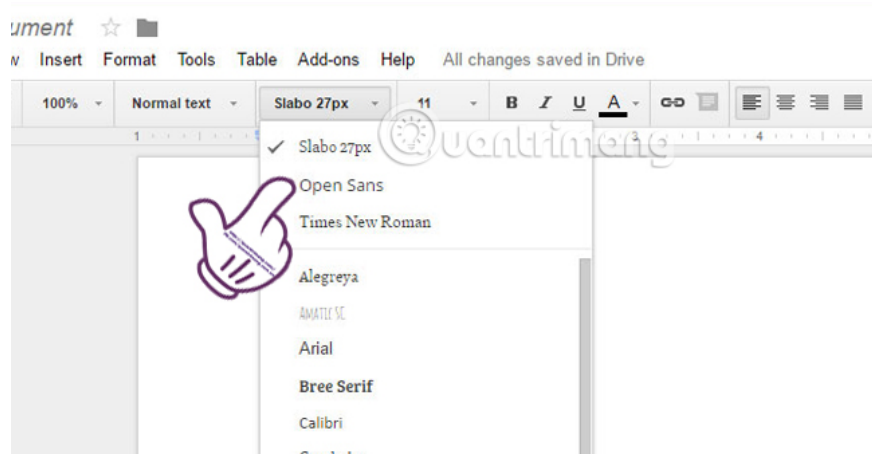
## Step 2:

New interface appears, where you can **add many fonts on Google Docs** by **selecting fonts** and clicking **OK**.



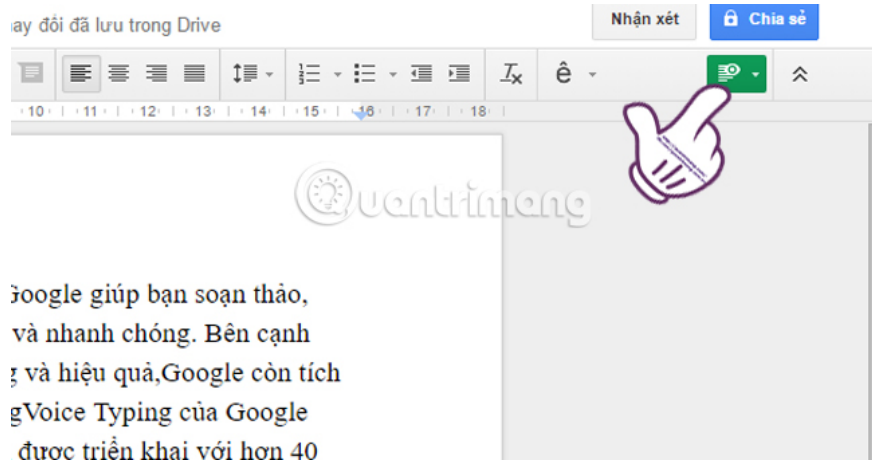
### Step 3:

Now, you return to the font section and will see the **new fonts appear in the list** .



Also, if you want to see **how different fonts are displayed** , you can use the Google Fonts tool.





## Step 2:

You proceed to edit in the text will see **each character added to the content will be framed** . Besides, **the edited content bulletin board** will allow for more comments and changes. Click the **tick mark** or **x** to deny.



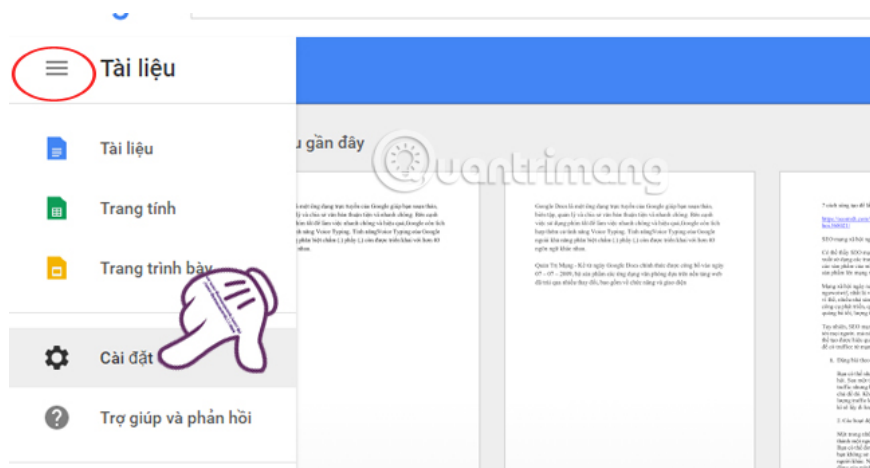
## 5. Use Google Docs offline:

With this special feature, even without a network, you can still use Google Docs, edit and view documents. After reconnecting to the Internet, the changed content will automatically sync.

**Note** : this offline Google feature is only used on Chrome and connected to the Internet to enable this feature.

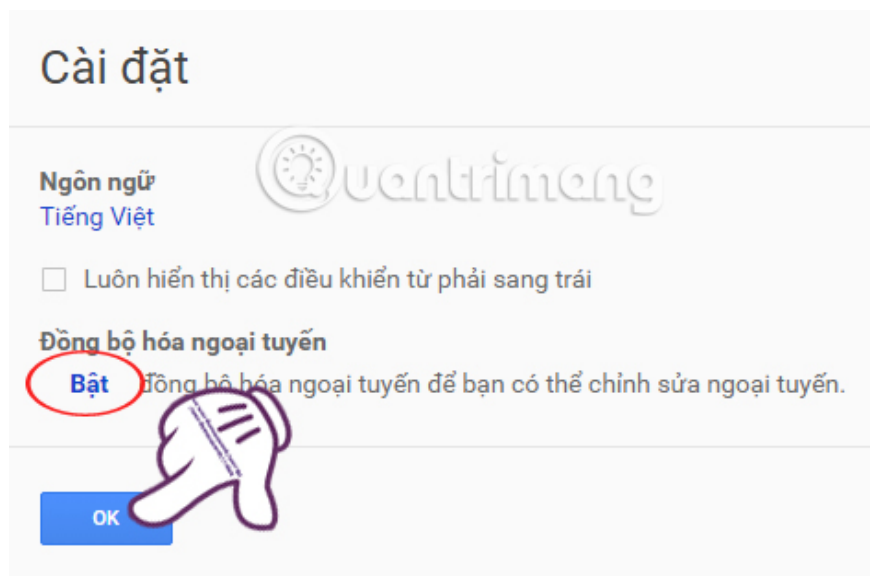
### Step 1:

At the main interface of Google Docs , left-click on the **3 dash icon** , select **Settings** .



## Step 2:

Click on **Enable** to enable offline **use of Google Docs** .

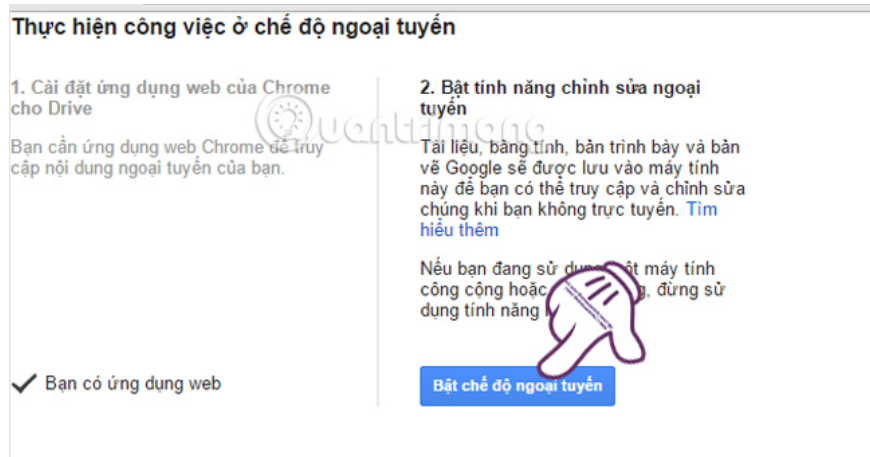


## Step 3:

You are then taken to a new link. Here, you will be asked to install the Google Docs Offline utility under the link below:

1. Install the Google Docs Offline utility

If your computer is already installed, click the **Enable offline mode** item.



## Step 4:

When you check in the **Settings** section, Offline Offline is turned off, meaning that the Google Offline working mode is turned on.

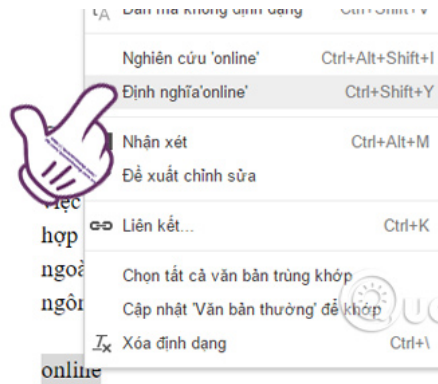


## 6. Right-click and view definitions from Google Docs:

This feature will help you clarify the meaning of English words when you don't know the meaning, with simple operation.

### Step 1:

**Apply black words to the definition**, **right-click** and select **Definition**, for example with the word "online" as shown below.

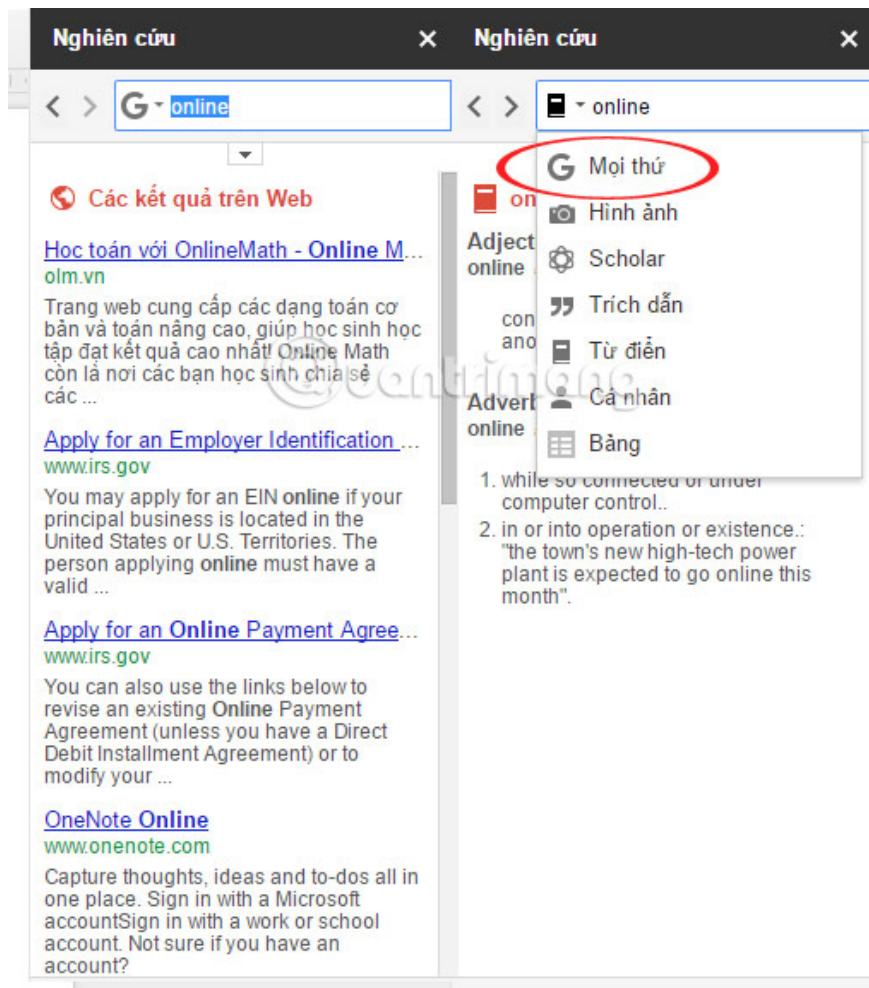


của Google giúp bạn soạn thảo, tiện và nhanh chóng. Bên cạnh đó, Google còn tích hợp công nghệ Voice Typing của Google (còn được triển khai với hơn 40

quản trị mạng hướng dẫn sử dụng tính năng trên [Google Docs](#). Những tính năng

## Step 2:

Soon the **Research** section will appear on the right of the text editor interface with the definition of "online". If you select the **drop-down arrow** next to "online", select the **Everything** with the G icon will bring up the **Google search page**.

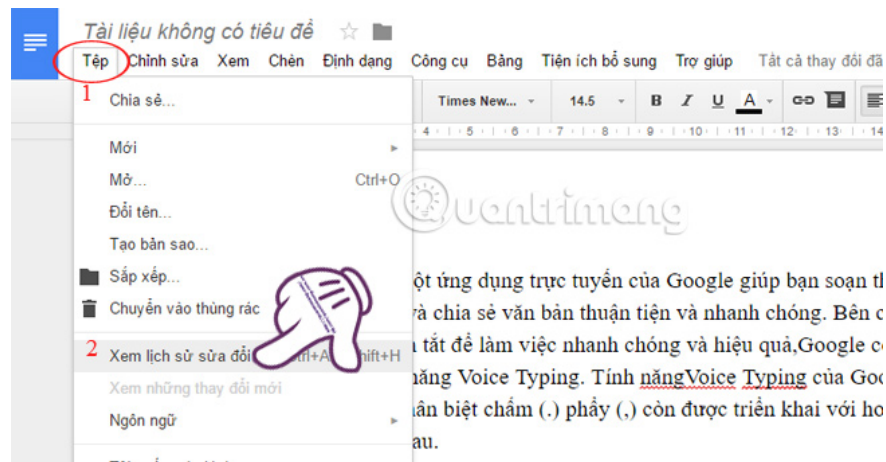


## 7. Recover edited text on Google Docs:

This feature will allow you to review the history of the text editing times. If you want to restore a certain edit, you can follow these steps.

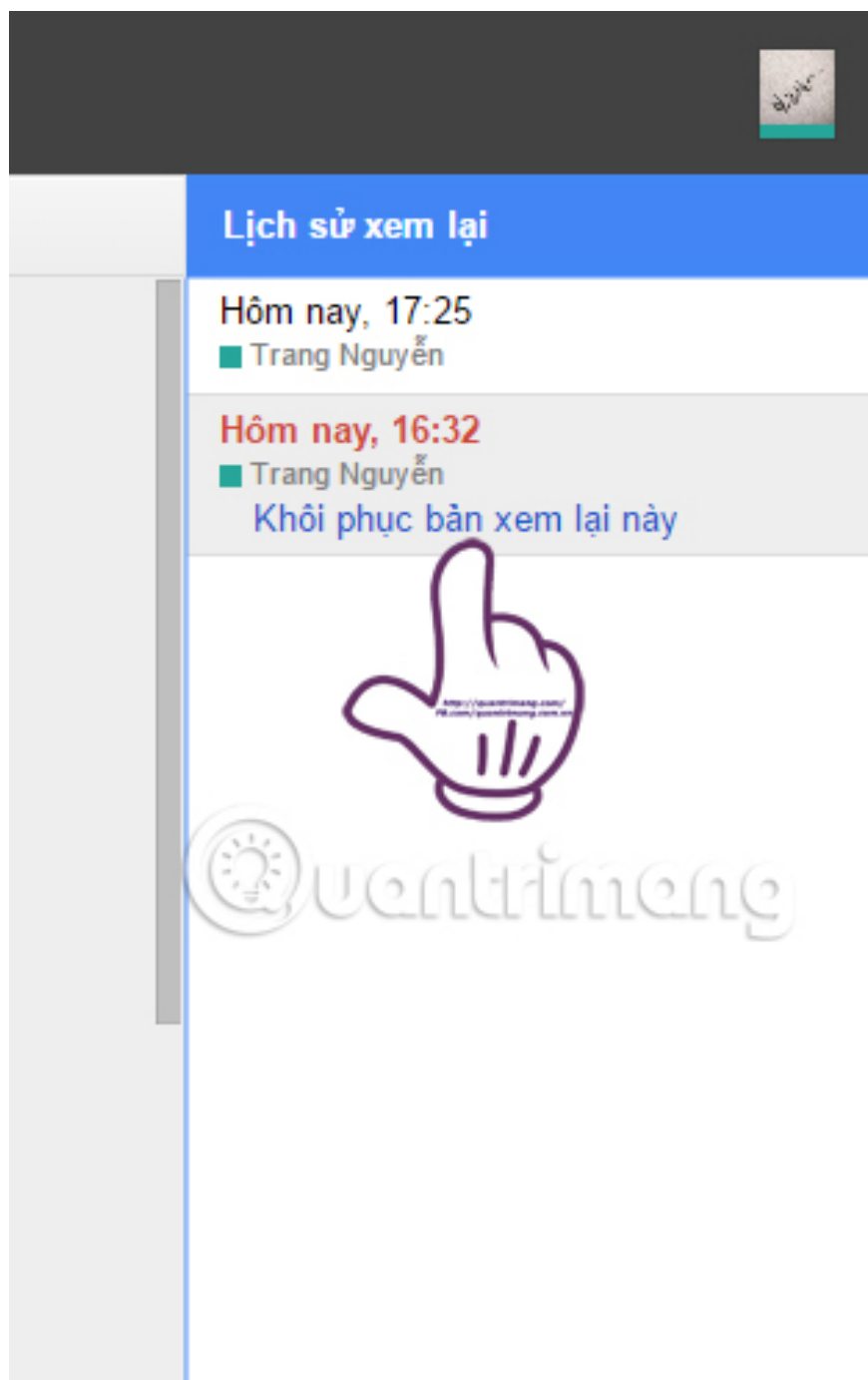
### Step 1:

Left-click the **File** item and select **View revision history** . Or you press the key combination Ctrl + Alt + Shift + H to enable the review of editing history.



### Step 2:

Soon, the Review **History** will appear on the right of the editing interface. Google Docs will **list the times when you edit the text content** . Each editing time has a specific time. To see it, left click on that edit. If you want to recover, just click **Restore this revision** .



Above is a detailed tutorial of 7 unique features used on Google Docs, supporting users to edit documents or edit content and create focal points for the content. Hopefully with this article, your Google Docs work will be more effective.

### **Refer to the following articles:**

1. Some basic features of Google Docs
1. Google Docs tricks for beginners
1. Use Google Docs to convert MS Office files into PDF

**I wish you all success!**

You finished reading the article "**How many of the best features have you missed on Google Docs?**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

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