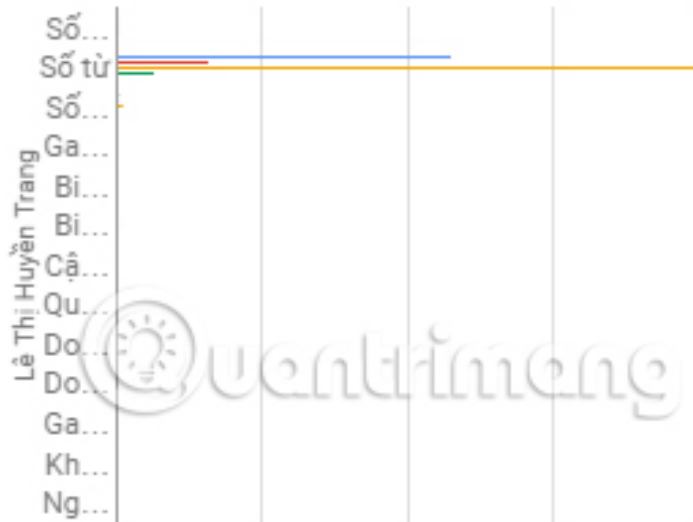




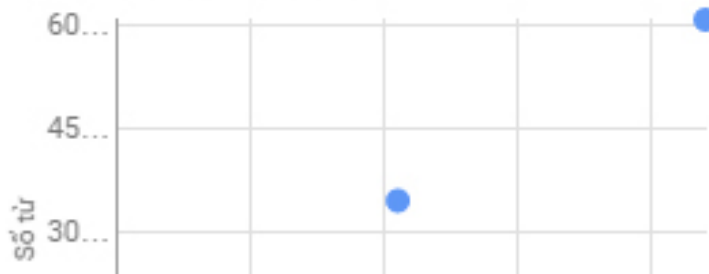
ANALYSIS

Tháng 2, Tháng 3, Tháng 4 and Tháng 9



“Số từ” has by far the highest values for “Tháng 2” (34,443), “Tháng 3” (9,467), “Tháng 4” (60,597), and “Tháng 9” (3,936).

Số từ vs. Số bài

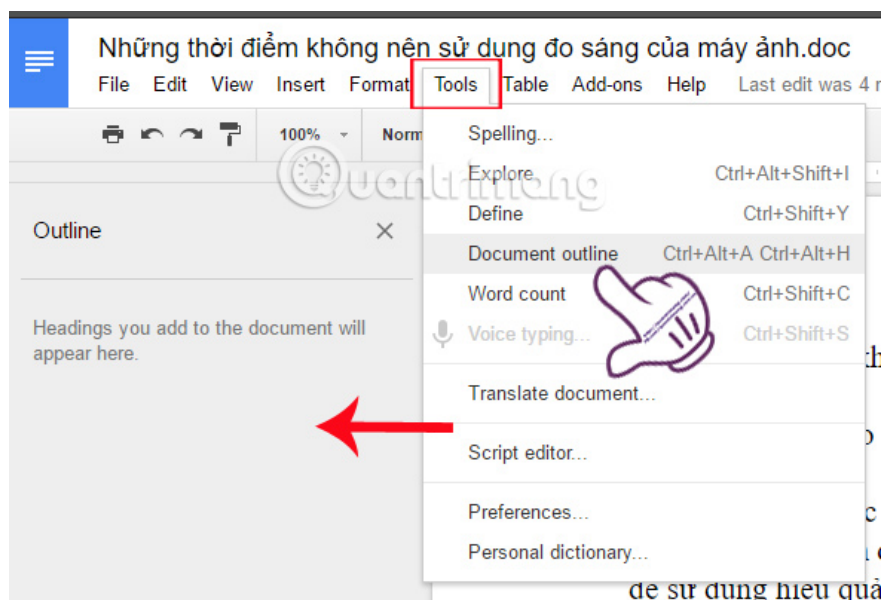


If when you click on the data table the Explore item turns gray, meaning there will be no data chart.

	F	G	H	I	J	K
	T.A nh	Số từ	Số ảnh	Cập nhật	Điểm	Ngôi sao
		375	3			
		960	5			
		803	4			
		920	5			
		392	3			
		793	5			
		950	5			

2. Automatic layout on Google Docs:

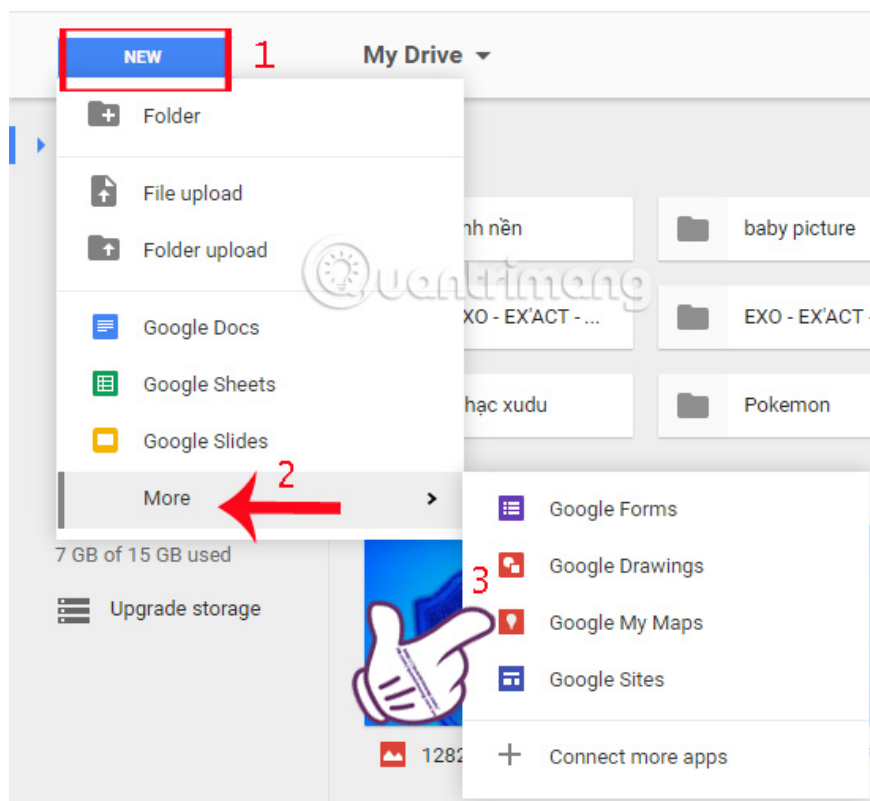
In the **Tools** section of the Google Docs toolbar, we click on the **Document outline** item. Soon the outline of the document will appear. When we enter the content or the title format for the text content, the outline of the document is automatically created.



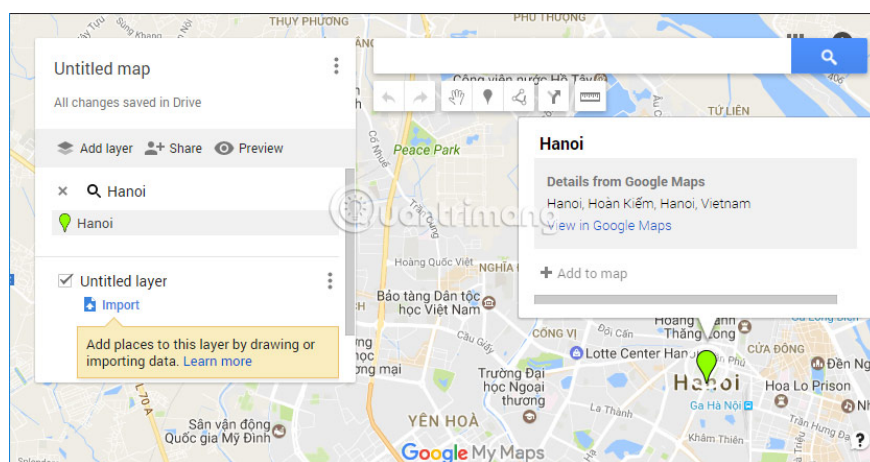
When we enter the titles for the content, the navigation bar that appears on the left of the document will display a list of titles. You just need to click on the title in the list, the cursor will automatically jump to the corresponding content.

3. Google Maps map on Google Drive:

A Google My Maps map application is built into Google Drive, but few people pay attention. At the main interface of Google Drive, we click on **the New item** , then select **More** and select **Google My Maps** .



In this map, we can create our own maps such as creating walking itineraries, frequently visited places, . and then can save the day on Google Drive to share with friends Or you can let your friends take part in editing.

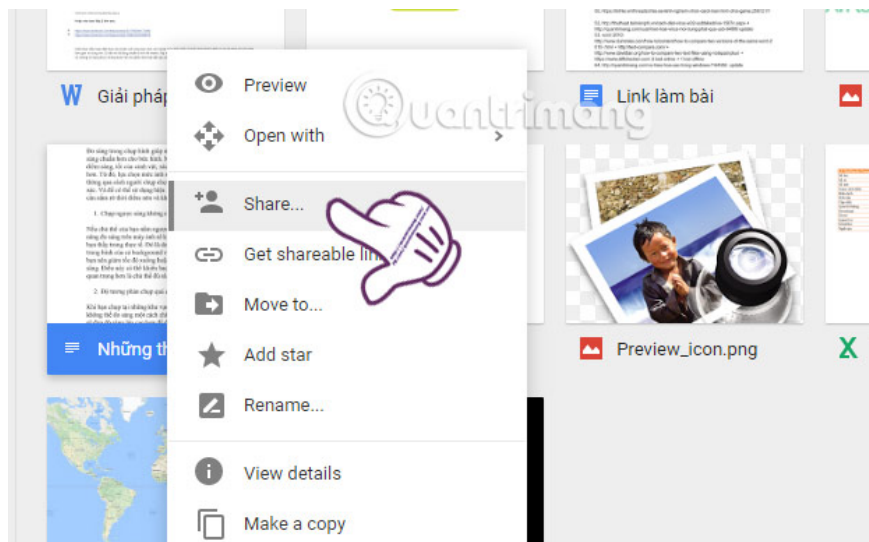


4. Set up data privacy on Google Drive:

Usually if you leave public mode and send a link to share Google Drive data to friends, they can proceed to download or copy as you like. However, users can also set up privacy mode for Google Drive data, disable downloading, printing documents or spreadsheets, or not sharing with others.

Step 1:

At the interface on Google Drive, we will **click the right mouse button on the document** that wants to set up the word separately and then select the **Share** item.



Step 2:

Next to the **Share with others** interface, click on the **Advanced** button below.



Step 3:

In the **Sharing settings view**, we will look down at the **Owner settings** section, check **both options** below, including:

1. Prevent editors from changing access and adding new people: prevent any form of editing from others.
2. Disable options to download, print, and copy for commenters and viewers: do not allow downloading, printing or copying and commenting.

Finally click **Save Changes** below to save the changes.

Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/document/d/1y29awblJ696HmtYDOc8o6mXwjrmmoi6tJ5nW>

Share link via:    

Who has access

 Private - Only you can access

[Change...](#)



@com

Is owner

Owner settings [Learn more](#)

- Prevent editors from changing access and adding new people
- Disable options to download, print, and copy for commenters and viewers

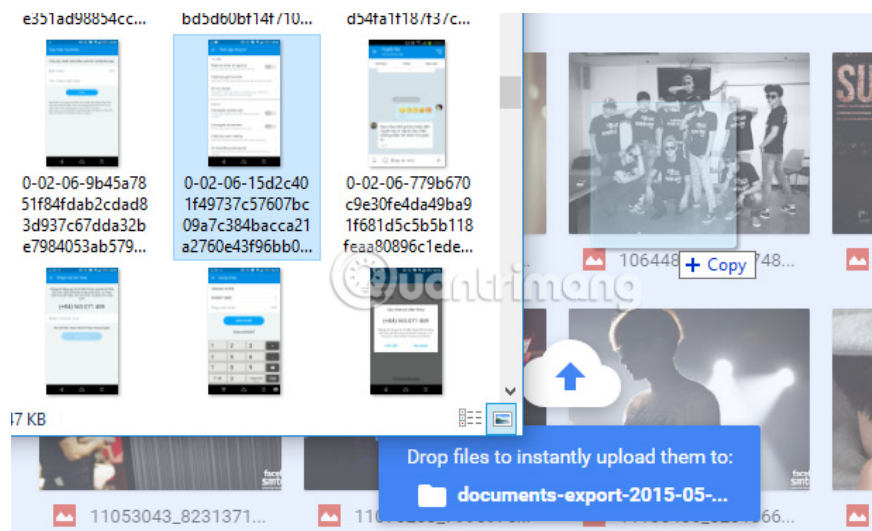
You have made changes that you need to save.

[Save changes](#)

Cancel

5. Drag and drop files on Google Drive:

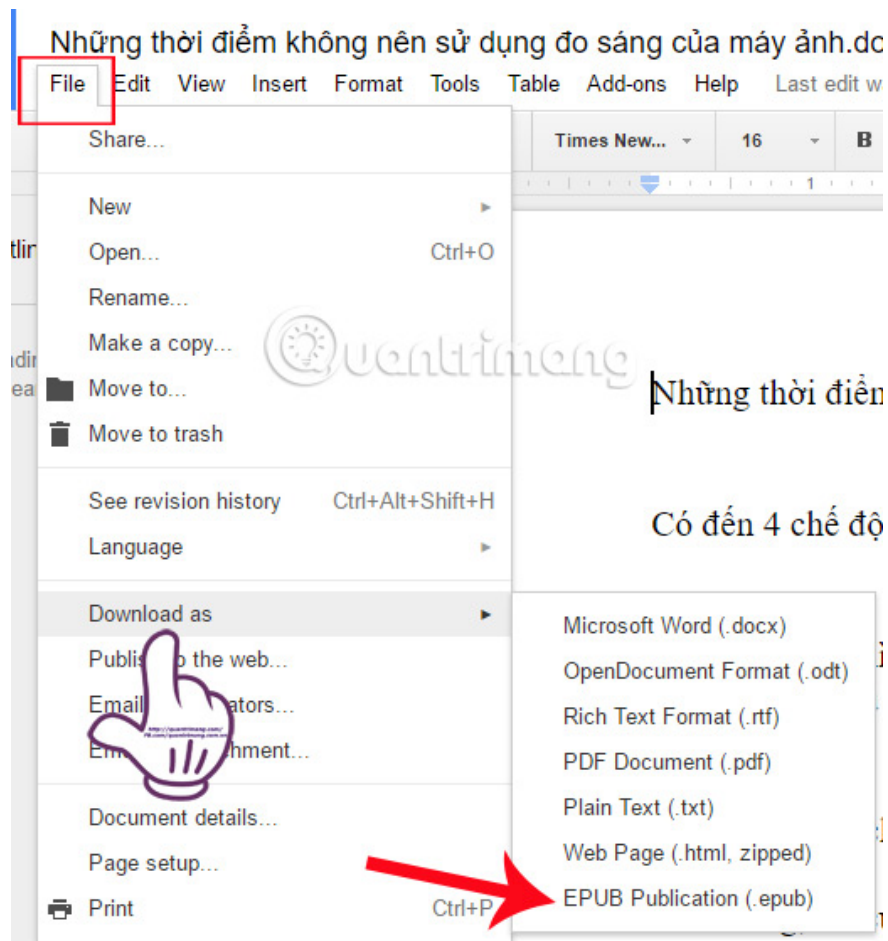
This operation is extremely simple, but not everyone pays attention to using it more conveniently. When you access Google Drive in the browser, to download the file just drag and drop into a folder or list on Google Drive.



6. Create eBooks on Google Docs:

Right on Google Docs has built-in **file creation feature with .epub extension for e-books or eBooks**. Users can create with any content, or images in that ebook.

In the text content on Google Docs, we click the **File** button, select **Download as** section and select **EPUB Publication (.epub)** .



7. Quick comments on Google Docs:

In any content on Google Docs, users can write comments for any text, or text if desired.

Step 1:

First of all, you need to **black out the text or image content to comment** , then a **small icon to the right of the interface** will appear as shown below.

thường thời điểm không sử dụng khi đo sáng



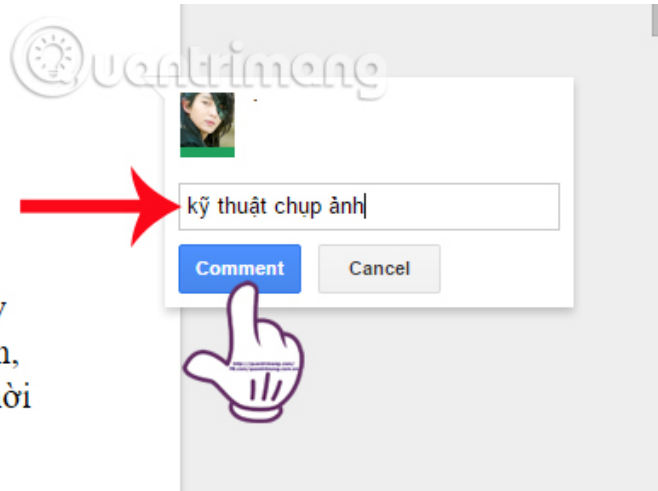
có đến 4 chế độ đo sáng trên máy ảnh

Đo sáng là việc xác định độ mờ ống kính, tốc độ chụp và độ nhạy sáng khi chụp hình để có được một bức ảnh đúng sáng. Tuy nhiên, để sử dụng hiệu quả tính năng đo sáng, bạn còn cần chọn đúng thời điểm sử dụng.



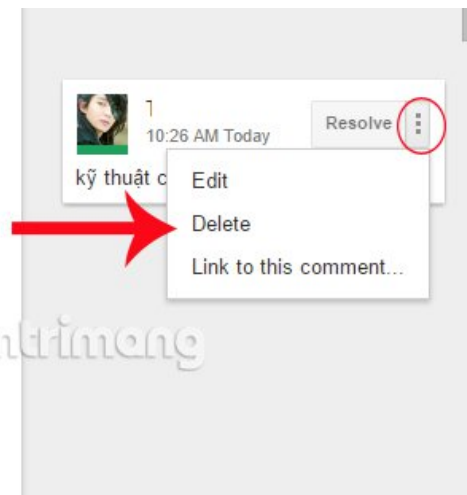
Step 2:

When we click on the icon, a small frame will appear. Here, we can **enter comments for the highlighted content** . Click **Comment** to save.



độ nhạy sáng. Tuy nhiên, cần chọn đúng thời

And that comment will always appear on the text content and right at the location we marked. To **edit the comment**, click on **the 3 dots icon** and select Edit or Delete as you like.

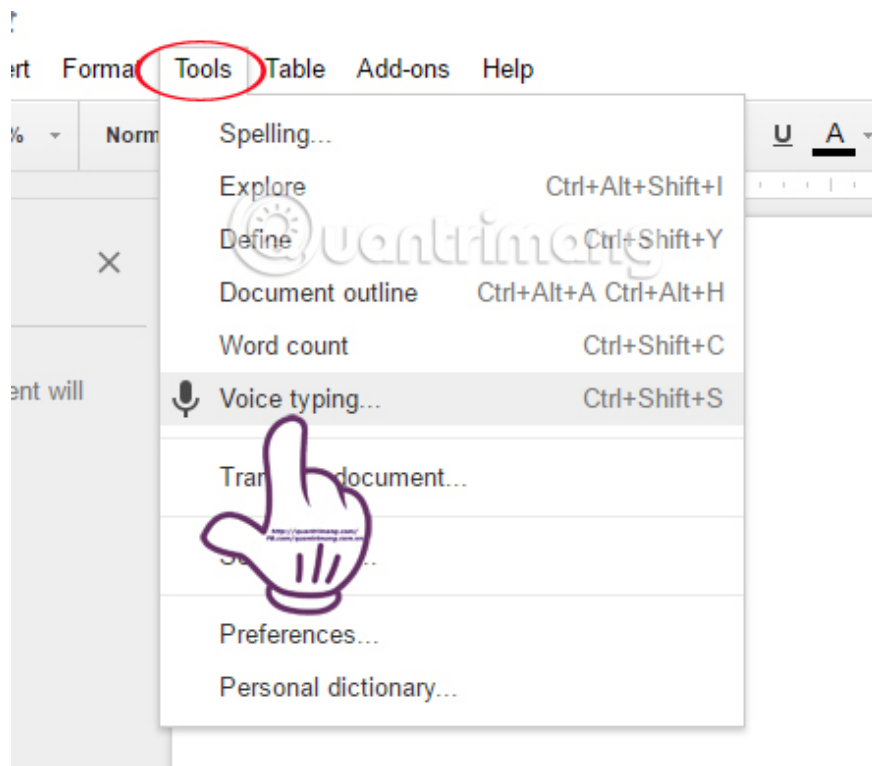


độ chụp và độ nhạy |
ng sáng. Tuy nhiên,
cần chọn đúng thời

khôn biết trong ảnh

8. Create voice text Google Docs:

Google Docs on Chrome browser can turn all the words you say into text, and automatically import content. At the text editor interface, click on **Tools** and select **Voice typing** .

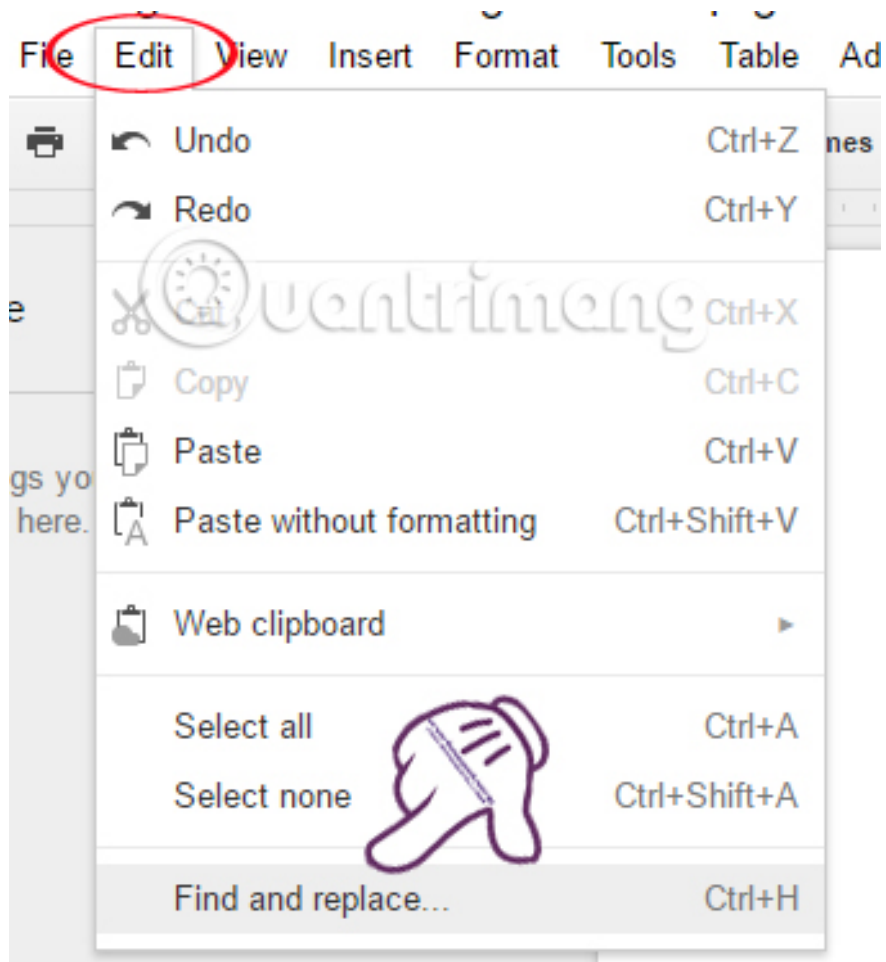


9. Find content by Google Docs expression:

On Google Docs users can also search for content in documents using expressions and characters instead of just searching with words or phrases as before.

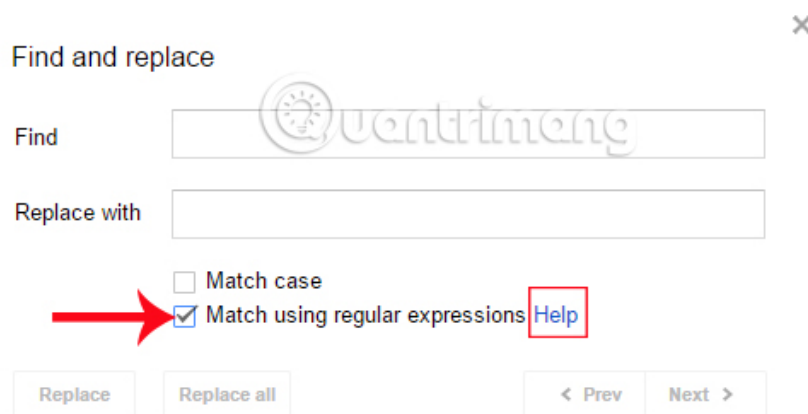
Step 1:

At the text interface, click the **Edit** item and select **Find and Replace** .



Step 2:

Next, we will select **Match using regular expressions** and click on **Help**.



Soon we will be transferred to a new interface, with the list of supported **expressions** searched in **Regular expressions**.

Regular expressions

Google products use [RE2](#) for regular expressions. You can see all of the [RE2 expressions](#) on GitHub.

If you want to search for a character that has a meaning in regular expressions, such as \$, put a backslash in front of it. For example, to search for the \$ character, you'd write `\$`.

Common regular expressions

Expression	Description	Example	Matches	Does not match
.	A period represents any character in the given position.	d.	do, dog, dg, ads	fog, jog
*	An asterisk after a character represents a search for that preceding character repeated 0 or more times.	do*g	dog, dg, dooog	dOg, doug

Above are some of the useful features on Google Office applications including Google Docs, Google Sheet and on Google Drive. Hopefully with this article, we will be able to take advantage of these features in the process of handling content, spreadsheets and documents to be more effective.

Refer to the following articles:

1. How many of the best features have you missed on Google Docs?
1. List of common shortcuts for Google Sheets on computers (Part 1)
1. Create and share office documents on Facebook with Docs

I wish you all success!

You finished reading the article "**Useful features on Google Office applications that you don't know yet**" 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.