

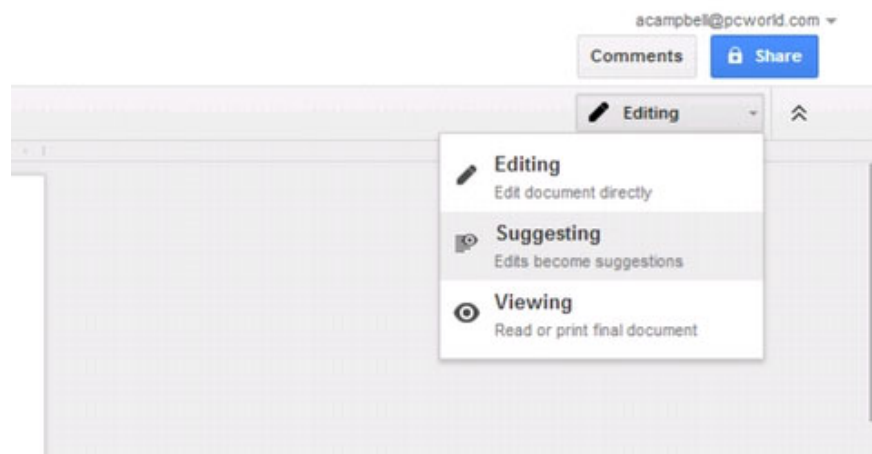
Useful tools to know in Google Docs

Google Docs is an online application for writing, editing, managing and sharing powerful Google documents. You can consult some of the tips below to use Google Docs more effectively.

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Document modes

Users can edit or edit documents on Docs, Sheets, Slide tools at all times in the Microsoft Office format instead of using the *Office Compatibility Mode application* to convert the file format to Google's standard. With Chrome's open features, you can edit and share documents directly from Google Drive or Gmail.



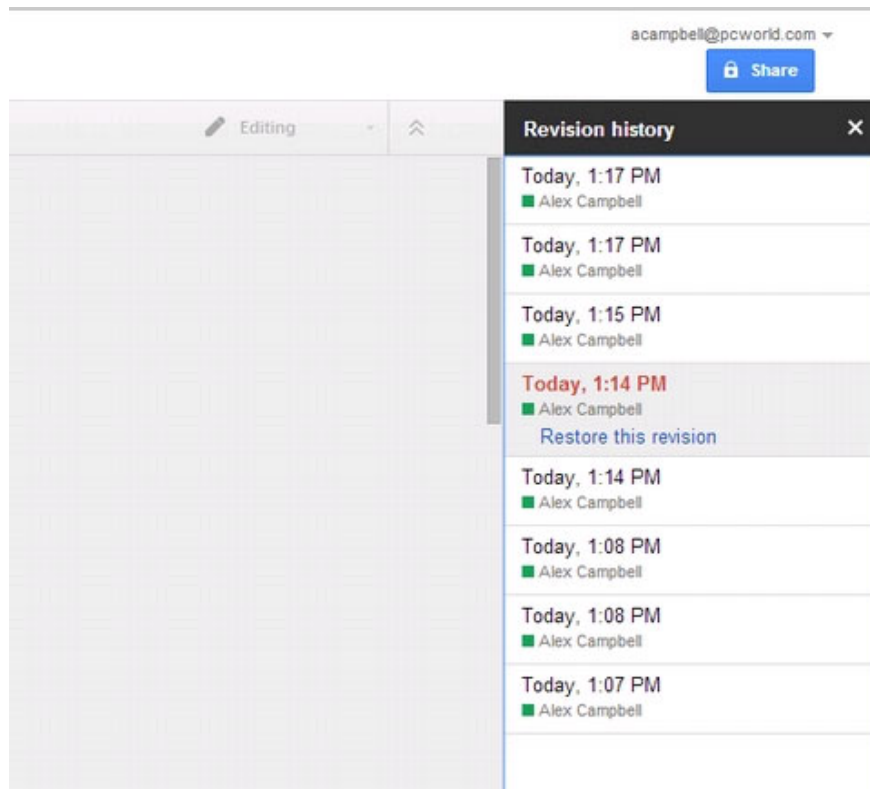
Google Docs allows users to edit documents in real time, instead of re-sending multiple versions of documents by email. But sometimes you want to control the changes / changes in that document, you can use the *Suggest Edits* function, accordingly, if you want to edit you can give suggestions, optimal options and people Receive only one click to accept or reject, similar to *Track Changes* in MS Word. Now Google has deployed this feature on the web, expected to be available soon on mobile.

Revised history

For many people who love tracking features on Word, the editing history on Google Docs is quite similar to that.

To use the **revision history** , click **File > see revision history** or use the shortcut **Ctrl-Alt-Shift-G** . The **revision history bar** will display large edits, from each time the document opens. To see changes from each

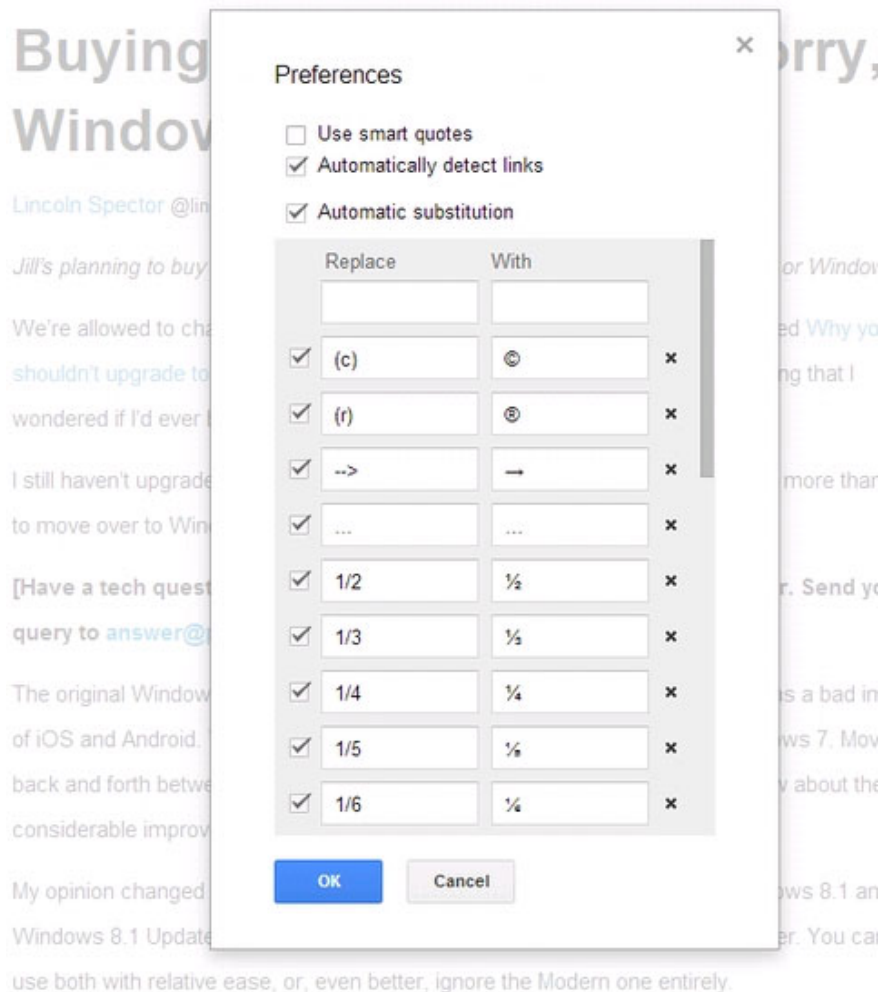
auto-save, click **Show more detailed revisions** to see more details about the modifications.



The Google Docs review history allows users to return to a previous version of the document only in case you delete something and close the browser.

Modifications for each user will be indicated by different colors. You can also view previous versions of the document by clicking on that version in the sidebar. If you want to go back to the version you are viewing, click **Restore this revision**.

Replace the repeated words in the text



Just like in MS Word, you can manage frequently used words by replacing a complex phrase (*frequently used*) with a more abbreviated phrase. To activate this function. Open **Google Docs > Tools > Preferences** . In the new window that appears, type the abbreviation on the *Replace* box and the phrase needs replacing in the **With** box. If you no longer want to use this function, you can disable it by unchecking it in the **Automatic substitution** box.

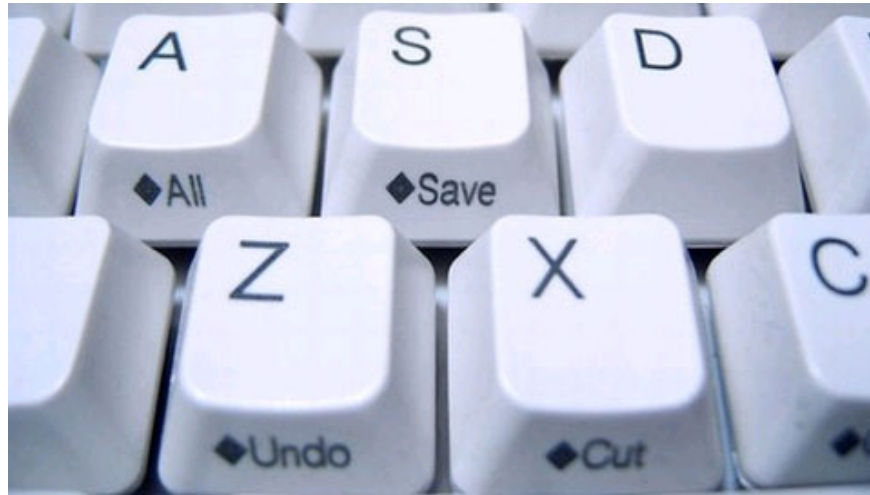
Open the Google Docs document in the same window or the same Tab

With documents stored on Google Docs, when opening each document, Google Docs will by default open those documents on different windows or on different *tabs* . You can also change the default settings to work comfortably with more documents.

In **Setting > Where items open** , select **In the current window** (*open in the current window*) or **In a new window** (*open in a new window*) to facilitate the purpose of the user.

Tap the shortcut

Most websites do not support shortcuts to call features when in use. For example, while editing online documents, users press **Ctrl + S**, the command to save all HTML content of the website will be done, instead of saving the text as in Microsoft Word or Notepad. . Google Docs is different, it has independent shortcuts compared to the browser, helping users to manipulate quickly and easily with the editing work on it. Here are a few commonly used shortcuts you need to know:



1. **Ctrl + Alt + C:** Copy selected text (*similar to Ctrl + C in Microsoft Word*).
1. **Ctrl + Alt + V:** Paste the text you copied (*similar to Ctrl + V in Microsoft Word*).
1. **Ctrl + :** Delete all formatting of the currently selected text (*remove bold, underline, italic, color .*).
1. **Tab and Shift + Tab:** **The Tab** key helps push the selected text away from the margin by about 0.5 inches, while the Shift + Tab key combination is the opposite.
1. **Ctrl + Shift + C:** Count the number of words of the text you are selecting.

Maximum drafting space

Leaving the toolbar you will have a maximum window for editing, to do this, select **View** then **Hide Controls** . To return to the previous normal state, just press **ESC** .

You can combine this setting with your browser's ' *full-screen* ' mode to use the entire screen for editing. To switch to full screen mode in most browsers, press **F11** on the keyboard. Clicking the mouse pointer over the top of the screen will make the menu appear again, clicking the **Restore** button will return the normal window.

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