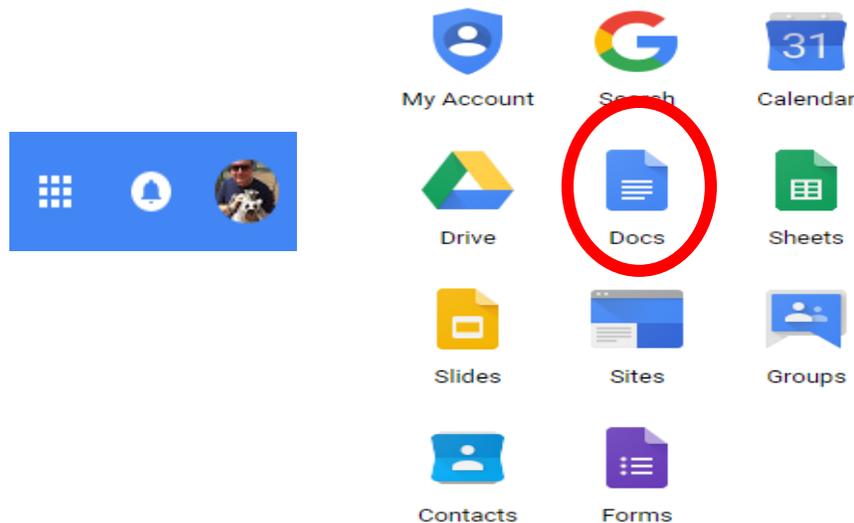


The Wonderful World of Google Add-Ons

1. One of the best features of working in Google Docs is the ability to “download” and use the numerous add-ons, mostly free bonus programs that make the programs even better.
2. To get to the add-ons, you must first open Google Docs. Log in to Google and click on the “tic-tac-toe” board to open your Google Tools. Select Google Docs from the menu.



3. Inside your Google Docs (Google Sheets, Google Slides, etc.), you will see a menu very similar to this...

Untitled document

File Edit View Insert Format Tools Table Add-ons Help

4. Click on “Add-ons” and a separate dialog/menu box will pop up. As per your log-in, you have local Google Admin rights, so you can select and download as many add-ons as you choose. You do not have to wait for a tech to come install them. Simply find the add-on you like, click on it and you will typically see a blue box that says “Free”. Click the button and it will ask you to choose an account. Select your name and then “allow”. It will install.
5. The add-ons do additional things that the basic Google program will not do – everything from create bibliographies to grade assignments.

The Wonderful World of Google Add-Ons

Helpful Add-Ons by Program

Docs

Translate - Use Google Translate to translate text in your document!

Table of Contents - Automatically creates table of contents in the sidebar that can be clicked through, for easy document navigation.

Thesaurus - Thesaurus for Google Documents revolutionizes your experience by helping you explore synonyms, antonyms and more.

Template Gallery - Save time by using professionally designed documents and spreadsheet templates created by Vertex42.com.

Pro-Writing Aid - Improve your writing. Check your writing for consistency, plagiarism, acronyms, cliches, redundancies, grammar mistakes and more.

EasyBib - The easiest automatic bibliography citation generator is now on Google Docs! Format in MLA, APA, Harvard, and over 7K more styles!

Sheets

Flubaroo - Flubaroo helps you quickly grade and analyze online assignments and assessments, as well as instantly share scores with students!

Power Tools - One-click solutions for daily tasks: split cells, remove duplicates, change case, find and clean up data, work with formulas & more.

Styles - Now you can quickly add style to your spreadsheet by highlighting cells and choosing a style from the style viewer.

Flippity - Easily turn a Google™ Spreadsheet into a Set of Online Flashcards and Other Cool Stuff.

Template Vault - Access a wide range of professionally developed spreadsheet templates and documents by Spreadsheet123.com to make your life easier.

Slides

Unsplash Photos - Insert free, HD photos from Unsplash easily in any Slides presentation.

Pear Deck – Welcome to Pear Deck Slides Add-on! Now you can add Formative Assessments and interactive questions to your Google Slides.

Icons by Noun – Get access to over 1 million high-quality icons from Noun Project. For icons from Beyoncé to Venn diagrams, we got you covered.

Slides Toolbox - Lets you cut the clicks on repeated tasks and brings features for organizing and unifying data in Google Slides.

Math Equations – Convert Latex, AsciiMath and MathML equations to an image.

Audio Player - Allows you to play audio files while presenting a Google Slides presentation. Features include the ability to loop a song and more.