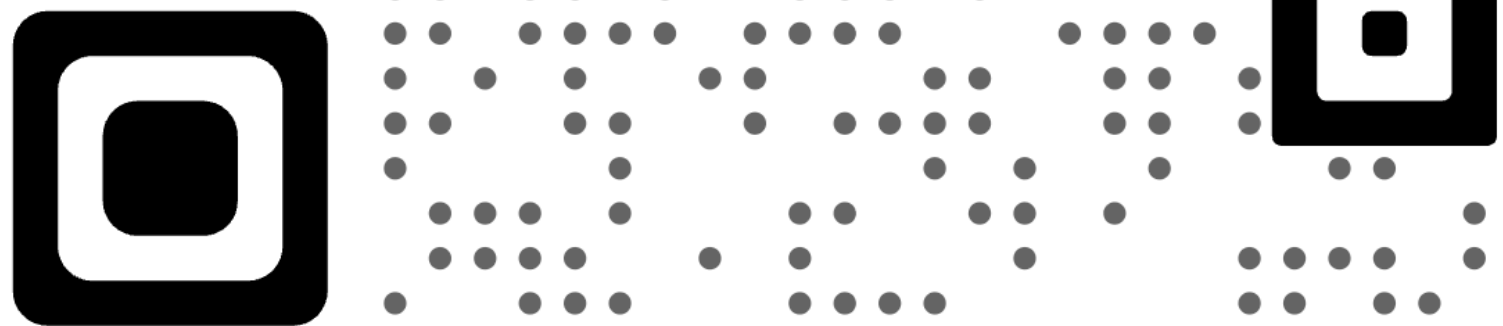




I CANNOT BELIEVE I FORGOT ABOUT THESE
GOOGLE TOOLS

Shelly Mowinkel
 NCE Conference
 1:00 | 6/9





I CANNOT BELIEVE I FORGOT ABOUT THESE
GOOGLE TOOLS

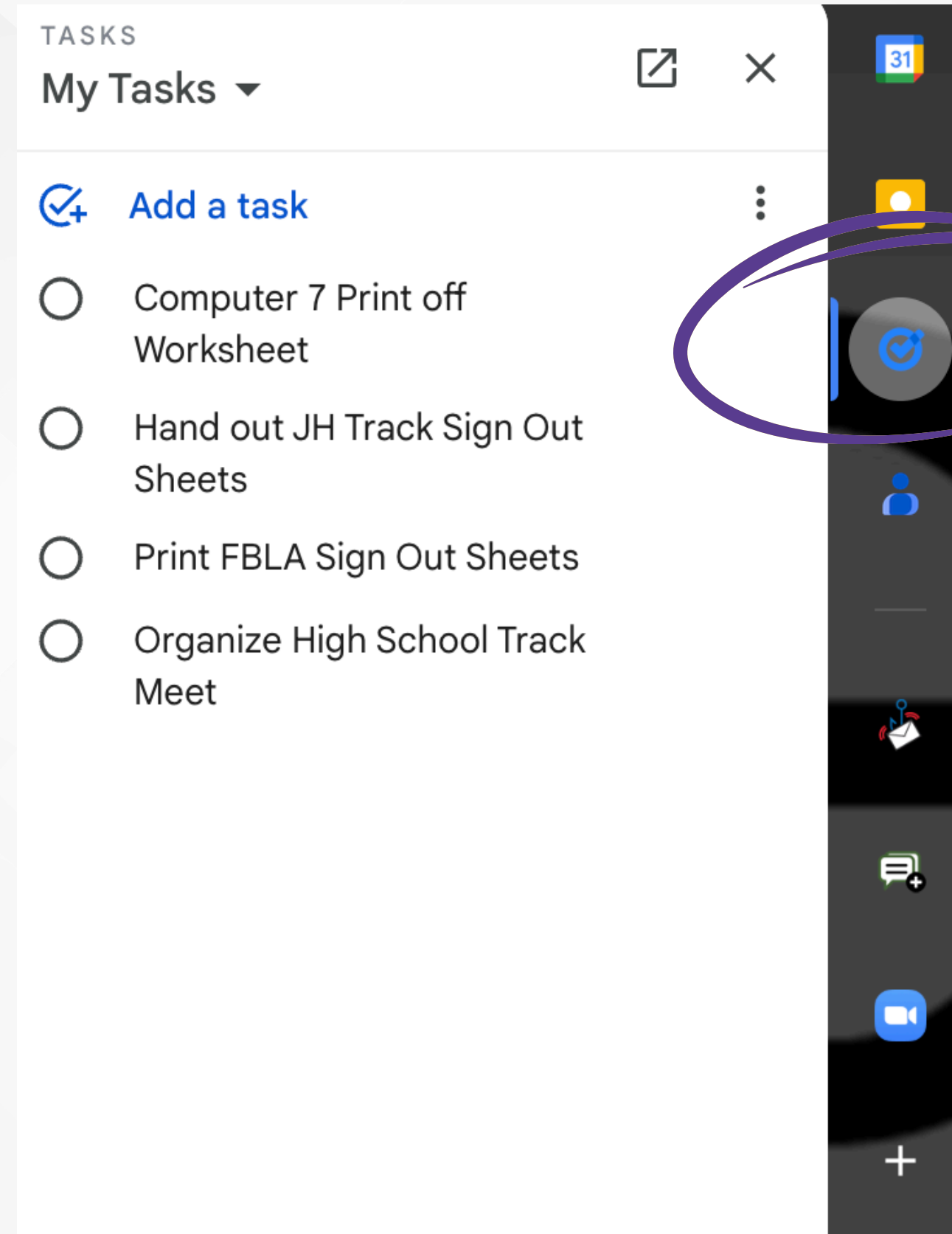
Shelly Mowinkel
NCE Conference
1:00 | 6/9

UNDO SEND

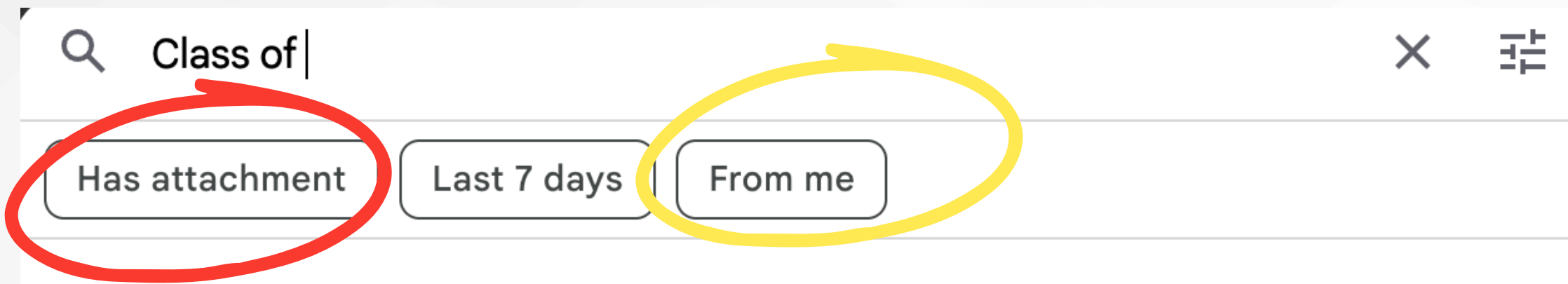
A screenshot of the WhatsApp settings menu, enclosed in a black rectangular border. The 'General' tab is selected and underlined with a blue line. A purple oval highlights the 'General' tab label. Below the navigation bar, the 'Undo Send' section is visible, with a purple oval highlighting the text 'Undo Send:'. To the right of 'Undo Send:' is a slider control for 'Send cancellation period'. Below this, the 'Default reply behavior:' section is shown with two radio button options: 'Reply' and 'Reply all'. A 'Learn more' link is located at the bottom left of this section. Other visible settings include 'Enable input tools - U' (checked), 'Right-to-left editing s' (selected), and 'Maximum page Show 50 conversat size:'.

TASKS

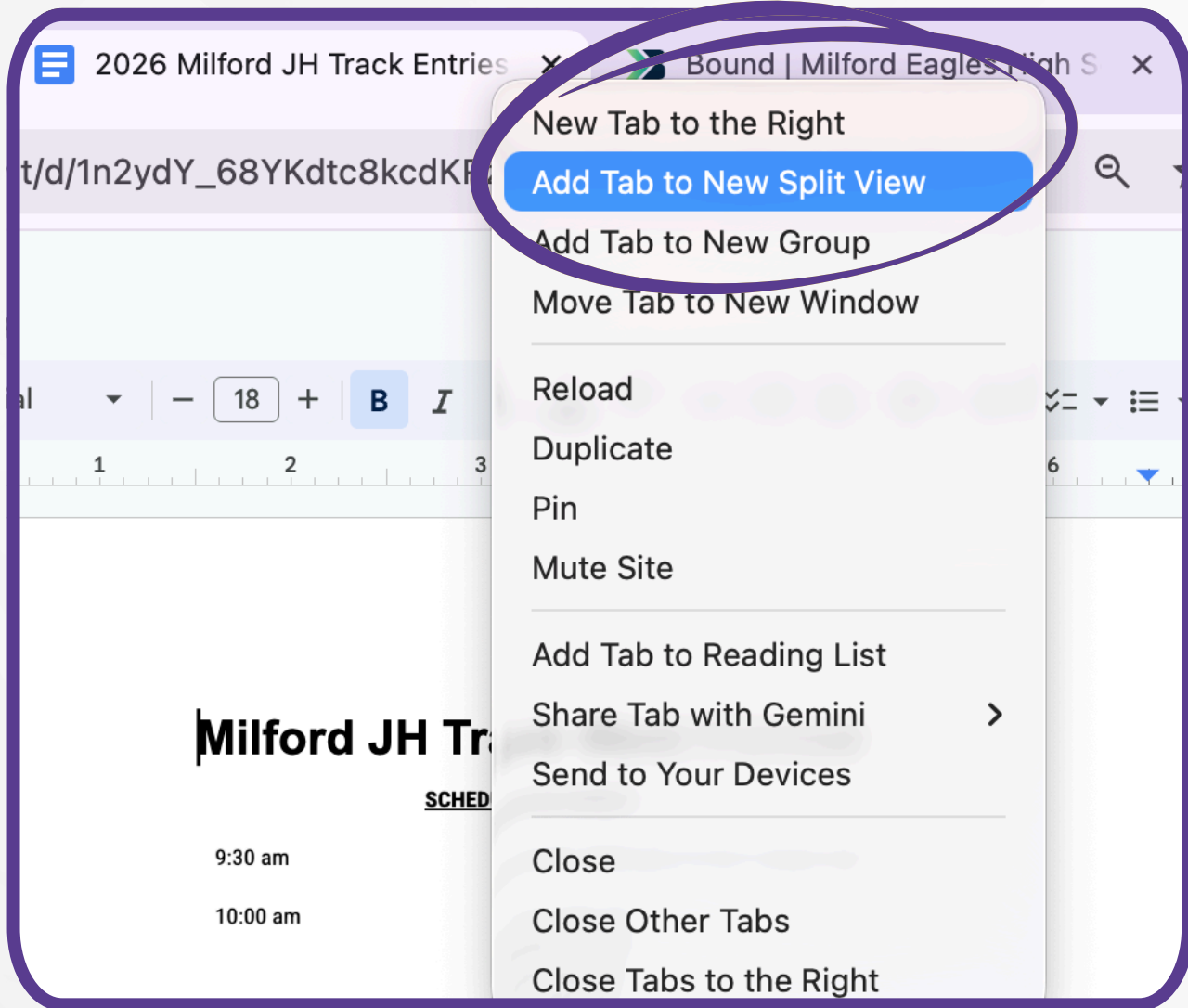
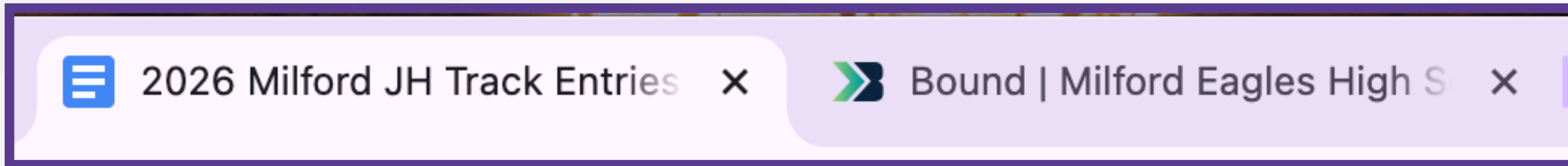
Tasks in Gmail.



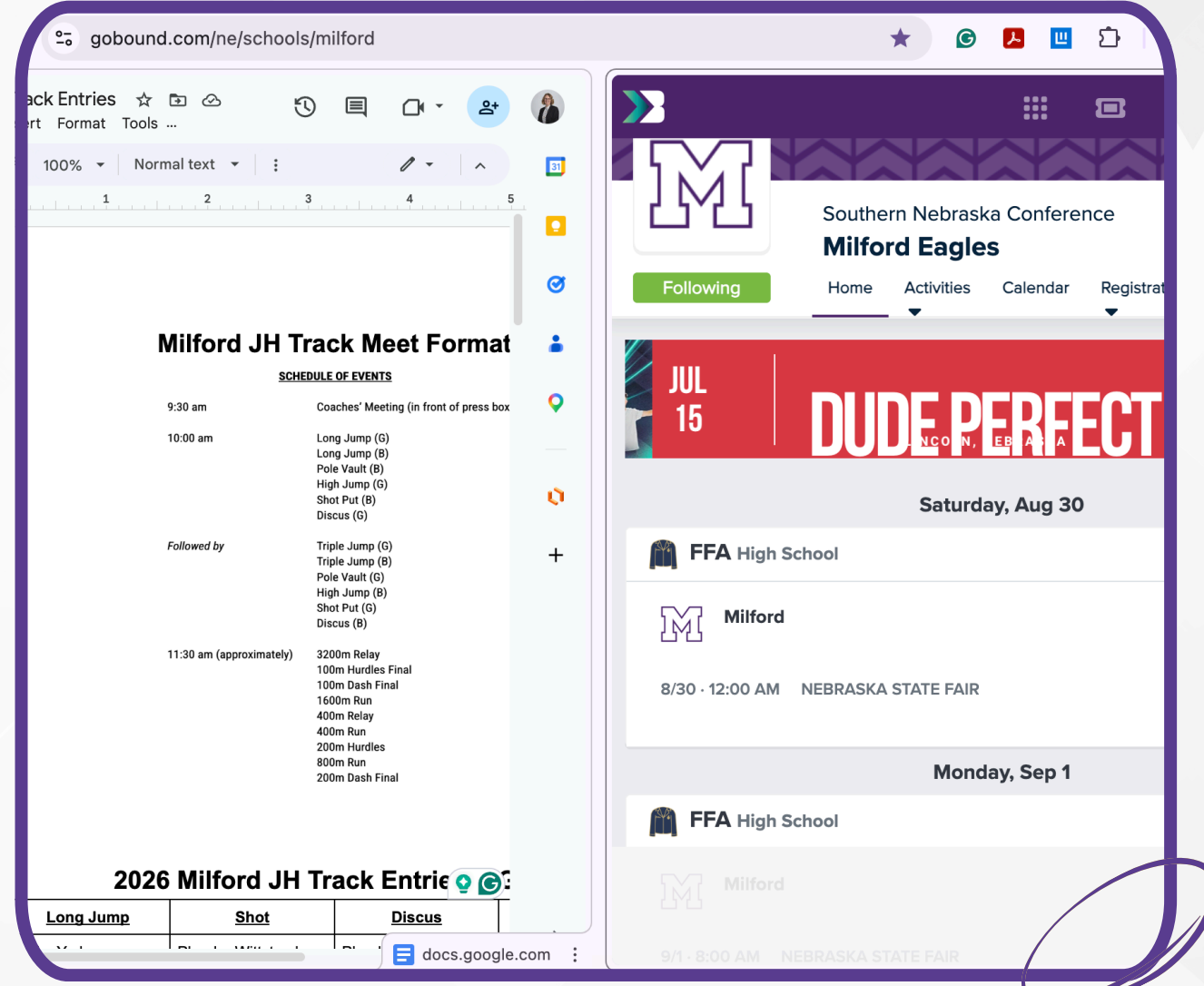
GMAIL SEARCH



SPLIT SCREEN BETWEEN TWO WINDOWS

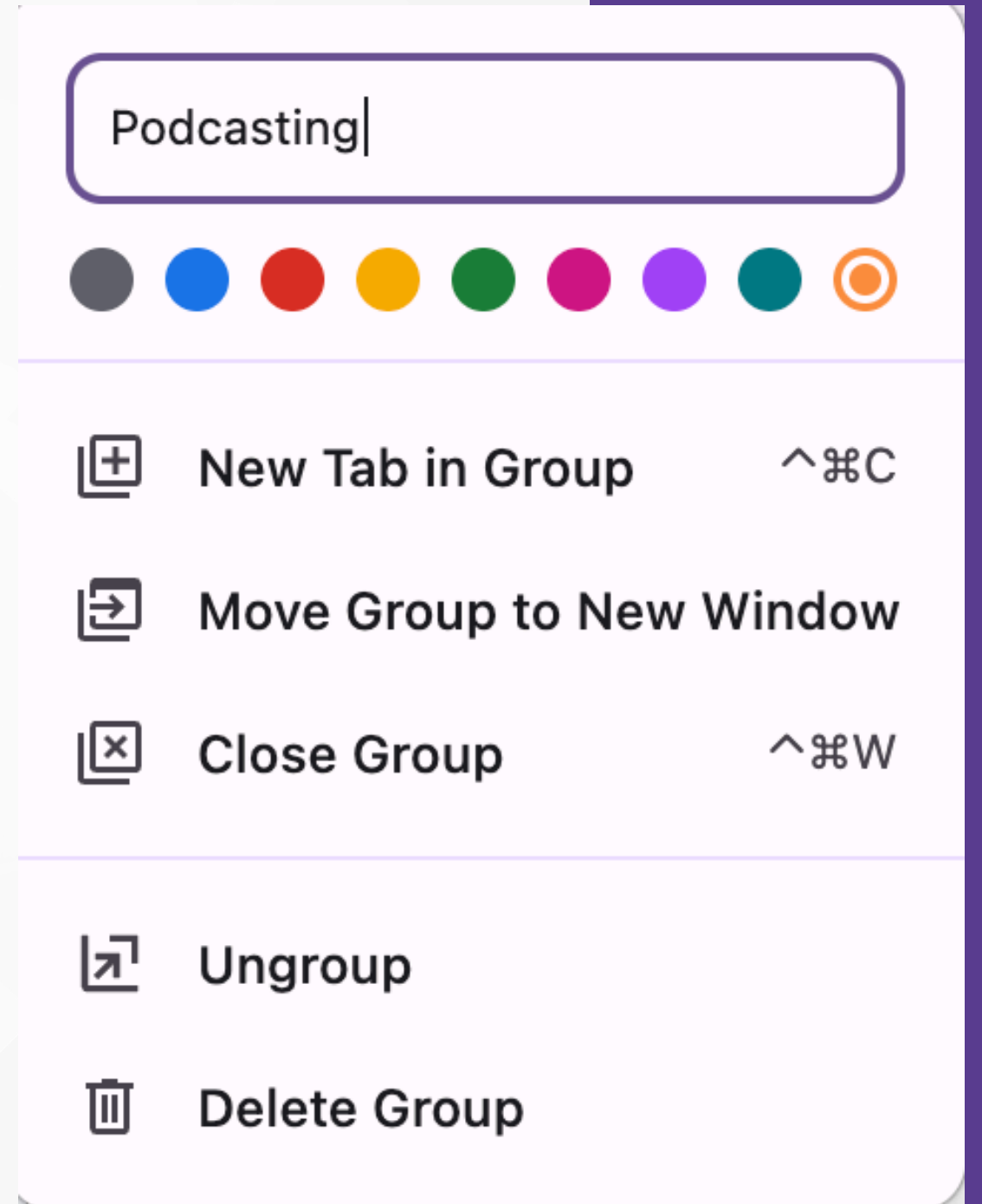


Control Click on Tabs






Snowman Icon at Bottom will Separate Views



GROUPING TABS



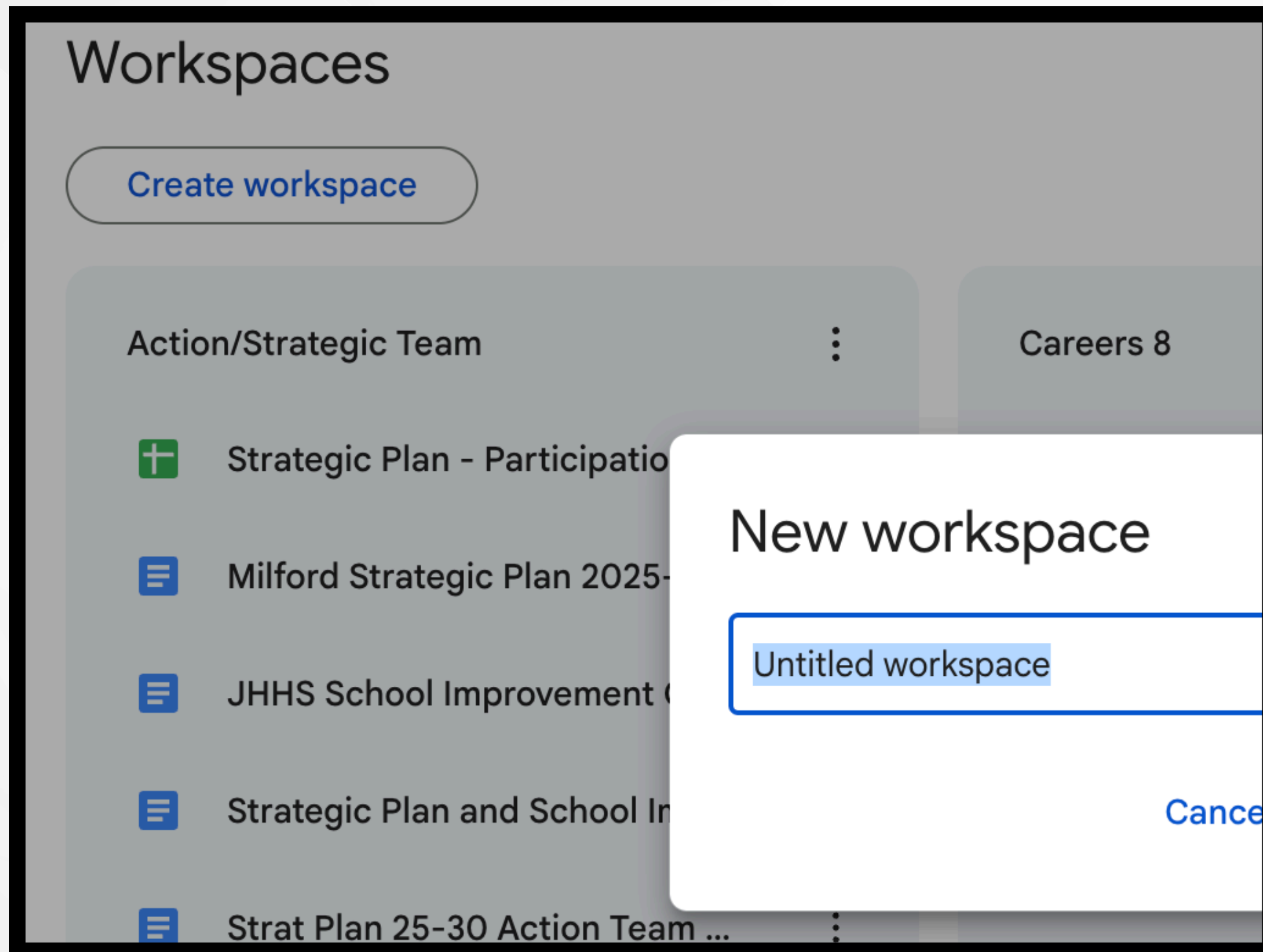
Podcasting|

● ● ● ● ● ● ● ● ●

-  New Tab in Group ⌘C
-  Move Group to New Window
-  Close Group ⌘W

-  Ungroup
-  Delete Group

DRIVE WORKSPACE

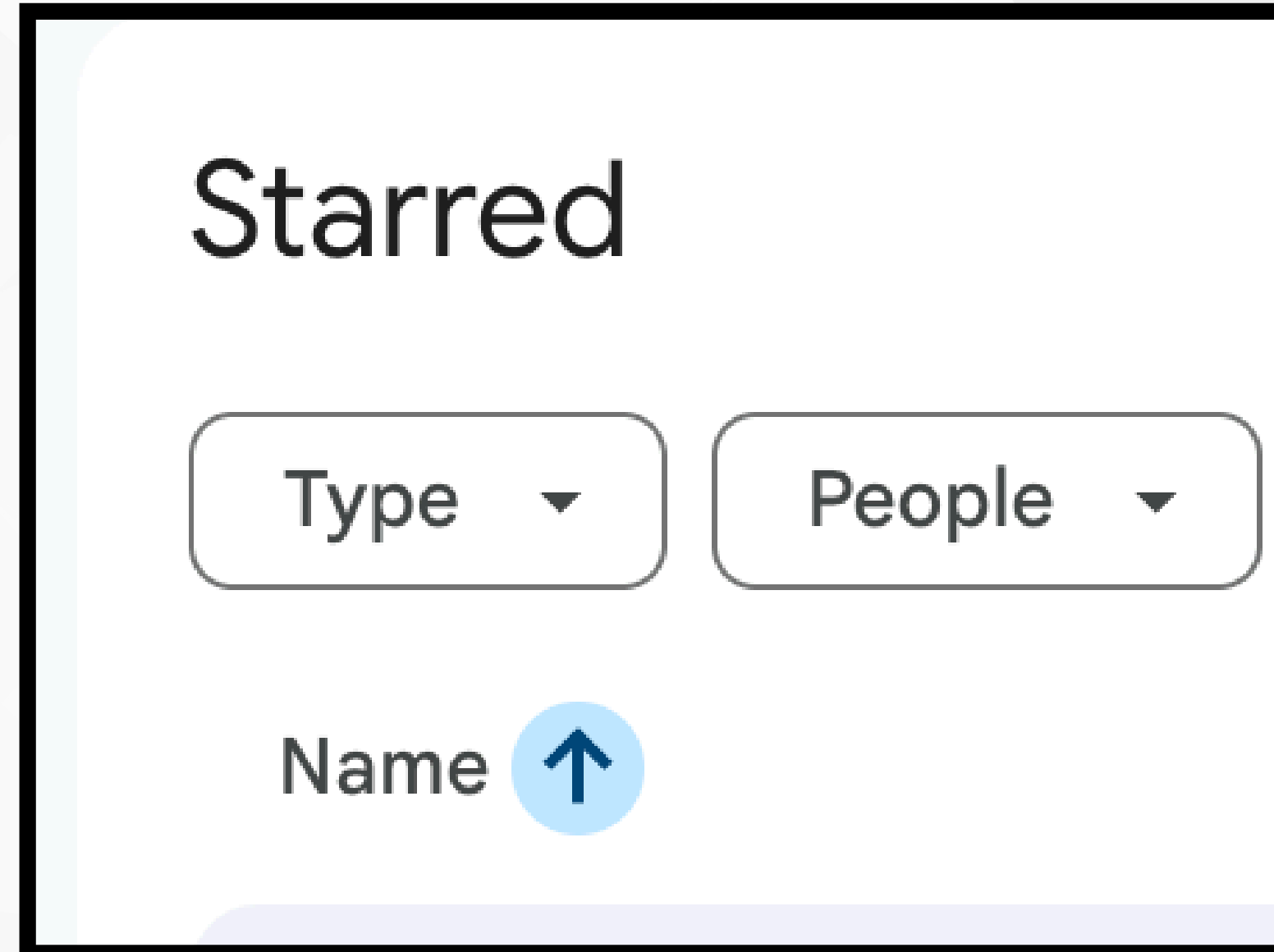
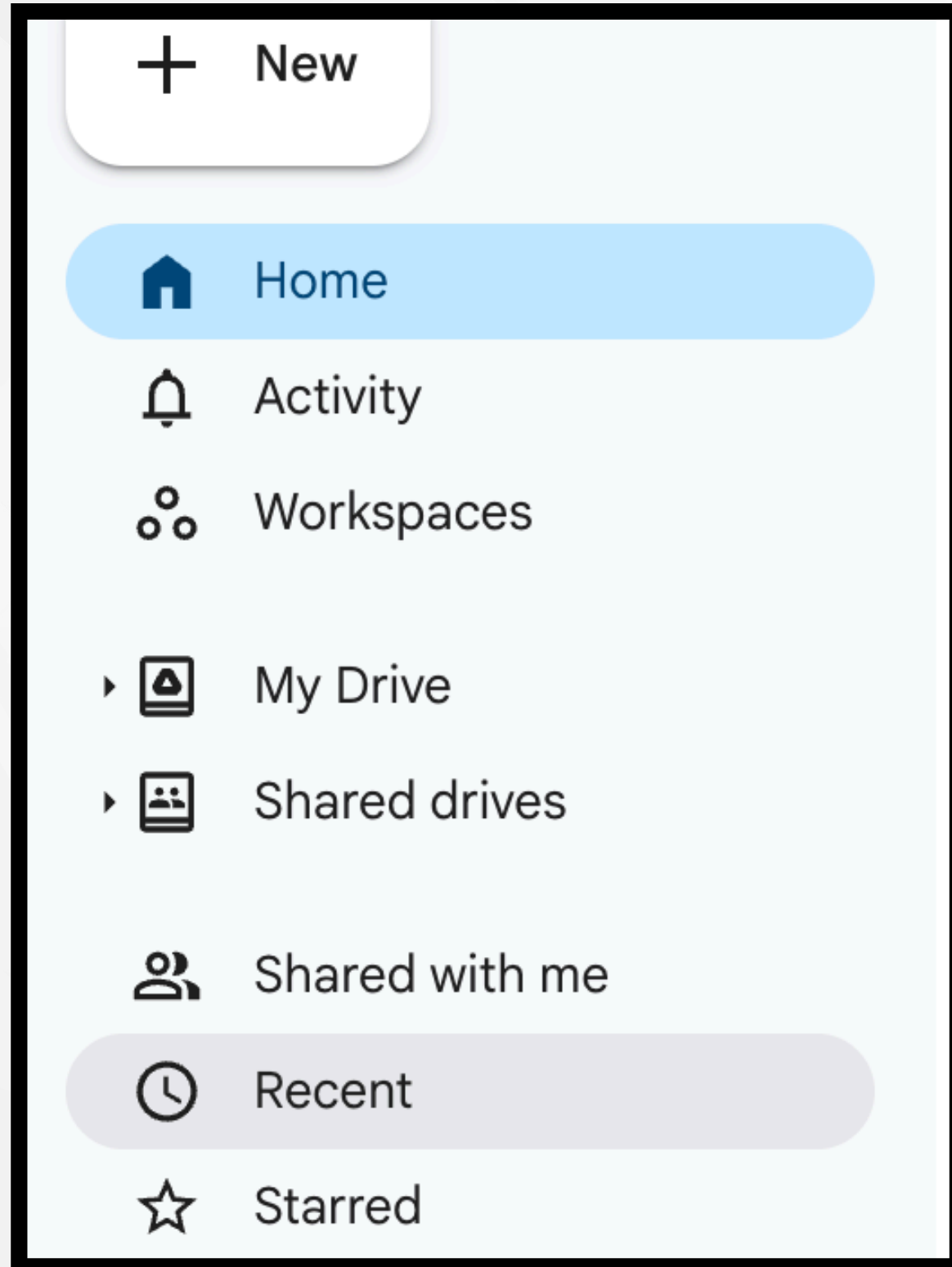


TIP 6

Workspace:

- Customizable group that allow you to gather up to **25** related files in one place
- Quick access without changing their original folder structure

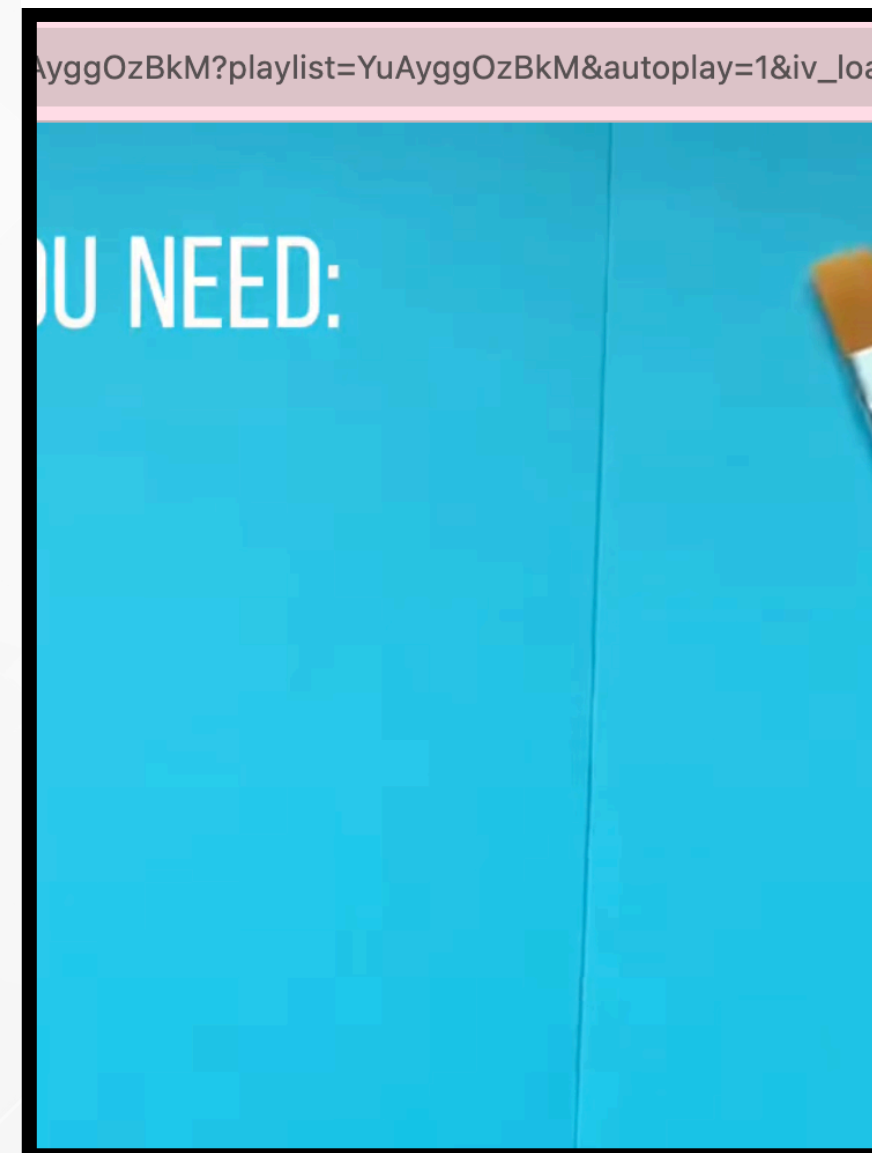
STARRED FILES



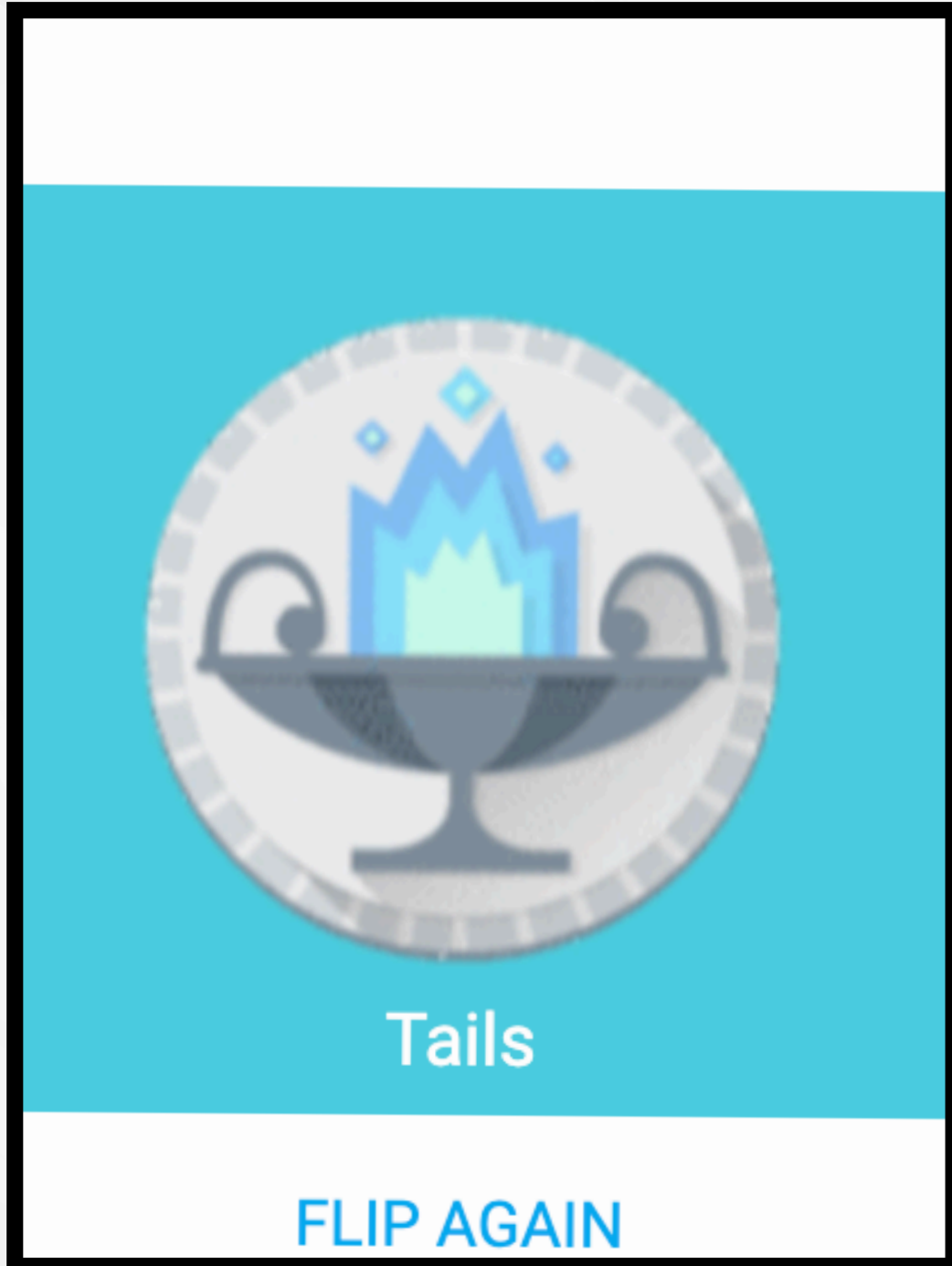
YOUTUBE AD-FREE TRICK

Add a - (hyphen) after
the “t” in youtube
yout-ube

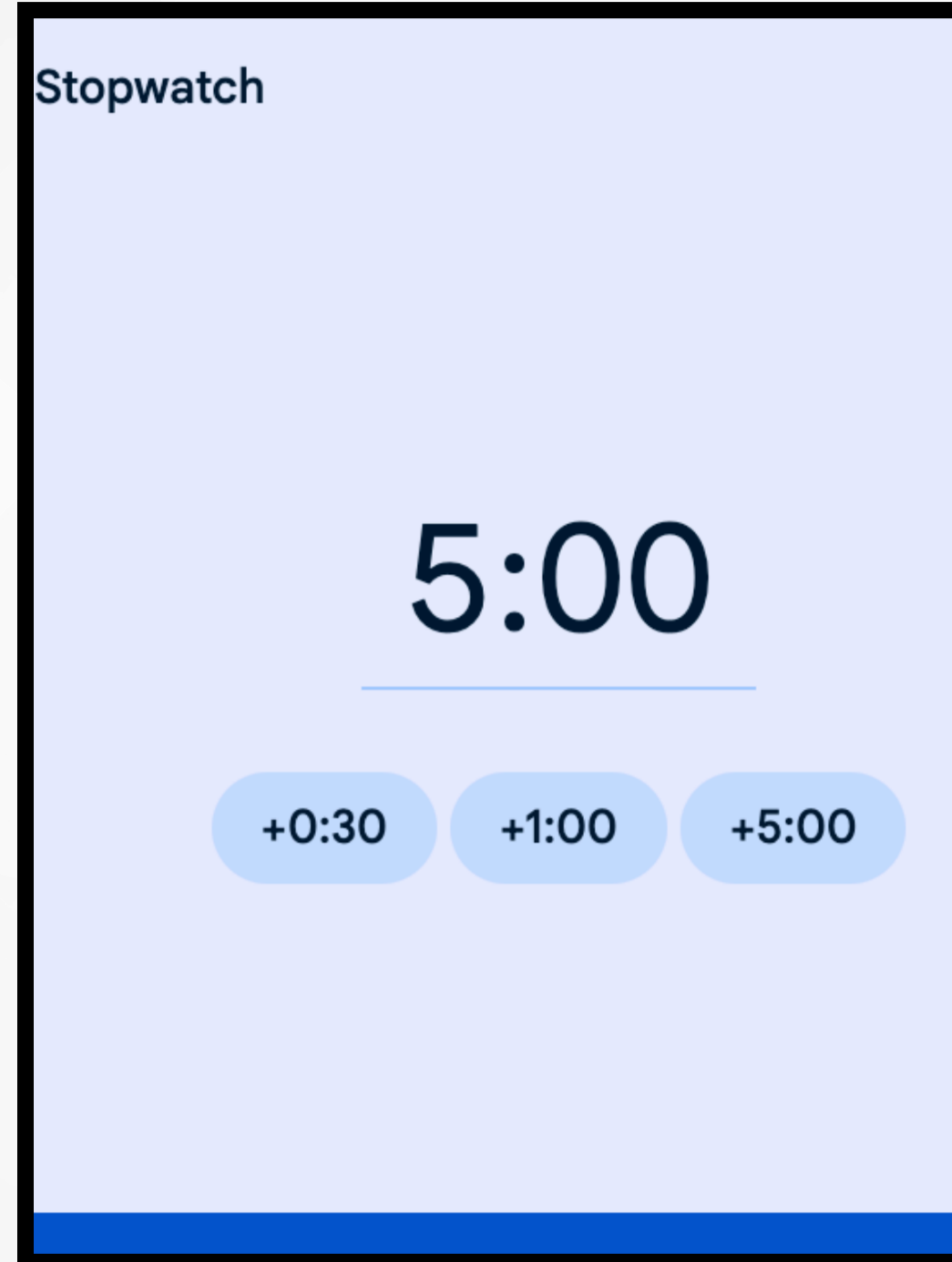
Video clip goes to full
screen.



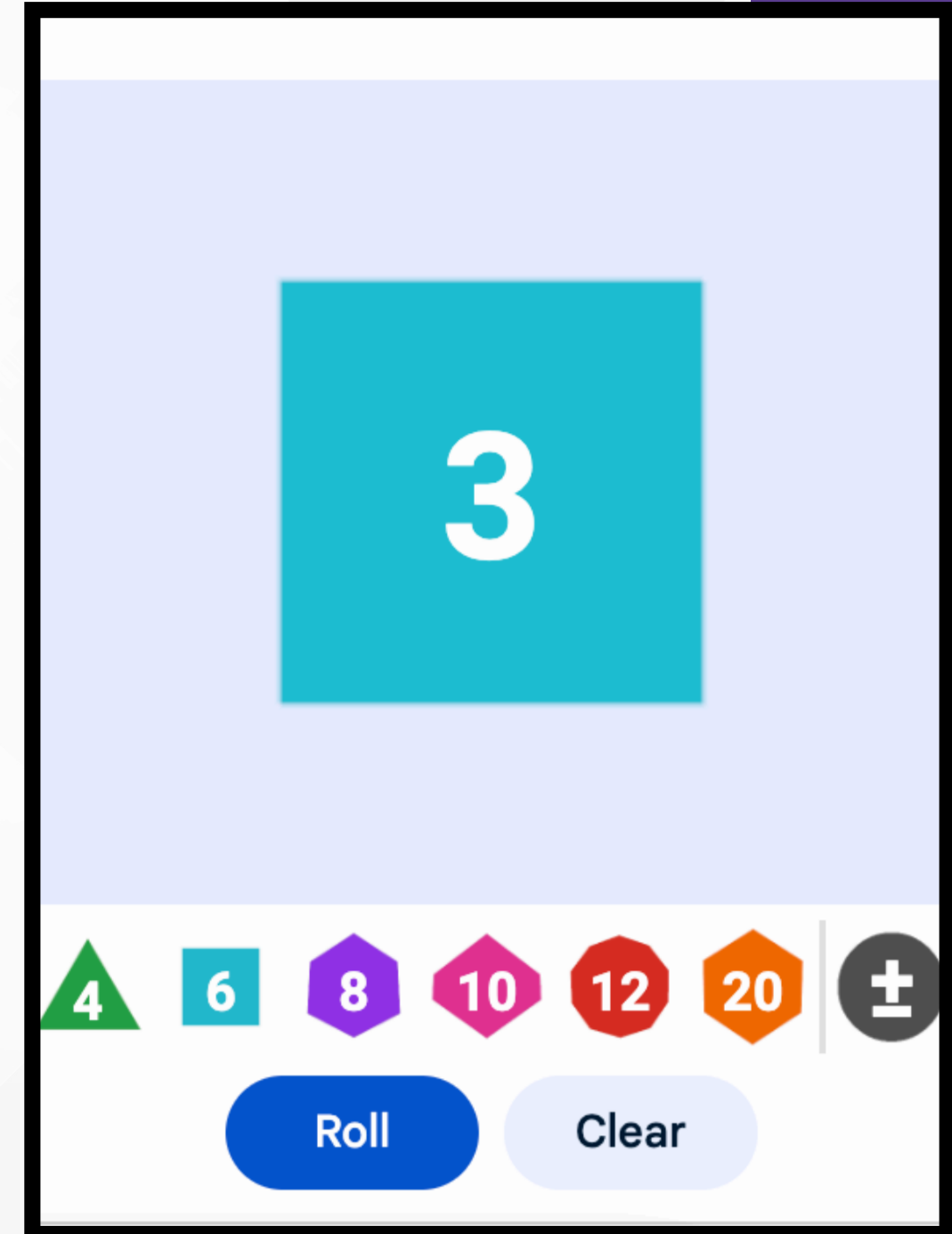
OMINBAR SEARCHES



Coin Flip

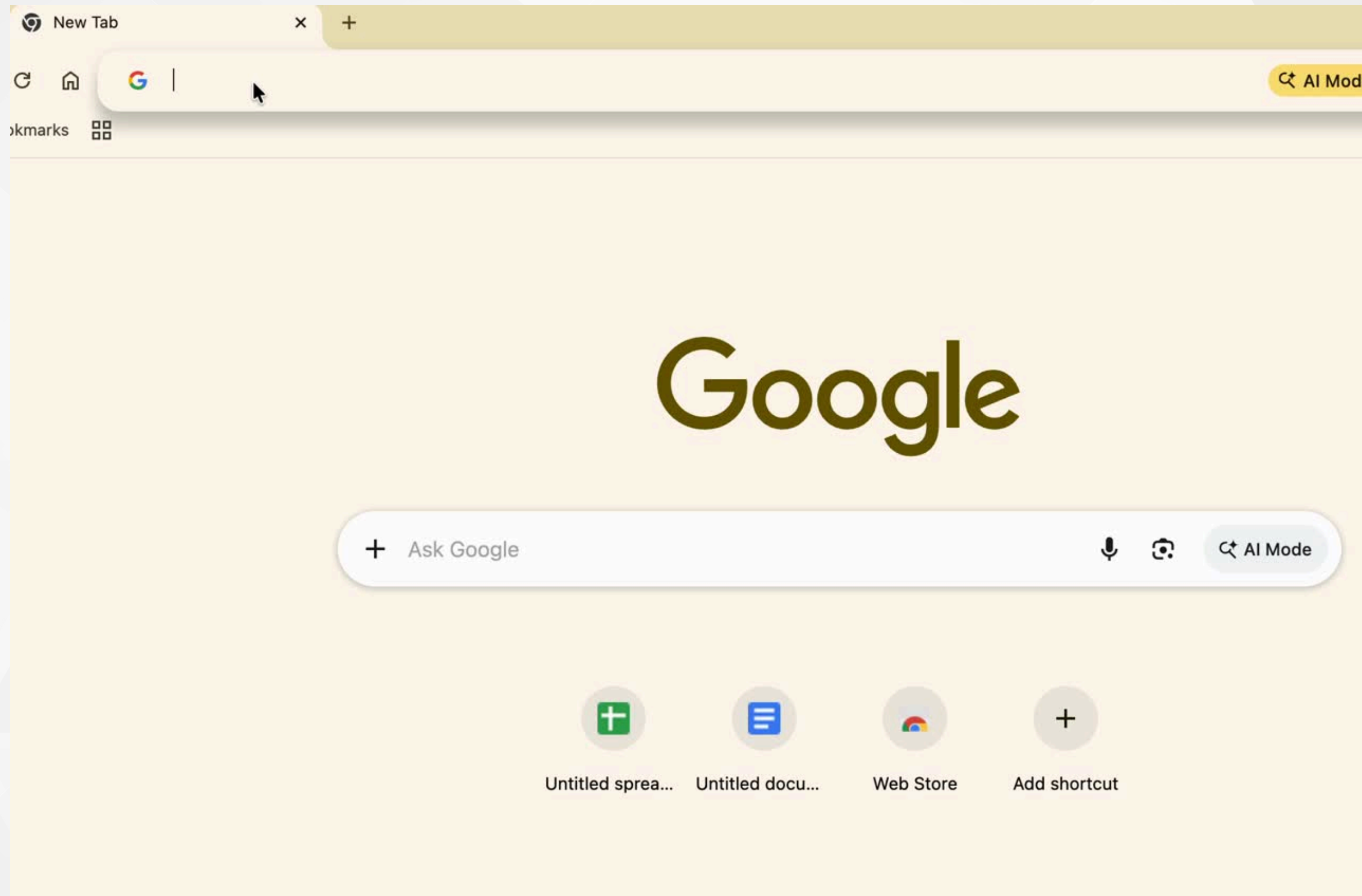


Timer




Roll a Die

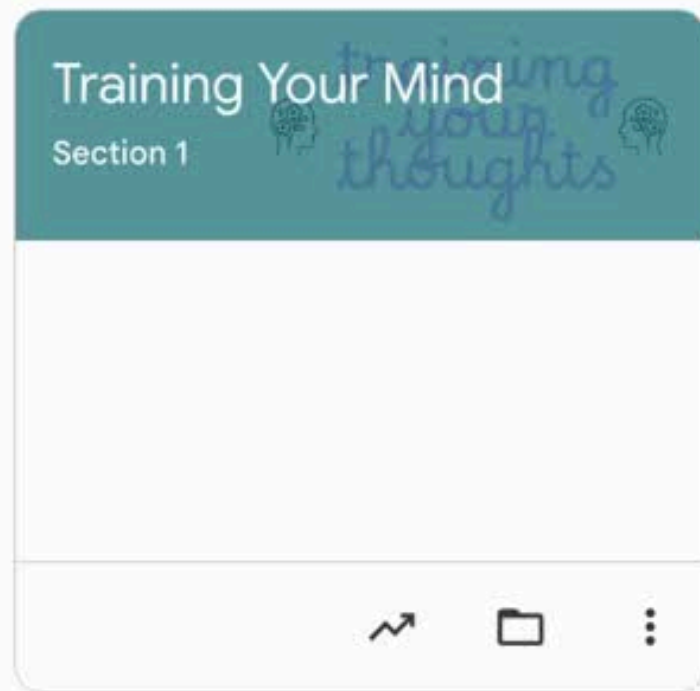
OMINBAR “NEW”






CLASSROOM - ARCHIVING CLASSES

 Classroom

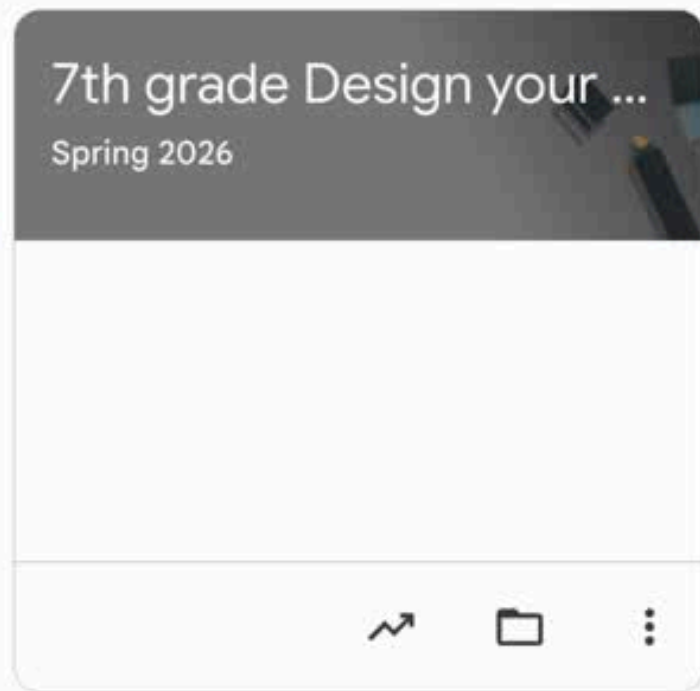
Training Your Mind
Section 1






Training your thoughts

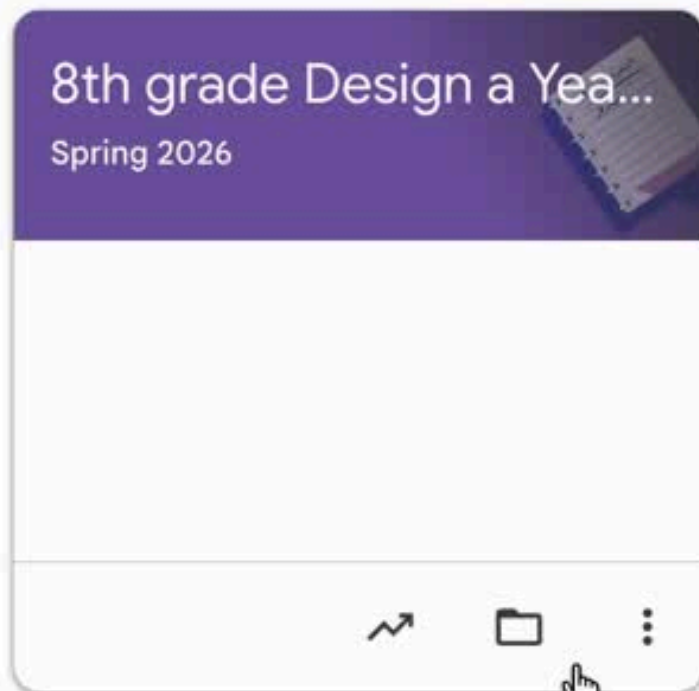
  




7th grade Design your ...
Spring 2026



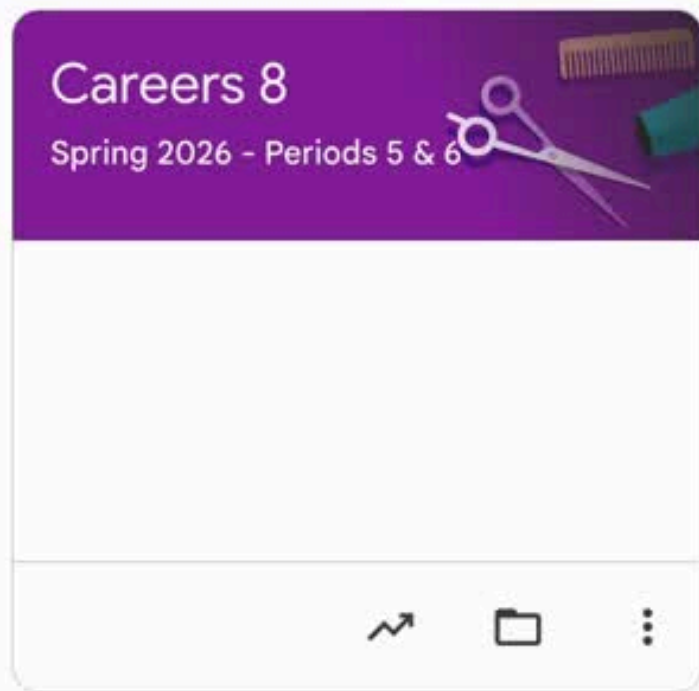
  




8th grade Design a Yea...
Spring 2026



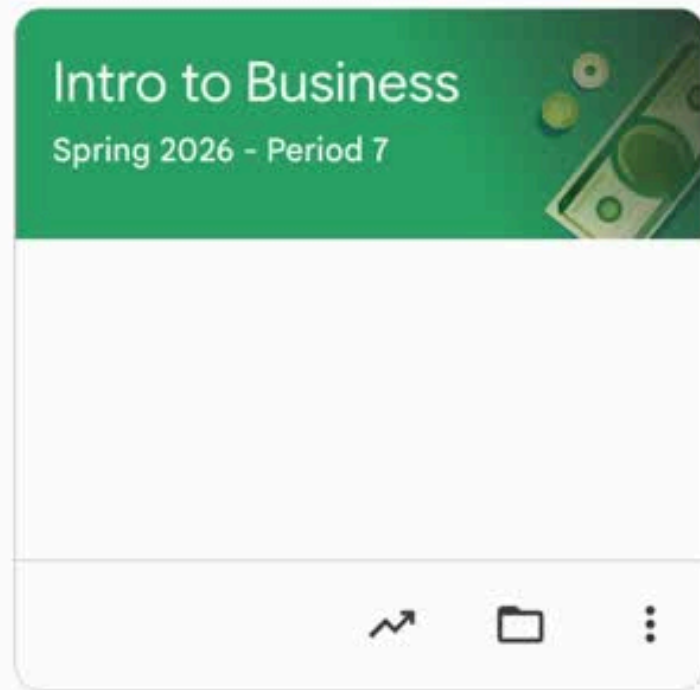
  




Careers 8
Spring 2026 - Periods 5 & 6



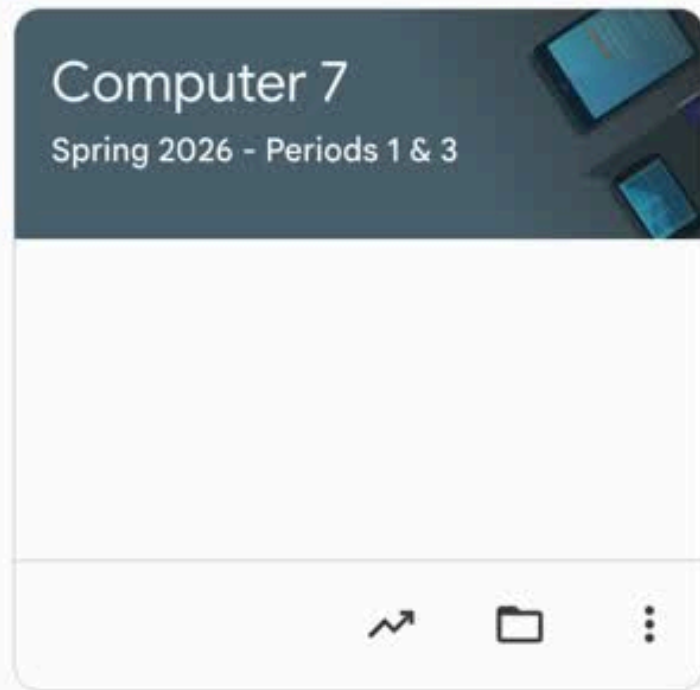
  




Intro to Business
Spring 2026 - Period 7



Computer 7
Spring 2026 - Periods 1 & 3



CLASSROOM - ORIGINALITY REPORTS

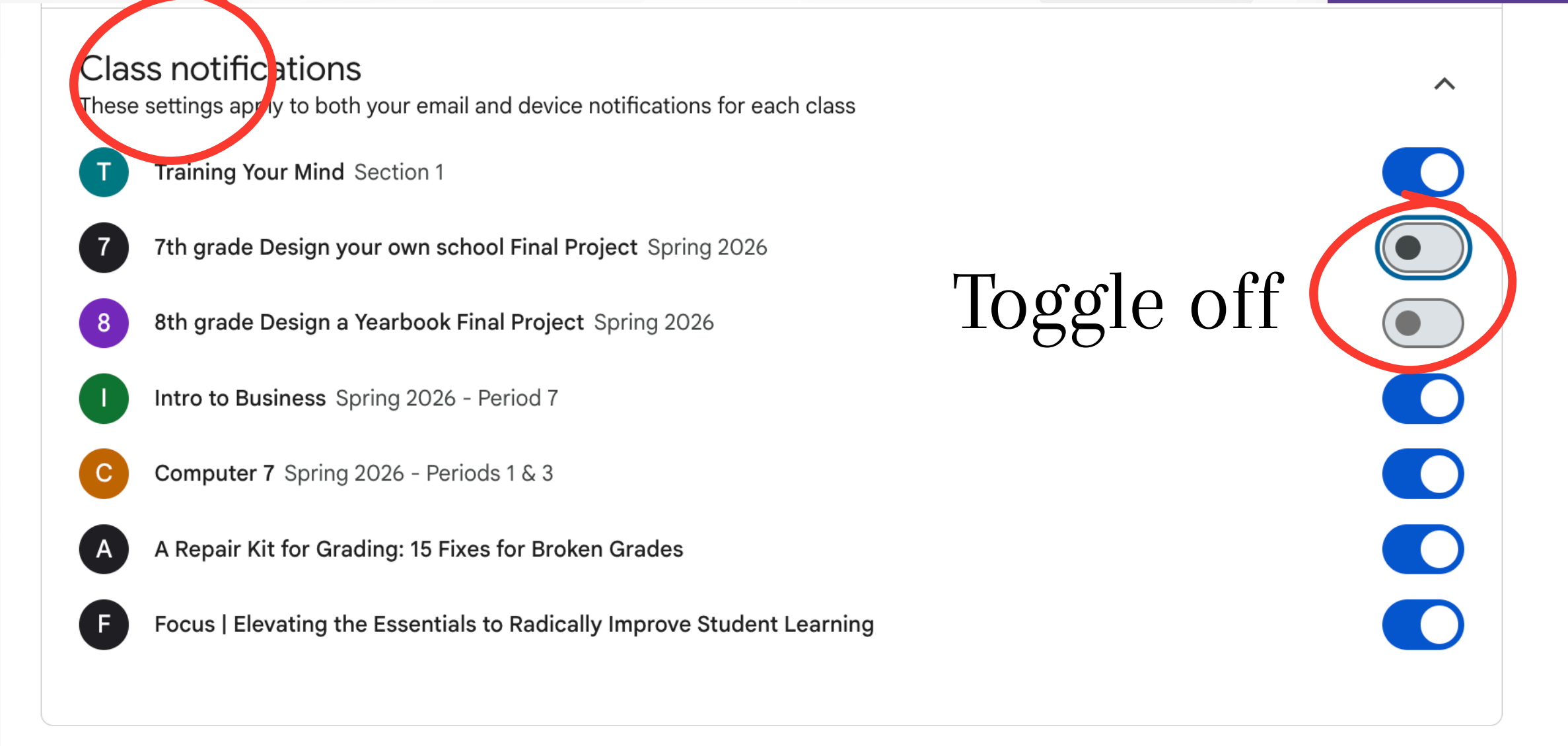
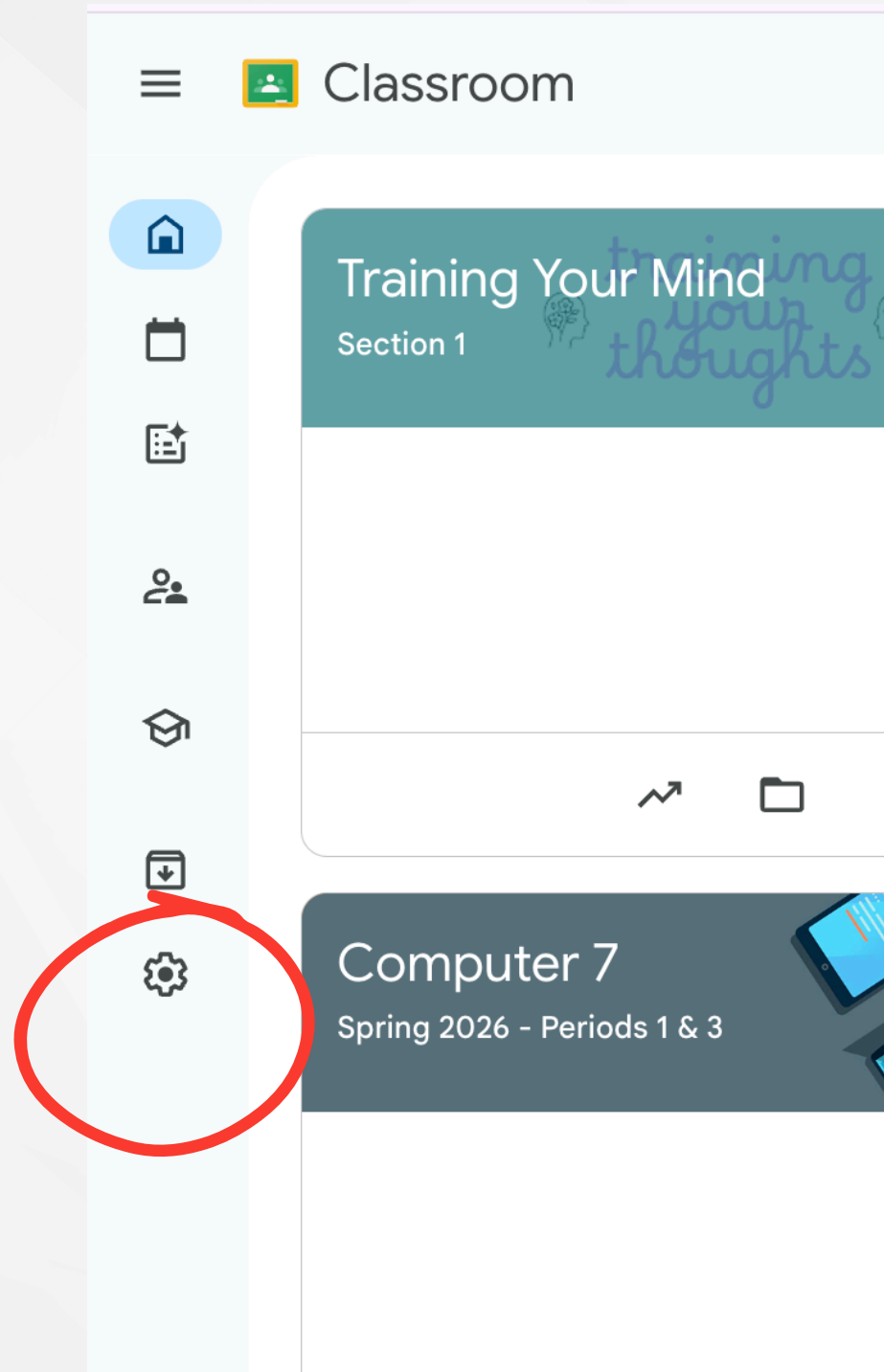
The screenshot shows the Classroom interface for the course 'Intro to Business' in 'Spring 2026 - Period 7'. The 'Classwork' tab is selected, displaying a list of assignments:

- International Business Presentation (Draft)
- Semester Portfolio
- Strengths - Weaknesses - SWOT (Draft)
- Identity (Draft)
- Semester Portfolio (Draft)
- Semester Reflection FINAL (Draft)** - This item is highlighted with a blue border and a mouse cursor pointing to its three-dot menu icon.

Below the highlighted assignment, the following details are visible:

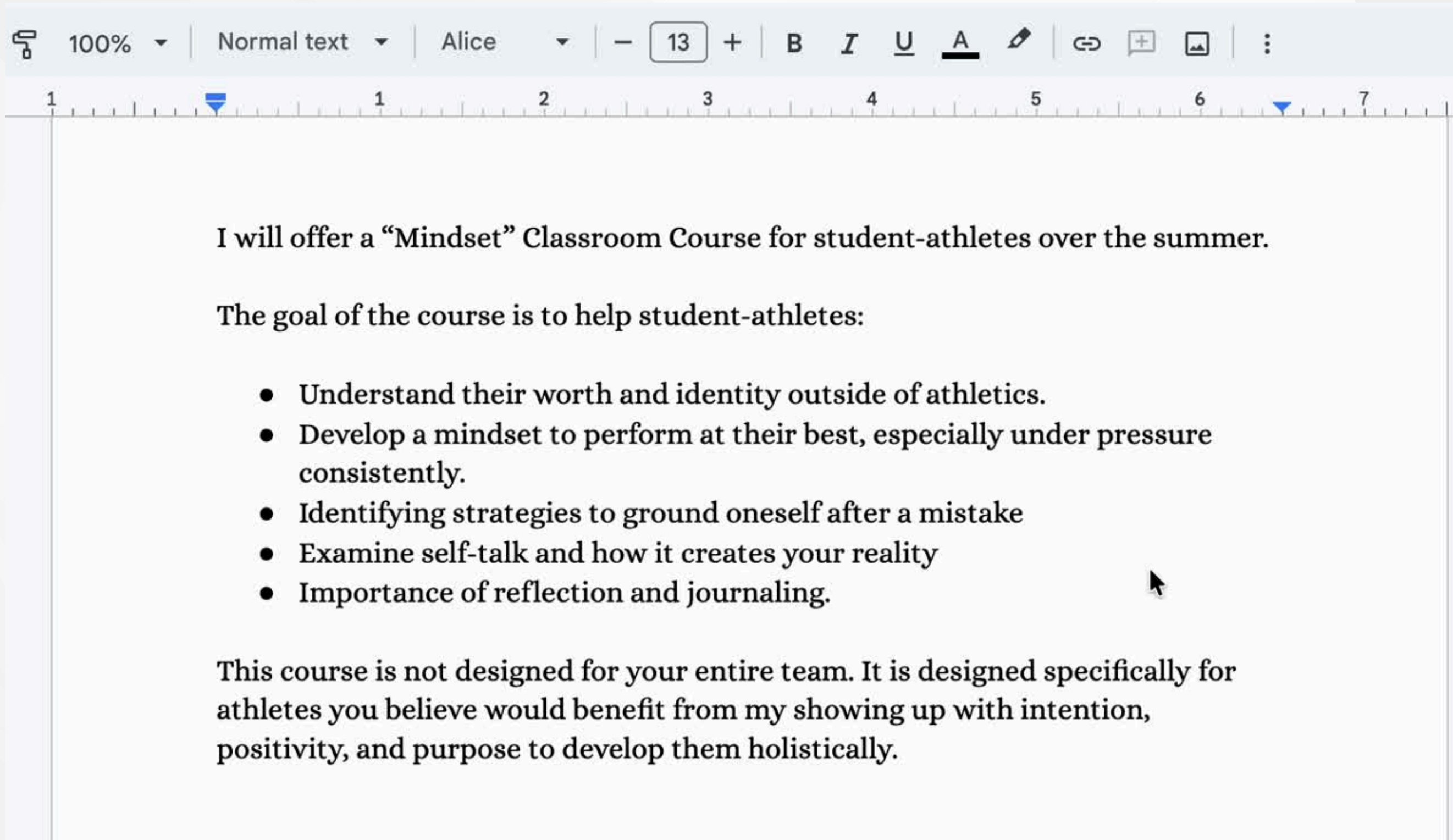
- No due date
- You are going to write a PERFECT FIVE PARAGRAPH ESSAY.
- A Google Docs link titled 'Intro to BMM Semester Fin...' is shown.
- An 'Edit assignment' link is located at the bottom.

CLASSROOM - MANAGING NOTIFICATIONS



Toggle off

DROPDOWN FOR INTERACTIVE DOCUMENTS



The screenshot shows a document editor interface. At the top, there is a toolbar with various icons and settings. The font size is set to 13, and the font color is Alice Blue. The document content is as follows:

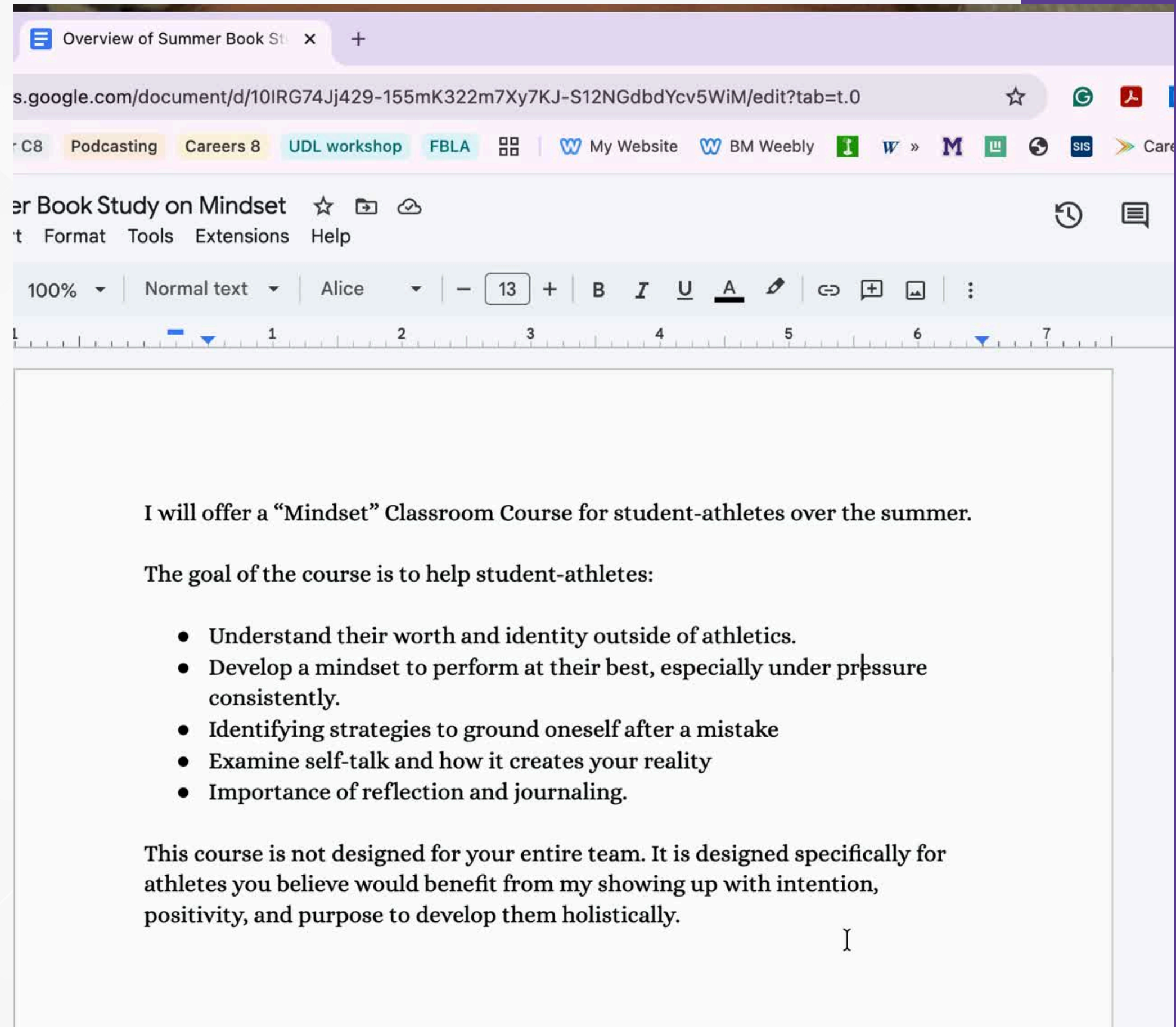
I will offer a “Mindset” Classroom Course for student-athletes over the summer.

The goal of the course is to help student-athletes:

- Understand their worth and identity outside of athletics.
- Develop a mindset to perform at their best, especially under pressure consistently.
- Identifying strategies to ground oneself after a mistake
- Examine self-talk and how it creates your reality
- Importance of reflection and journaling.

This course is not designed for your entire team. It is designed specifically for athletes you believe would benefit from my showing up with intention, positivity, and purpose to develop them holistically.

TRANSLATE DOCUMENT TOOL



Overview of Summer Book Study

s.google.com/document/d/10IRG74Jj429-155mK322m7Xy7KJ-S12NGdbdYcv5WiM/edit?tab=t.0

Podcasting Careers 8 UDL workshop FBLA My Website BM Weebly

er Book Study on Mindset

t Format Tools Extensions Help

100% Normal text Alice 13 B I U A

1 2 3 4 5 6 7

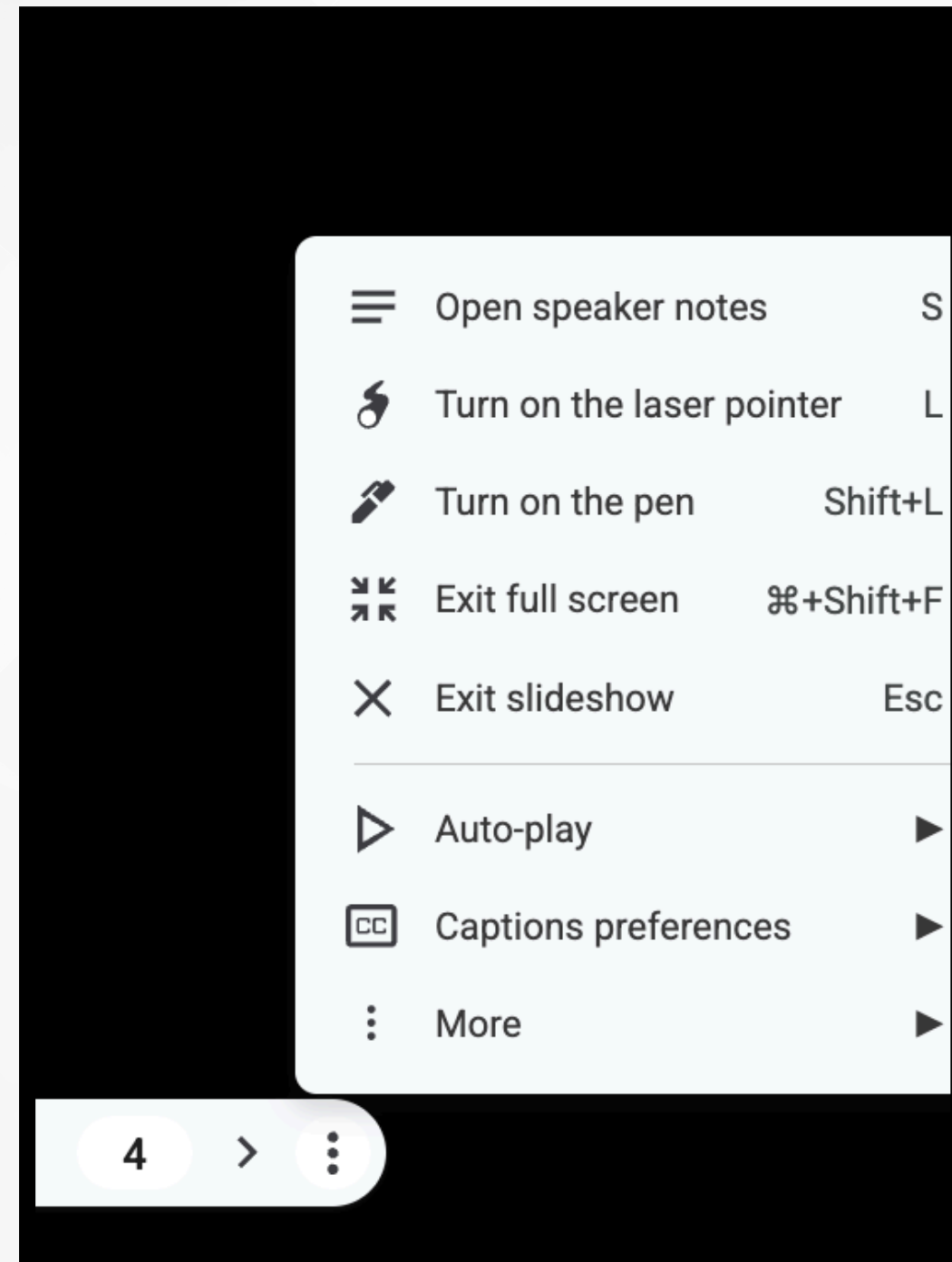
I will offer a “Mindset” Classroom Course for student-athletes over the summer.

The goal of the course is to help student-athletes:

- Understand their worth and identity outside of athletics.
- Develop a mindset to perform at their best, especially under pressure consistently.
- Identifying strategies to ground oneself after a mistake
- Examine self-talk and how it creates your reality
- Importance of reflection and journaling.

This course is not designed for your entire team. It is designed specifically for athletes you believe would benefit from my showing up with intention, positivity, and purpose to develop them holistically.

LIVE CAPTION IN SLIDES



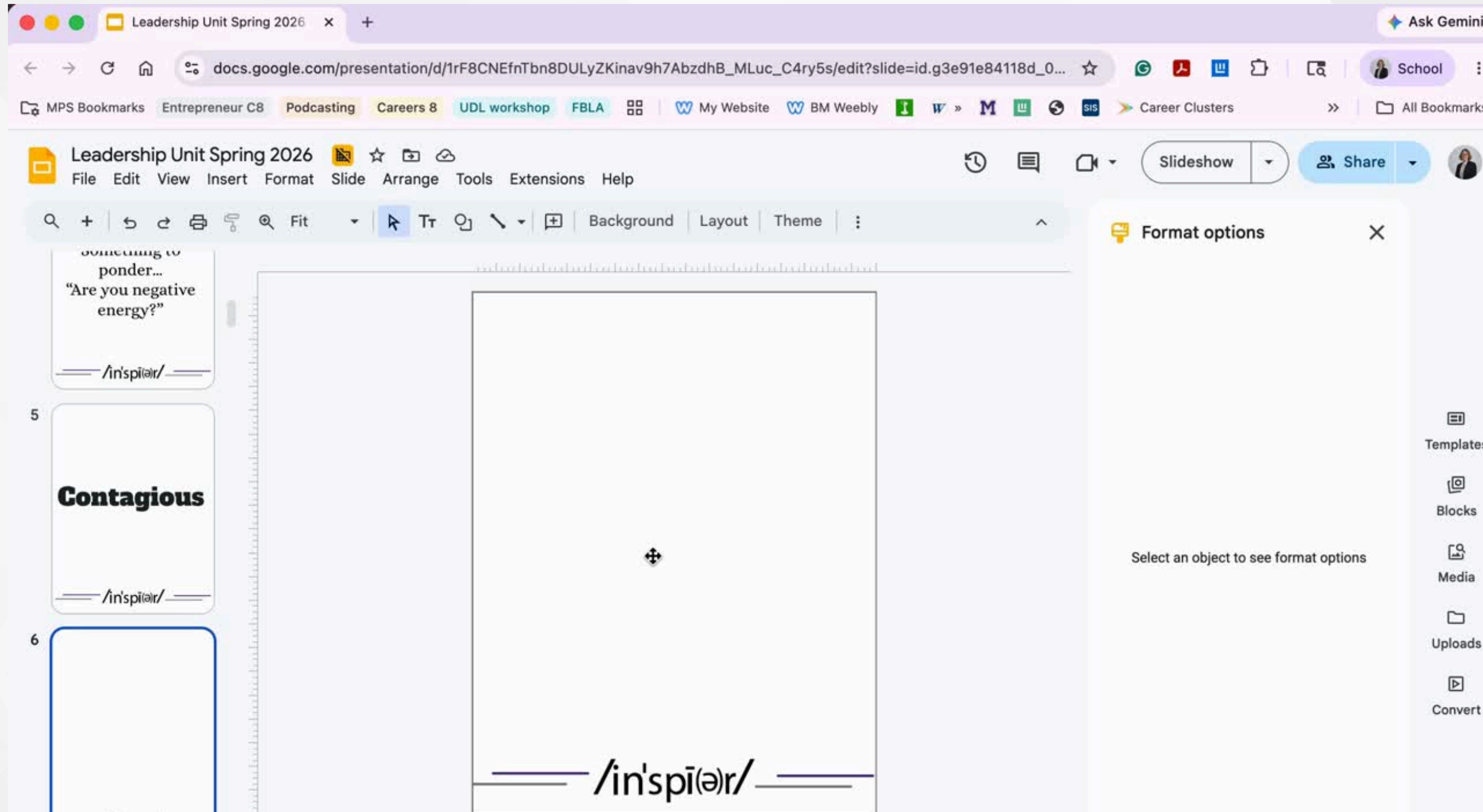
Your words will be captured during the presentation.

SLIDES - CONVERT TO VIDEO

The screenshot shows a presentation software interface. The main slide area is black with the text "Arapahoe Tribe" in white, underlined with a dotted line. A green horizontal line is positioned below the text. To the right of the slide is a vertical toolbar with icons for Templates, Blocks, Media, Uploads, and Convert. A tooltip labeled "Convert to video" is positioned over the Convert icon. At the bottom of the interface, there is a light blue bar with the text "o add speaker notes".

o add speaker notes

SLIDES - EMBEDDED YOUTUBE TIMERS AND SET TO PLAY AUTOMATICALLY



SLIDES - LINKING SLIDES

The screenshot shows a presentation editor interface. At the top, there is a toolbar with various icons for editing, a name dropdown set to 'Alice', a zoom level of 25, and text formatting options (Bold, Italic, Underline, Text Color). Below the toolbar is a slide with the following content:

- Table of Contents** (with a blue selection box and a circular handle on the top line)
- Leader Defined
- Chop Wood, Carry Water
- Contagious
- Growth Mindset
- Culture

At the bottom of the slide, there is a phonetic transcription: **/in'spī(ə)r/** enclosed in a decorative frame.

SHEETS - USING THE FILL HANDLE

A screenshot of a spreadsheet interface. At the top left, the address bar shows 'A1' followed by a dropdown arrow and a formula icon 'fx'. The spreadsheet grid has columns labeled A through E and rows numbered 1 through 20. Cell A1 is selected, indicated by a blue border and a mouse cursor. A blue fill handle, represented by a small circle at the bottom-right corner of cell A1, is visible. The rest of the grid is empty.

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

SPLIT NAMES INTO SEPARATE CELLS

The screenshot shows a Google Sheets interface with a spreadsheet containing a list of names in column A. The spreadsheet is titled "Teaching Tips - Sheets (2026)". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Extensions, and Help. The toolbar shows search, undo, redo, print, and zoom options. The active cell is C18, which is highlighted in blue. A blue selection box is visible around cell C18, indicating it is selected. The names in column A are: Ethan Parker, Olivia Bennett, Mason Carter, Sophia Reynolds, Liam Foster, Ava Mitchell, Noah Collins, Emma Brooks, Jackson Turner, Chloe Morgan, Benjamin Hayes, Grace Sullivan, Lucas Reed, Hannah Cooper, Daniel Price, Natalie Ward, Ryan Murphy, Victoria Ellis, Andrew Kelly, and Megan Phillips.

	A	B	C	D	E
1	Ethan Parker				
2	Olivia Bennett				
3	Mason Carter				
4	Sophia Reynolds				
5	Liam Foster				
6	Ava Mitchell				
7	Noah Collins				
8	Emma Brooks				
9	Jackson Turner				
10	Chloe Morgan				
11	Benjamin Hayes				
12	Grace Sullivan				
13	Lucas Reed				
14	Hannah Cooper				
15	Daniel Price				
16	Natalie Ward				
17	Ryan Murphy				
18	Victoria Ellis				
19	Andrew Kelly				
20	Megan Phillips				
21					
22					
23					
24					
25					

USING THE PROPER FUNCTION IN SHEETS

The image shows a Google Sheet interface. The active cell is B2, indicated by a blue selection box and a mouse cursor. The sheet contains a list of names in column A, rows 1 through 20. The names are: Ethan parker, olivia Bennett, mason carter, Sophia Reynolds, liam foster, Ava mitchell, noah collins, Emma Brooks, jackson turner, chloe morgan, Benjamin Hayes, Grace Sullivan, Lucas Reed, hannah Cooper, Daniel Price, Natalie ward, Ryan Murphy, Victoria ellis, Andrew kelly, and megan Phillips. The cell B2 is currently empty.

	A	B	C	D
1	Ethan parker			
2	olivia Bennett			
3	mason carter			
4	Sophia Reynolds			
5	liam foster			
6	Ava mitchell			
7	noah collins			
8	Emma Brooks			
9	jackson turner			
10	chloe morgan			
11	Benjamin Hayes			
12	Grace Sullivan			
13	Lucas Reed			
14	hannah Cooper			
15	Daniel Price			
16	Natalie ward			
17	Ryan Murphy			
18	Victoria ellis			
19	Andrew kelly			
20	megan Phillips			
21				
22				
23				

SHEETS - SPARKLINES (MINI CHART IN CELLS)

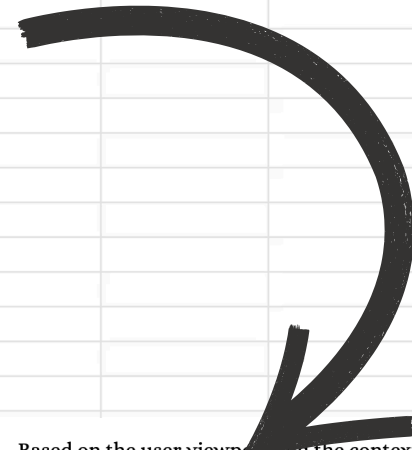
Golf Tech, Inc.								
July-December Sales for the Year 2024								
<i>First Name</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>Total Sales</i>	<i>Sparkline</i>
Laura Bradely	\$44,483	\$96,886	\$87,598	\$99,087	\$22,879	\$18,785	\$369,718	
Zane Smith	\$34,763	\$34,590	\$71,035	\$75,909	\$96,886	\$10,051	\$323,234	
Kimberly Henley	\$22,600	\$35,696	\$65,942	\$24,023	\$34,590	\$15,696	\$198,547	
Sarah Herbert	\$43,678	\$35,095	\$67,604	\$58,793	\$44,483	\$35,095	\$284,748	
Billy Blackbone	\$28,765	\$43,367	\$15,161	\$27,293	\$34,763	\$43,367	\$192,716	
Jason Lanoin	\$12,600	\$14,048	\$19,549	\$16,264	\$29,106	\$40,489	\$132,056	
Opal Wentworth	\$95,992	\$10,198	\$32,456	\$19,768	\$52,367	\$67,356	\$278,137	
Emmery Shotoski	\$87,598	\$99,087	\$82,891	\$98,765	\$99,321	\$99,876	\$567,538	

Convert to table

BONUS TIP - TRANSCRIBING VIDEOS

	A	B	C	D
1	Ethan parker			
2	olivia Bennett			
3	mason carter			
4	Sophia Reynolds			
5	liam foster			
6	Ava mitchell			
7	noah collins			
8	Emma Brooks			
9	jackson turner			
10	chloe morgan			
11	Benjamin Hayes			
12	Grace Sullivan			
13	Lucas Reed			
14	hannah Cooper			
15	Daniel Price			
16	Natalie ward			
17	Ryan Murphy			
18	Victoria ellis			
19	Andrew kelly			
20	megan Phillips			
21				
22				

From Video to Instructions



Based on the user view and the context of your spreadsheet file, Proper Function.mov, here is a direct, complete transcript of the steps being demonstrated to properly use functions in Google Sheets:

Transcript: Using Proper Functions in Sheets

1. Organizing Your Initial Data Set

- Start with a clean list of unformatted names in column A (e.g., Ethan parker, olivia Bennett, mason carter, Sophia Reynolds). Notice the irregular capitalization throughout the list.
- Select cell B2 to begin applying the fixing function.

2. Typing the PROPER Function

- Type an equals sign (=) to indicate to Sheets that you are starting a formula.
- Type the function name: PROPER. (The PROPER function automatically capitalizes the first letter in each word and converts all other letters to lowercase.)
- Type an opening parenthesis (to begin the function's argument.]

3. Referencing the Target Cell

- Click on cell A2 (or type A2) to reference the text string you want to fix.
- Type a closing parenthesis) to finish the argument. The full formula in the formula bar should read:

=PROPER(A2)

- Press Enter on your keyboard. Cell B2 will now correctly display Olivia Bennett.

4. Copying the Formula Down the Column

- Reselect cell B2.
- Hover your mouse over the bottom-right corner of the cell until the cursor changes into a small, black plus sign (the Fill Handle).
- Double-click the fill handle or click and drag it down to cell B17.
- Sheets will automatically adjust the relative references (A3, A4, etc.) and instantly clean up the capitalization for all names in the list.

I CANNOT BELIEVE I FORGOT ABOUT THESE
GOOGLE TOOLS

Thank You!