

# Tip of the Week

April 21, 2017 - April is Advanced Documents Tips Month



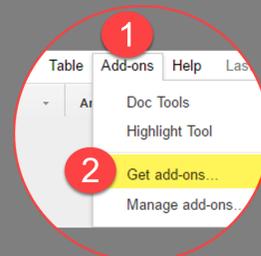
We are excited to share with you a new tip of the week, every Friday. The tips are short, to the point and cover a range of subjects. We hope these tips help you to work with technology more efficiently and successfully.

## Google Add-ons

Have you ever looked for functions in Google that you have in Word or Excel? Google offers add-ons for Google Apps. These add-ons allow you to add many functions previously only available in Word and Excel. Here are a few of the favorite add-ons available. Please remember that not all add-ons are created equal. Some may work better than others, so just be sure to play around with them!

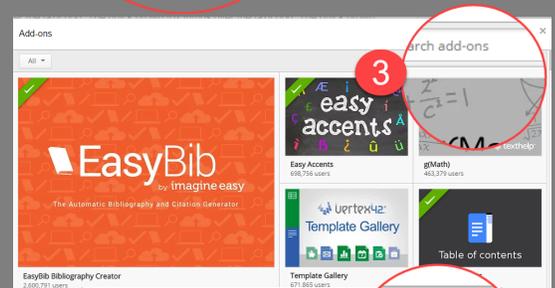
### How to add Google add-ons:

1. Open a Google doc or sheet. Click on the Add-ons tab.
2. Click on Get add-ons...
3. Look through the available add-on, or type in the name if you know it, and then click on it to select it.
4. Click the Free button to download the add-on.
5. A window will open requesting access to specific items for that add-on. You must click Allow to install the add-on.
6. You will now find the add-on listed under the Add-ons tab.



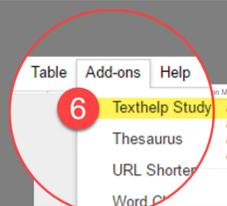
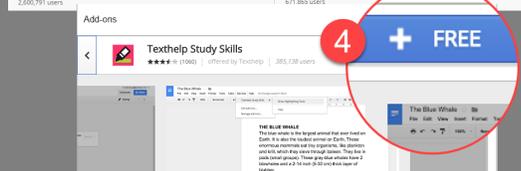
### Some Google Docs Add-ons:

- A. Doc Tools—This add-on gives you thirteen straightforward tools to make adjustments to your document. One click will make your text look the way that you need.
- B. EasyBib—allows you to easily create a bibliography. Automatically cite books, journals, and websites by entering titles or URLs. Format citations in styles including MLA and APA. Paste it directly into your Google Docs.
- C. Table of Contents—automatically creates table of contents in the sidebar that can be clicked through for easy document navigation.
- D. Easy Accents—allows users to easily insert accents for different languages directly from a sidebar in Google Doc.
- E. Word Cloud—Generates a downloadable word cloud. Lots of features including control over number of words, prettying the cloud, and dropping words.



### Some Google Sheets Add-ons:

- A. Power Tools—one-click solutions for tasks: split cells, remove duplicates, change case, work with formulas & more.
- B. Find Fuzzy Matches—scans your sheet for typos and lets you correct them in seconds.
- C. Split Names—quickly split fill names to several columns with first, middle, last names or titles.
- D. Table Styles—allows you to quickly apply a professional and uniform look to your tables in Google Sheets.



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