



RUN@75

CA Sumit Bihani



CA Sumit Bhani



# Use of Google Workspace Enhancing Daily Practice-Sumit Bihani

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# Agenda

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# Agenda of Discussion

Gmail Hacks

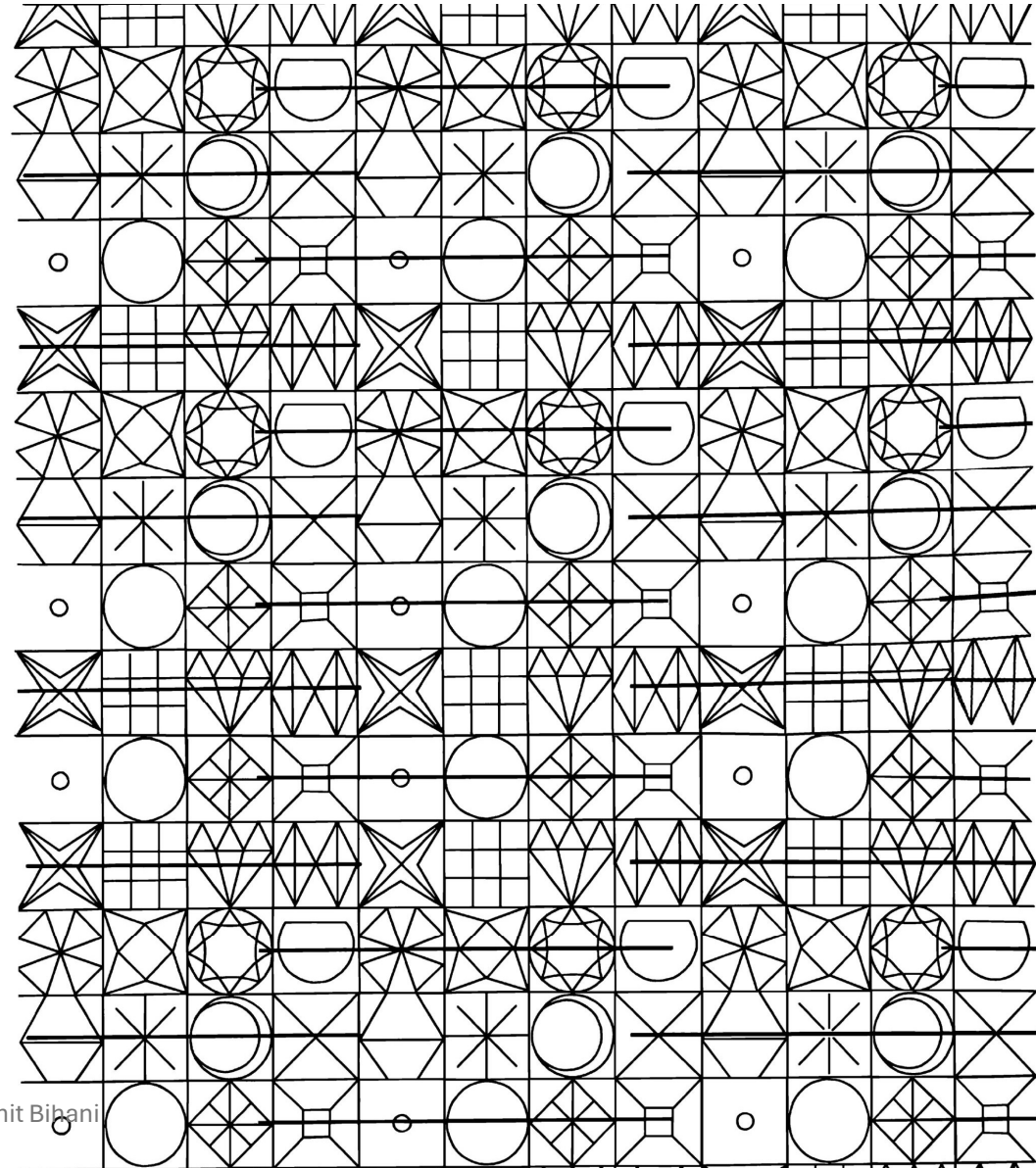
Google Docs

Google Sheets

Google Forms

Google Translate

Few Use cases with Google- Gemini



Gmail  
Templates



**Settings**

General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet **Advanced** Offline Themes

**Auto-advance**  
Show the next conversation instead of your inbox after you delete, archive or mute a conversation. You can select whether to advance to the next or previous conversation in the "General" Settings page.  Enable  Disable

**Templates**  
Turn frequent messages into templates to save time. Templates can be created and inserted through the "More options" menu in the compose toolbar. You can also create automatic replies using templates and filters together.  Enable  Disable

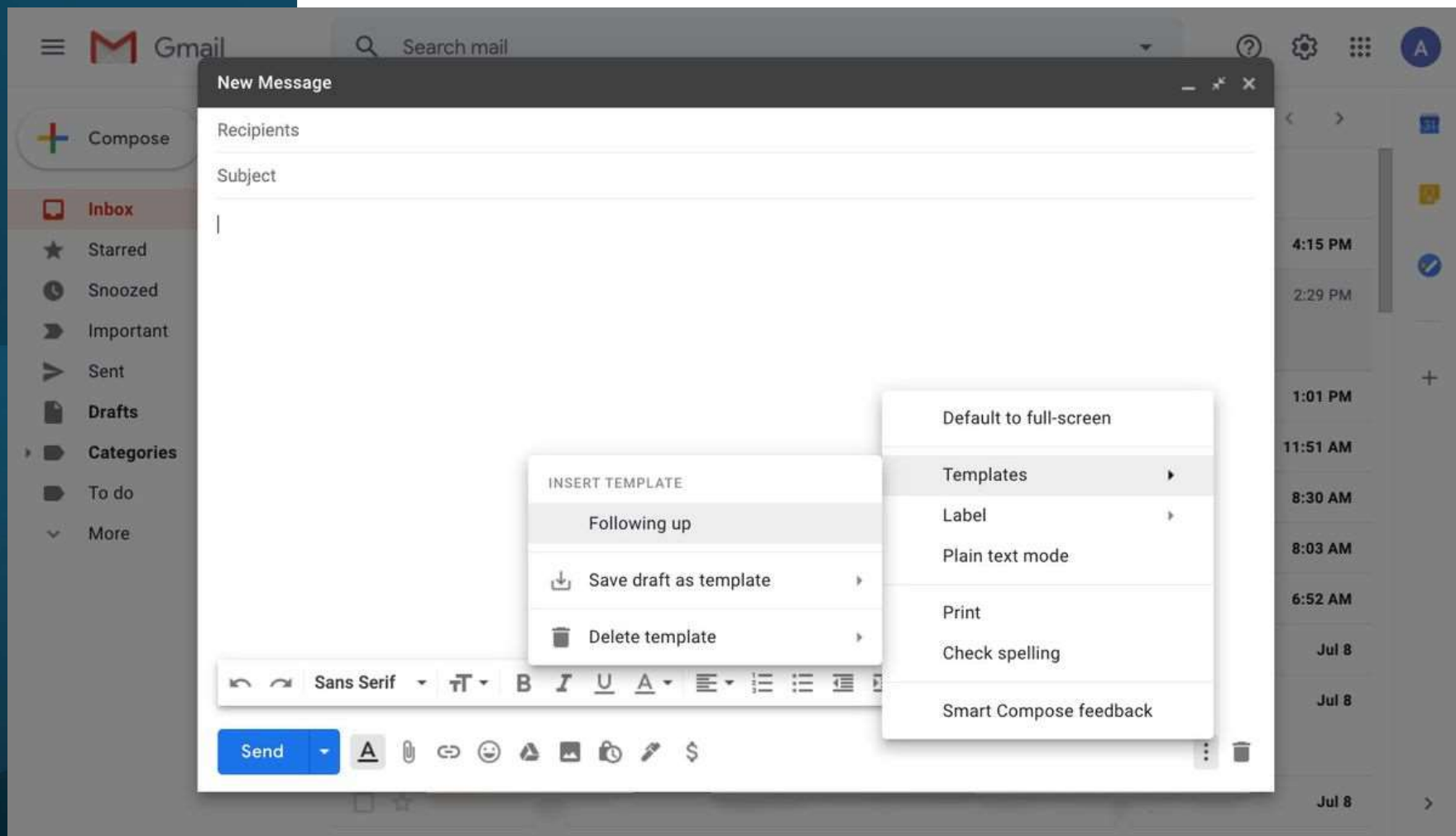
**Custom keyboard shortcuts**  
Enable the ability to customize your keyboard shortcuts via a new settings tab from which you can remap keys to various actions.  Enable  Disable

**Right-side chat**  
Move the chat box to the right side of the inbox.  Enable  Disable

**Unread message icon**  
See how many unread messages are in your inbox with a quick glance at the Gmail icon on the tab header.  Enable  Disable

Save Changes Cancel

# Gmail Templates.....



# Gmail Templates.....

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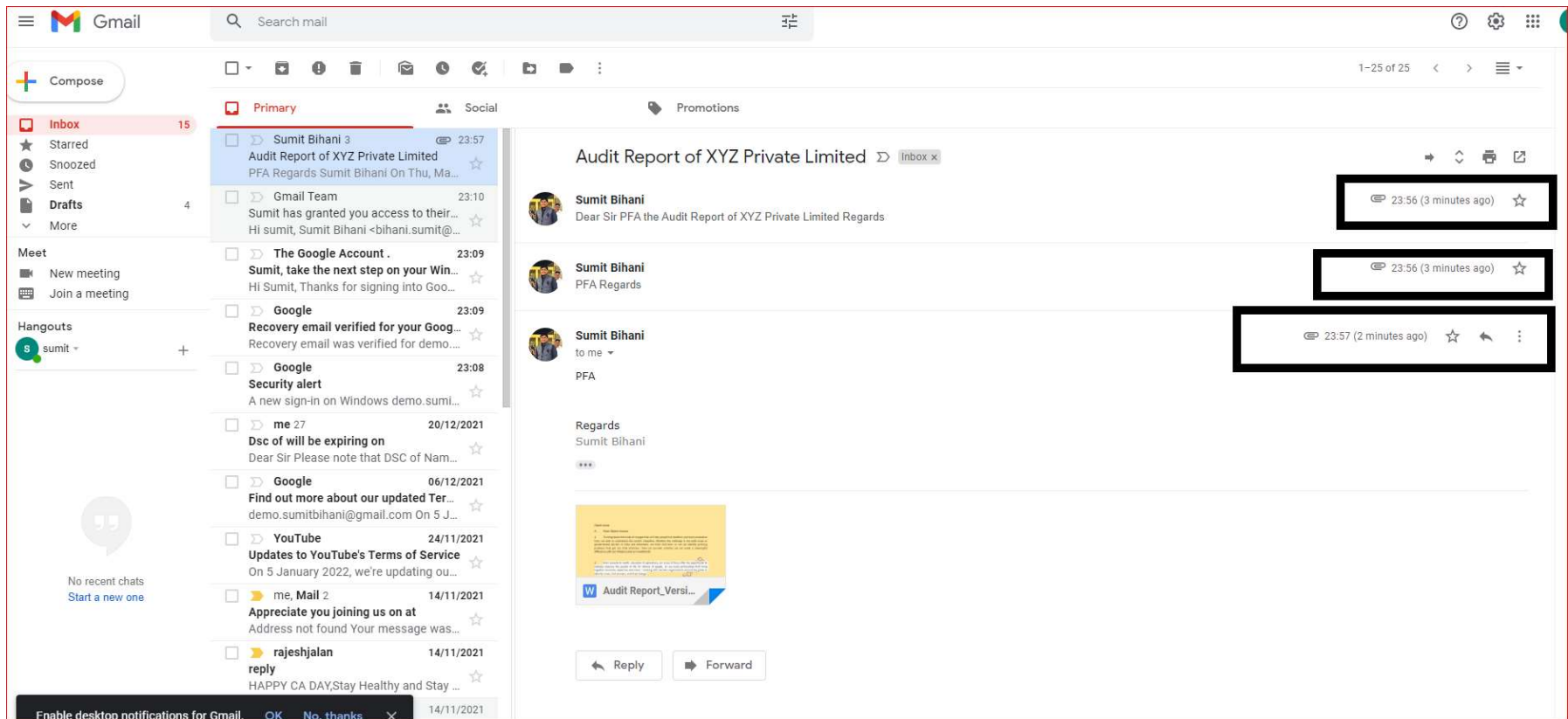


The screenshot shows a Gmail interface with the following elements:

- Header:** Gmail logo, search bar, and utility icons (help, settings, app menu, profile).
- Left Sidebar:** Compose, Inbox (18), Starred, Snoozed, Sent, Drafts (4), More, Meet, New meeting.
- Primary Tab:** Active tab showing three email entries from Sumit Bihani.
- Email Entries:**
  - 1. **Sumit Bihani** | **Audit Report of XYZ Private Limited Changed** - PFA the Audit Report Regards Sumit Bihani | 23:53 | Attachment: Audit Report\_V...
  - 2. **Sumit Bihani** | **Audit Report of XYZ Private Limited Version 2** - PFA the Audit Report Regards Sumit Bihani | 23:52 | Attachment: Audit Report\_V...
  - 3. **Sumit Bihani** | **Audit Report of XYZ Private Limited** - PFA the Audit Report Regards Sumit Bihani | 23:50 | Attachment: Audit Report\_V...

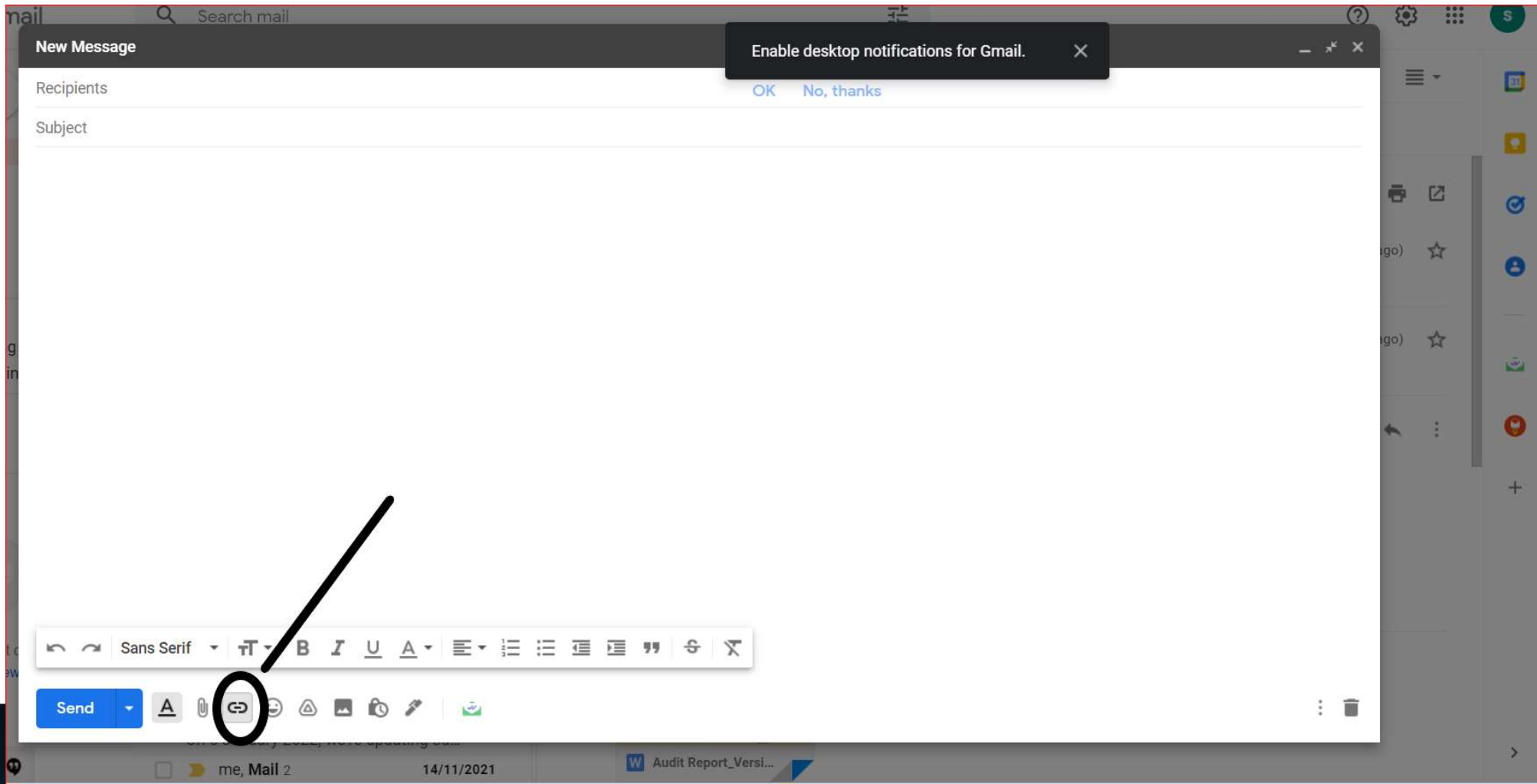
# Multiple Version of Emails....

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# Multiple Version of Emails....

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Multiple Version of Emails....

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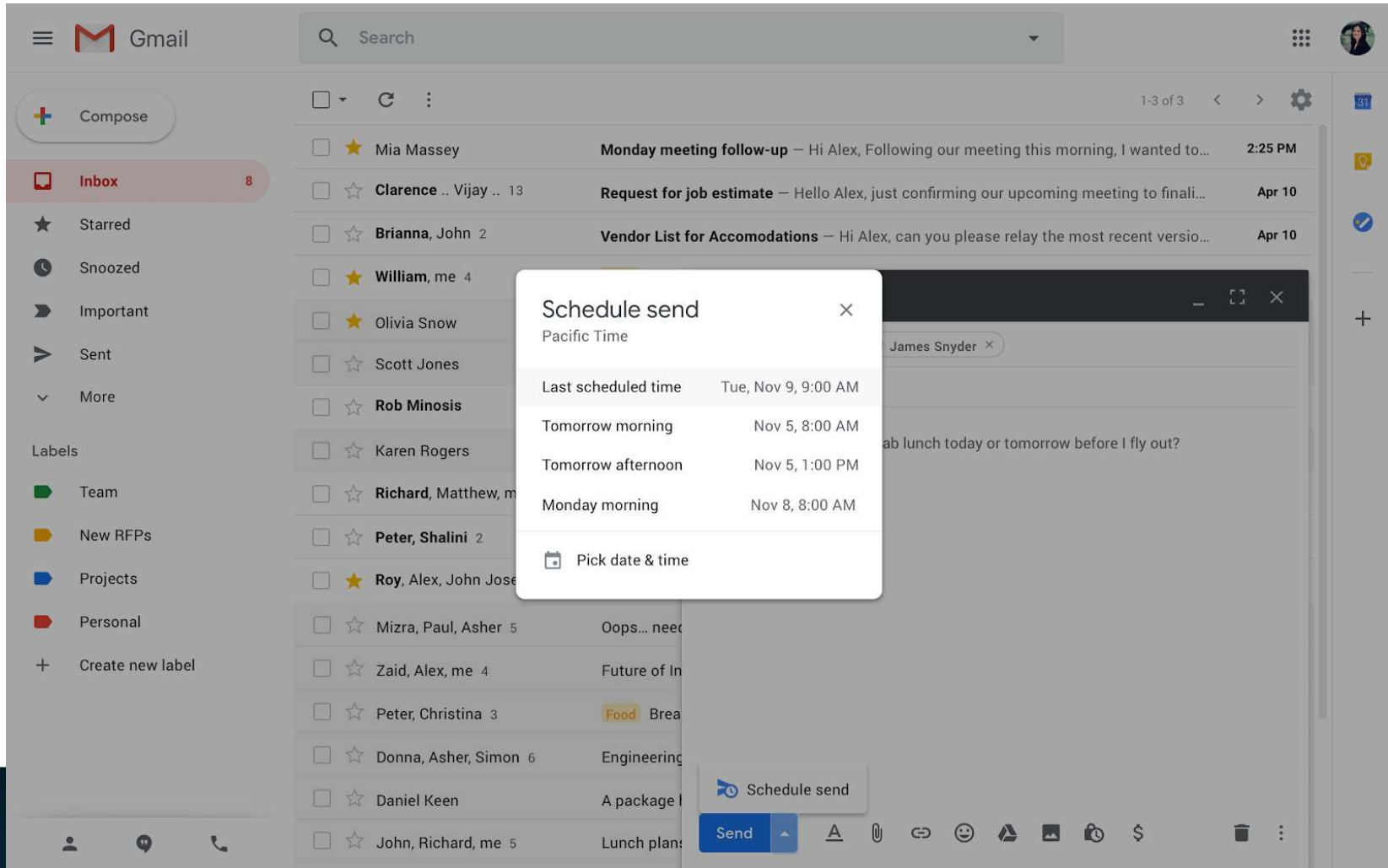
- ★ Starred
- 🕒 Snoozed
- 📌 Important
- 📤 Sent
- 📧 Drafts
- ▶ **Categories**
- 📁 To do
- ▼ More

1-50 of 2,332 < >

☐ ☆ ▶	Aliya,	Hey - Thanks for reaching out!	Jul 10
☐ ☆ ▶	Aliya Chaudhry	Hi - Hello!	Jul 10
☐ ☆ ▶			
☐ ☆ ▶			
☐ ☆ ▶			
☐ ☆ ▶			
☐ ☆ ▶			
☐ ☆ ▶			
☐ ☆ ▶			Jul 9
☐ ☆ ▶			Jul 9
☐ ☆ ▶			Jul 9
☐ ☆ ▶	CA Sumit Bihani		Jul 9

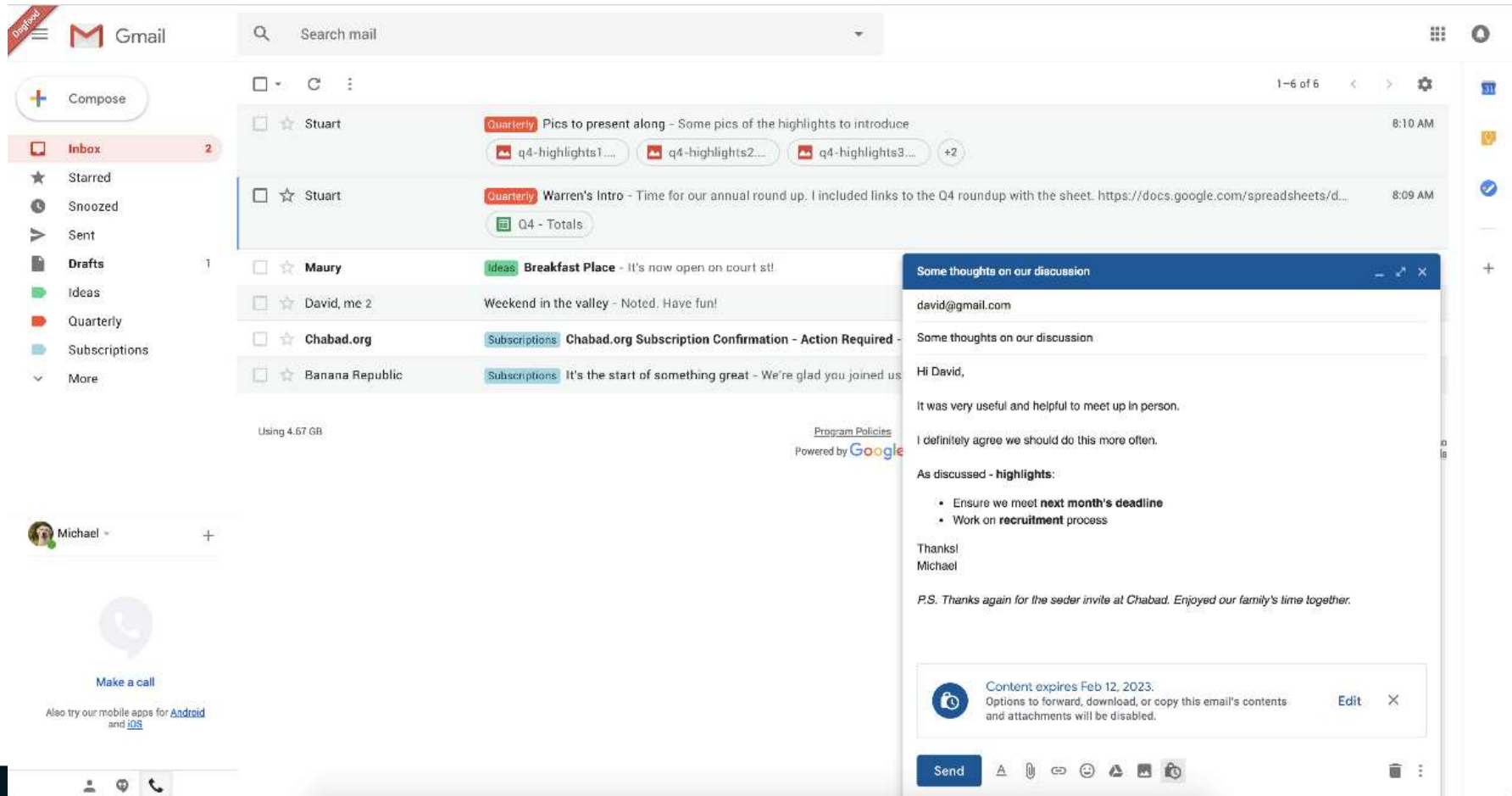
**Snooze until...**

Later today	Mon, 6:00 PM
Tomorrow	Tue, 8:00 AM
Later this week	Wed, 8:00 AM
This weekend	Sat, 8:00 AM
Next week	Mon, 8:00 AM
 Pick date & time	



# Schedule Send Gmail

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# Send Password Protected Email

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Attach E-mail as attachment

The screenshot shows the Gmail interface. On the left is the navigation sidebar with categories like 'Compose', 'Inbox' (with 8 items), 'Starred', 'Snoozed', 'Important', 'Sent', 'Team', 'New RFPs', 'Projects', 'Personal', and 'More'. The main area displays a list of emails under 'Starred' and 'Everything else'. A context menu is open over the email 'Best Indian Resta...', listing actions: 'Mark as read', 'Mark as unread', 'Mark as not important', 'Add to Tasks', 'Add star', 'Filter messages like these', 'Forward as attachment' (highlighted with a mouse cursor), and 'Mute'. The email list includes details like sender names, subject lines, and dates.

# Attach E-mail as attachment



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# Every tool you need to work with PDFs in one place

Every tool you need to use PDFs, at your fingertips. All are 100% FREE and easy to use! Merge, split, compress, convert, rotate, unlock and watermark PDFs with just a few clicks.



## Merge PDF

Combine PDFs in the order you want with the easiest PDF merger available.



## Split PDF

Separate one page or a whole set for easy conversion into independent PDF files.



## Compress PDF

Reduce file size while optimizing for maximal PDF quality.



## PDF to Word

Easily convert your PDF files into easy to edit DOC and DOCX documents. The converted WORD document is almost 100% accurate.



## PDF to PowerPoint

Turn your PDF files into easy to edit PPT and PPTX slideshows.



## PDF to Excel

Pull data straight from PDFs into Excel spreadsheets in a few short seconds.

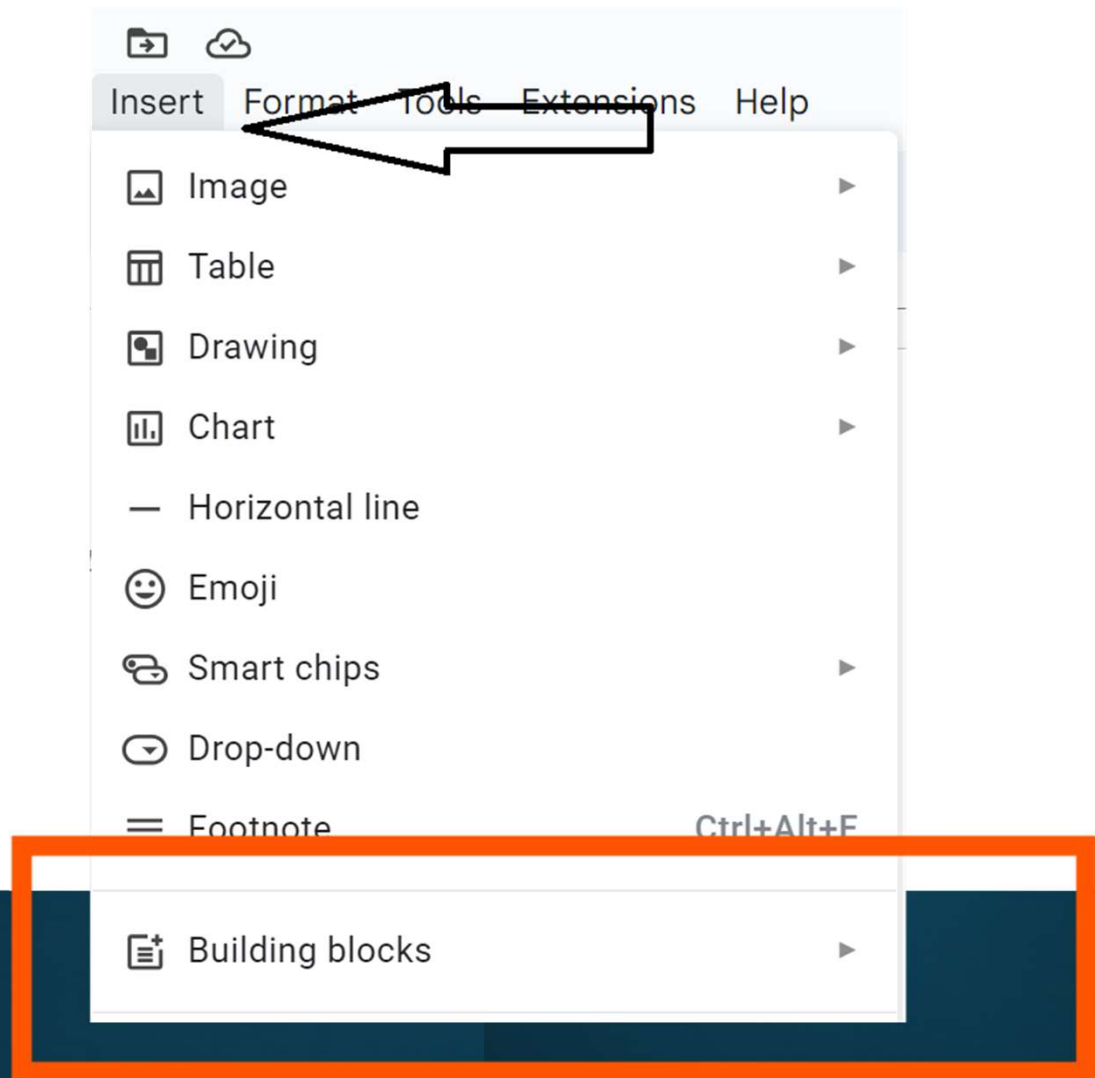
# Convert to PDF

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# Google Docs

- Collaborative working
- Audit Noting
- Voice Typing

# Building Blocks





- ” Citations
- ≡ Line numbers
- 🔗 Linked objects
- 📖 Dictionary Ctrl+Shift+Y

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- 🌐 Translate document
- 🗣️ Voice typing Ctrl+Shift+S

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- 🔔 Notification settings
- ⚙️ Preferences
- ♿ Accessibility



Google Forms

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Collect Data

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# Google Translate



Text



Image

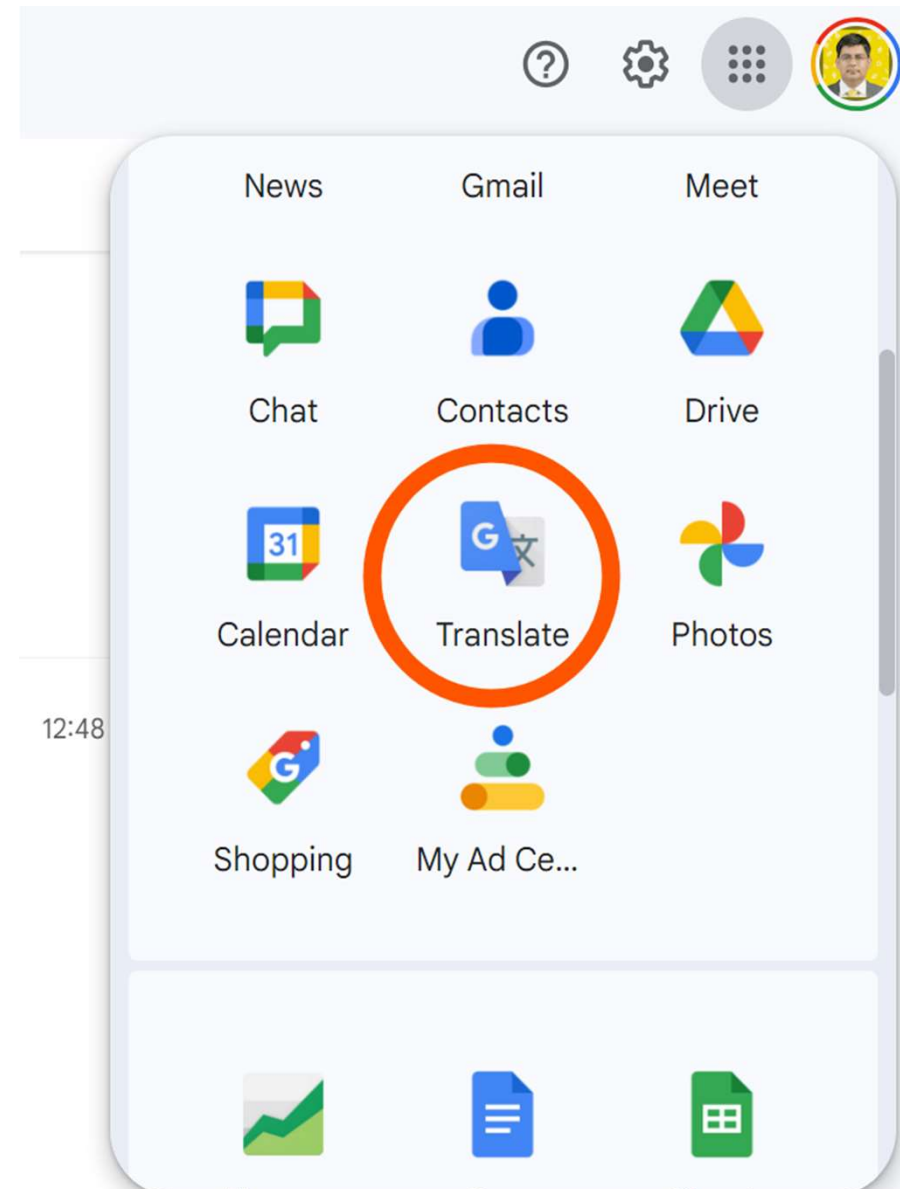


Document



Website

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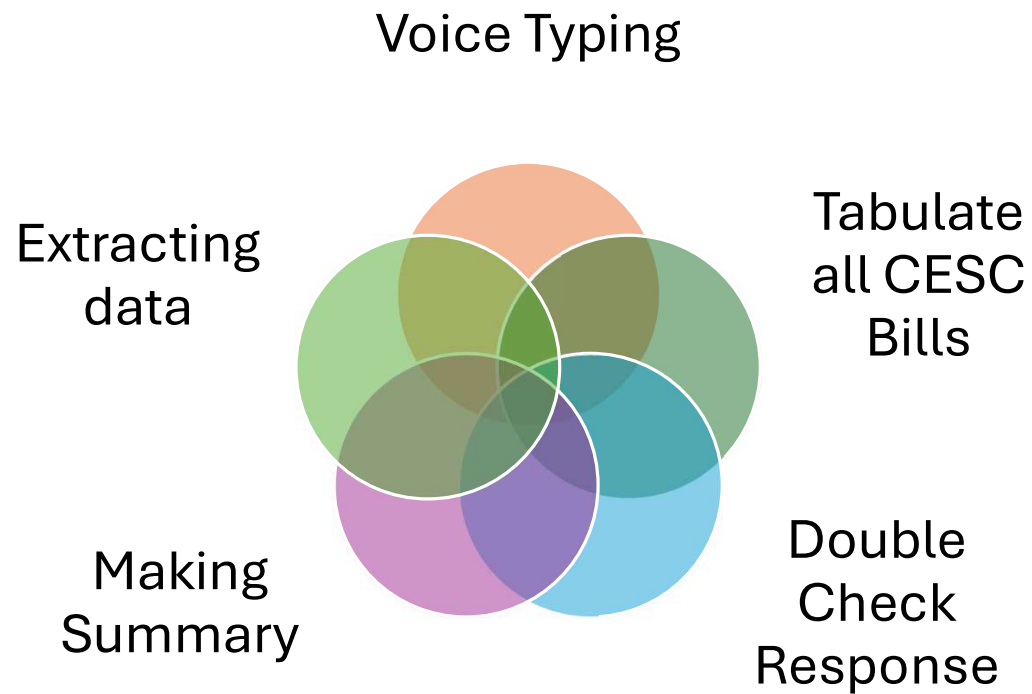




# Google Gemini



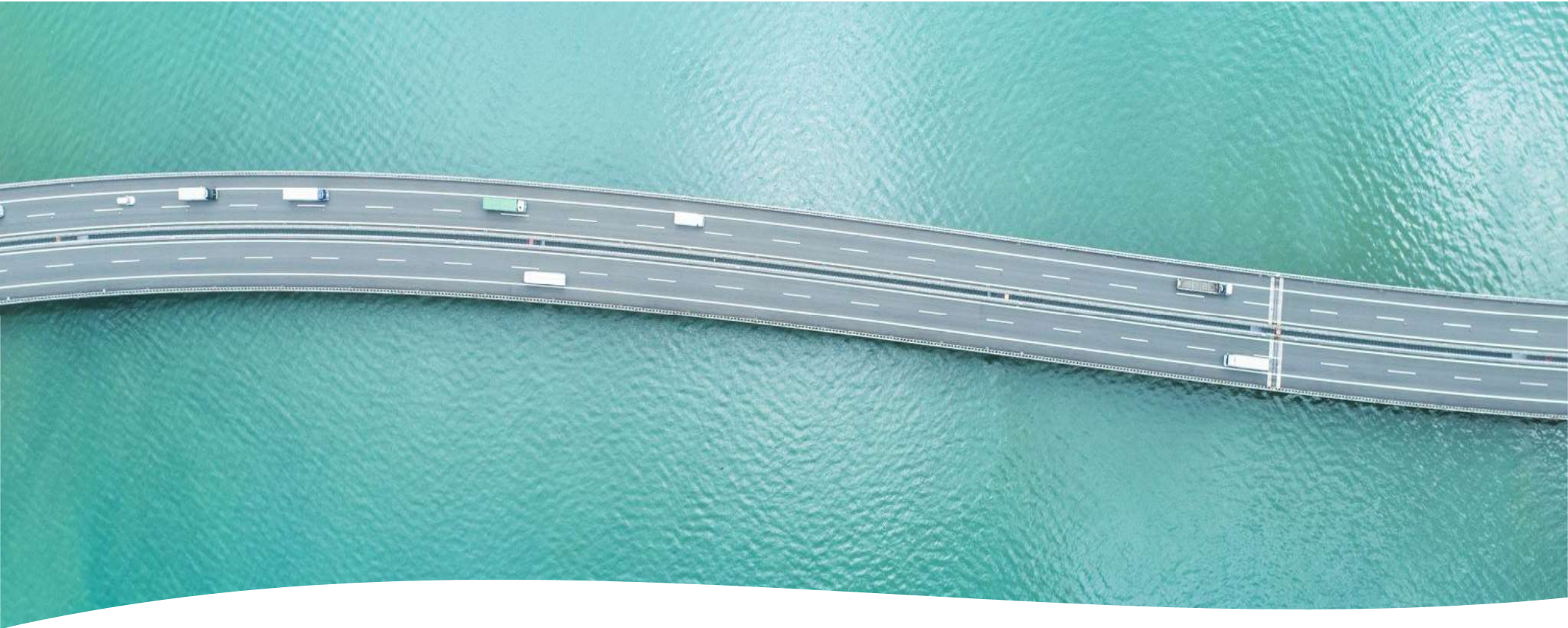
# Use Case







Google  
Keep



Thank You

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Lets Connect



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