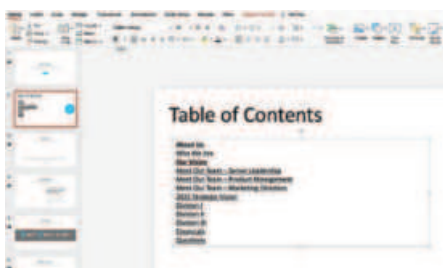


# Essential Google Workspace add-ons to streamline your work

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Google Workspace is the cloud-based collaboration and productivity suite that we use in almost every aspect of our professional lives. To bring out the best adequacy of these services, Google provides many add-on extensions to make productivity and collaboration more effective. These add-ons are precise to the need, user-convenient, intuitive to access and above everything, free to use in most cases. Here are our top five picks for the Google Workspace add-on to streamline your work.



## ONELOOK THESAURUS For Docs

Ever experienced the complicated mess of juggling between different tabs on your browser while working on Google Docs? Whether you are working on an academic paper as a student, teacher or academician, delving deep into your creative editorial as a writer or maybe just working on critical documents related to your business, there is scarcely anybody found who never once elapsed between the trouble of finding the right vocabulary for the perfect end result. Those who did, just know what a tight spot it is for their collective productivity to pick up in such scenarios. But the perfect solution already exists at the right place, merely one or two clicks away.

With OneLook Thesaurus, you can find the right words needed in your document's workflow and easily incorporate them with a simple click. Available as a Google Docs add-on on Google Workspace Marketplace, you can avail synonyms, antonyms, proverbs, quotes and even lyrics relevant to the word or phrase you have selected on your working document. It is easy to use and the convenience almost feels like a blessing at times, as most everyday users of Google Workspace will tell you.

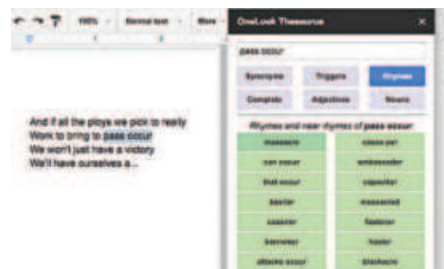


## LUCIDCHART DIAGRAMS For Drive, Docs, Sheets and Slides

With more than 10 million installations, LucidChart is one of the most impressive on-demand add-on applications for

mass users. It is a cloud-based 'visual collaboration suite' best designed for boosting the performance outlay of individuals, organizations and teams specific to their needs. As the hub of numerous visual solutions, you are bound to be moved by how effective this collaborative tool can be. It is a go-to blend for the solutions you need for increased productivity as well as for the answers you did not even know you need for your workplace before. Line diagrams, flowcharts, company workflow architecture, structural layouts for your projects, presentations and organizational documents with little to no effort can be seamlessly created with this third party application in order to make you stand out from the rest.

The diagrams and documents you create with Lucidchart can be incorporated in almost every other major Google application, i.e., Sheets, Docs and Slides, easily. As Lucidchart preaches 'Visualize Your Work' - this add-on can be the literal representation of your ultimate flawlessness at workplace. Some features that are offered here are premium but the free ones are enough to do most of what you will need.



## QUILGO For Forms

This collaborative apparatus can be a lifesaver for those who deal with Google Forms and relevant functionalities of maintaining the responses on a regular basis. With Quilgo, you will not go wrong on how you intend to sustain your workflow, exclusively at Forms. Oftentimes, keeping track of the form responses and perfecting time duration for the tests, quizzes or activities you create are hectic. So from right now, mark Quilgo on your mind and make it the must addition for your work time on Forms. As featured in the last update listing on Marketplace, Quilgo will

automate time tracking, provide screen tracking and camera tracking for the respondents and most importantly, it will integrate your forms with Google Classroom in the most feasible manner.

To add to this amazing list, exam modes can also be created and activated so that you can schedule a date and a specific time to run online tests or quizzes. Quilgo makes your work efficient, effective and impressive. In a sense, it is the tool that will do everything for you. With the multifunctional dashboards, you will be better than ever at managing your forms in real-time as well as making the activities more interesting and tangible for your respondents. There is another resourceful add-on available for Forms called Form Notifications, which can automate the email sending procedure for both form respondents and form editors.



## AUTO-LATEX EQUATIONS For Docs and Slides

If you have ever used Google Docs or Slides for making academic documents and presentations, you must have come across the difficulty of not being able to add mathematical equations to the content in a built-in manner. Even if the formats of these special characters are not disintegrated on the online platforms, copying the equations first from MS Word or from the internet and then pasting them is a time-consuming process in most cases. At first look, you may feel confused at the dilemma about how this add-on works, but a little time to look into the description and instructions provided will be enough to grasp its course of action.

Here's how you use this add-on. Type your equations in a manual format and tap on the Render Equations button to bring out the correct appearance of the equation. For instance, if you wish to include that 3 square equals 9, simply type  $3^2 = 9$ , enclose the

equation within  $$$$  and click on Render Equations. Automating the procedure for implementing equations in Docs and Sheets with Auto-Latex Equations will make the process smoother and lessen the overall time consumed in the work. You are also free to de-render your equations to make necessary editing and changes. More extensive features are included that you can explore and implement to transform your time into highly productive work hours.



## SLIDECONTENTS For Slides

For better management of your presentation slides, SlideContents may be the most practical solution out there. While presenting, we often face the lagging issue caused by too many slides sequenced at once, and of course, the slow pace of the internet. SlideContents prepares a new window on top of your Slides screen and lists the title of each slide in the presentation. Each member of the list is the hyperlink for you to directly travel across and reach a particular slide. Using SlideContents in the most effective manner will make your presentations more seamless and easy-going.

Theme and font management for your slides are also offered among the wide array of features of this add-on application for Google Slides. You can do convenient modifications to your slides for the perfect layout and synchronization. Use the Unsplash add-on for attaching images directly on Google Slides instead of opting to open a new tab on your browser and search for the image. Delivering high-quality presentations has never been easier - once you start experiencing the increased capabilities of Google Slides with these add-ons, you will come across a newfound level of productivity and collaboration.