


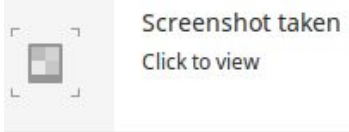
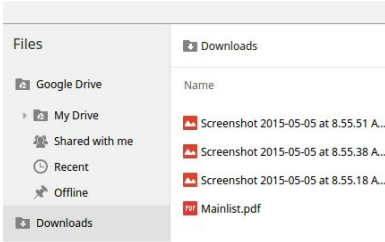



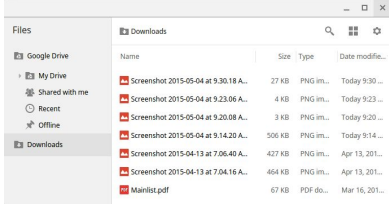

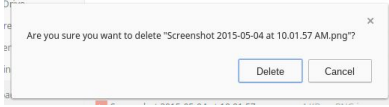






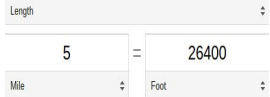

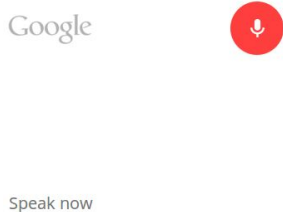



Favorite Chromebook Shortcuts

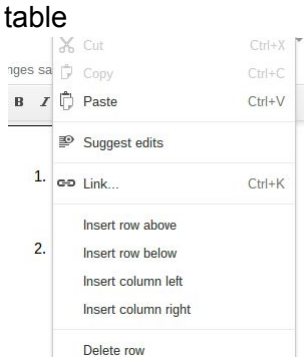
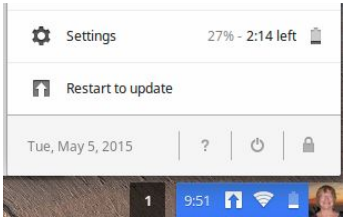
*Note that many of the standard keyboard shortcuts for copy (Ctrl-C), cut (Ctrl - X), paste (Ctrl-V), and Undo (Ctrl-Z), work similar to regular PC's, and are not listed below.

Action	Key combination	Result: Examples				
<p>Show Keyboard shortcuts (shows an overlay on your keyboard) - Then with it open, press Ctrl, Alt, or Search to see specific overlays. Press Esc to hide it.</p>						
<p>Screenshot of the entire screen</p>		<p>A popup window appears and the image is saved to your Clipboard and into the Downloads folder in the Files folder.</p>  <p>Copy to clipboard</p>				
<p>Downloads and Files window</p>		<p>Your screenshots are automatically saved in the Downloads folder which are saved locally on your chromebook device</p>				
<p>Screenshot of a selected area Press 3 keys shown, then notice your cursor is a + symbol, move it to the corner of the area to capture, mouse click, keeping it pressed, and drag over and down, when you release the mouse, it will have taken a screenshot of the selected area</p>		<table border="1"> <thead> <tr> <th data-bbox="1040 1507 1370 1556">Action</th> <th data-bbox="1370 1507 1419 1556">Key</th> </tr> </thead> <tbody> <tr> <td data-bbox="1040 1556 1370 1612">Screenshot of entire screen</td> <td data-bbox="1370 1556 1419 1612"></td> </tr> </tbody> </table>	Action	Key	Screenshot of entire screen	
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Screenshot of entire screen						

Favorite Chromebook Shortcuts

<p>To open your file manager window, click on the file folder icon on the taskbar at the bottom ,</p> <p>OR use this key combination</p>		
<p>Delete a file and it will ask you to confirm. Click on the file, then the alt-backspace keys.</p>		
<p>Turn caps lock on and off</p>		<p>MAKE TITLE ALL CAPS caps turned off</p>
<p>QUIT quickly</p>		
<p>Chrome Launcher Tips</p> <ol style="list-style-type: none"> 1. Use as a calculator 2. Use for unit conversion 	<p>Click on launcher </p> <p>In the  search field</p> <ol style="list-style-type: none"> 1. type your mathematical expression and enter 2. Type your unit conversion with desired result 	<ol style="list-style-type: none"> 1.  6x542 then it show the result opens a window and shows the result 2. type in a conversion <p> 5 miles in feet</p> <p>then see the result</p> 
<p>Use voice recognition for searching. Click the launcher, then click on the microphone image</p>	 <p>It will open the microphone window to listen (this can be turned on permanently)</p>	
<p>Hard reboot *** if frozen (you will lose any unsaved work)</p>		
<p>Right click mouse equivalent</p>	<p>alt + trackpad tap</p>	<p>This provides additional options such as for this</p>









Favorite Chromebook Shortcuts

	<p>OR</p> <p>click or tap the trackpad with two fingers</p>	
<p>Lock the screen</p>	<p>CTRL + Shift + L</p> <p>OR</p> <p>Click on your profile icon and click on the lock icon</p>	

The Function keys

These are the keys with icons across the top of your keyboard. These can vary depending on your model, however these are fairly standard. If yours are different, see what function they perform.

Some chromebooks show the function key numbers for the icons identified below

-  Go to the previous page in your browser history (F1)
-  Go to the next page in your browser history (F2)
-  Reload your current page (F3)
-  Maximize your window (F4)
-  Switch to your next window (F5)
-  Decrease screen brightness (F6)
-  Increase screen brightness (F7)
-  Mute (F8)
-  Decrease the volume (F9)
-  Increase the volume (F10)

Additional Resources:

Favorite Chromebook Shortcuts

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- TechSmithSnatit Free Extension for Chromebook screenshots
- Free eBook on “[Getting Started with Your Chromebook](#)” by Disan Francis
- [100 Awesome Google Chrome Tips and Tricks](#)
- [Chromebook video tutorials](#) includes getting started, first video chat, printing, installing apps, parental controls and many other useful videos.
- [Everything Teachers need to know about chromebooks](#) (9 tutorials)
- [Google's Chromebook Help Center](#)