CHROMEBOOK SKILLS

EVERY STUDENT SHOULD LEARN

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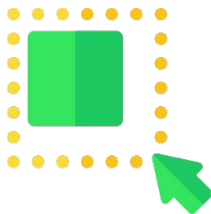# Keyboard Shortcuts

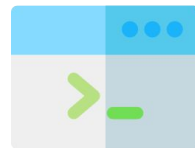|	
CTRL + C copy	CTRL + V paste
CTRL + X cut	CTRL + A select all
CTRL + F find	CTRL + N new window
CTRL + T new tab	ALT + 🔍 caps lock

CTRL + SHIFT + V
paste without formatting

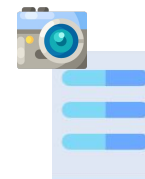ALT + BACKSPACE delete

CTRL + Z undo

CTRL + Y redo

ALT + [ALT +]
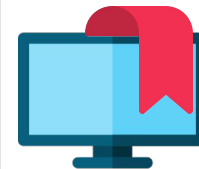split screen
*works when you have 2 windows open

CTRL + SHIFT + T
open last tab

SEARCH + L lock screen

CTRL + SHIFT + ▢❙❙
screenshot

CTRL + D bookmark

Take a Screenshot

Press **CTRL + Shift + Show windows**. Choose if you would like to take a **full screen**, **partial screen** or **entire window** screenshot. Then, select and drag over the area you would like to capture. When the notification appears, click to see your screenshot, or find it in your Files app.

ctrl ➕ shift ➕ 🔲

SCREENSHOT

Partial Screen

Full Screen
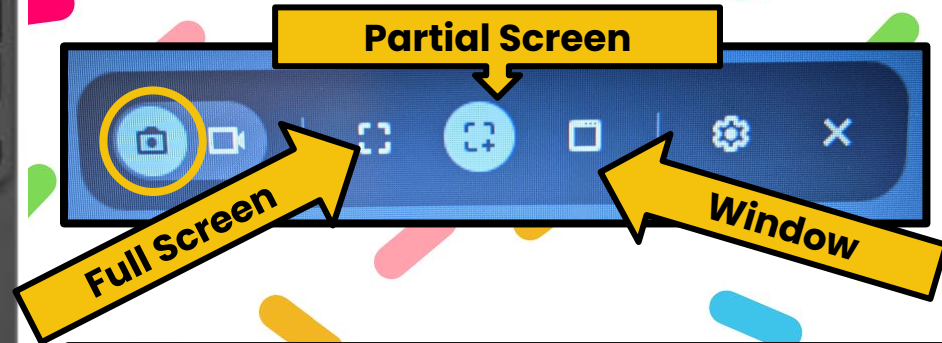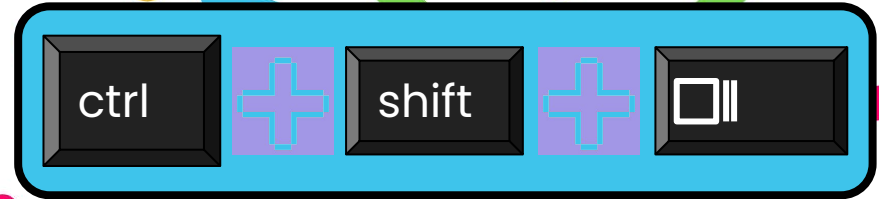
Window

⭐Tip: You can also take a screenshot with the menu at the bottom right: Select the **time** and then select **Screen capture**.

Screen Record

To **record your screen**, follow the steps below:

- ✅ Press **Shift + Ctrl + Show windows**. ◻️║
- ✅ In the menu at the bottom, select **Screen record**. 🎥
- ✅ Select an option:
  - a. Record the **full screen**.
  - b. Record a **partial screen**.
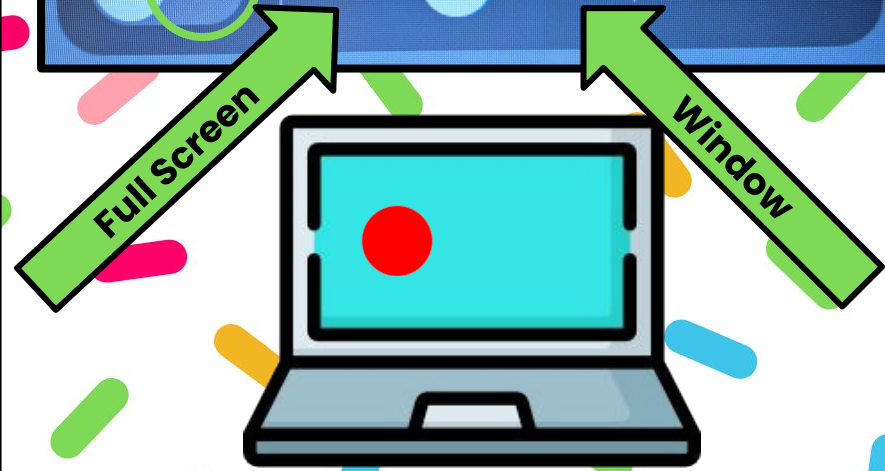 - c. Record a **window**.
- ✅ To **stop recording**, at the bottom right, select Stop recording. ⏹️

ctrl + shift + ◻️║

Partial Screen

Full Screen

Window
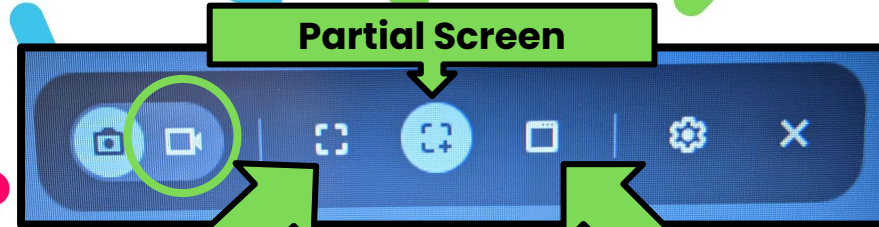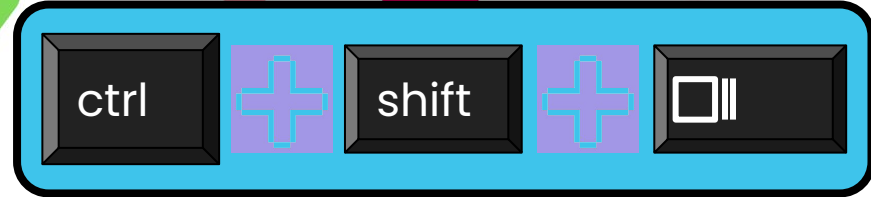
Touchpad Tips

Tap to click or select.

Click!

Just press down on the lower half of the touchpad with one finger to select an image or text box.

Two finger scroll.

Place two fingers on the touchpad and move them up and down to scroll vertically, left and right to scroll horizontally.

Two finger tap to right click.

Click!

Just press down on the lower half of the touchpad with two fingers to right click.

Drag and drop.

Click the item you want to move with one finger. With a second finger, move the item. Release both fingers to drop the item at its new location.

Set Up Virtual Desktops

Create a Desk

💼 On your Chromebook keyboard, press the **Show windows** key ▭❙❙ .

💼 At the top right, select **New desk**.

Optional: To rename a desk, select the desk's name and enter in your preferred name.

Go To A Different Desk

💼 On your Chromebook keyboard, press the **Show windows** key▭❙❙ .

At the top, select a **desk**.

Tip: To switch to a different desk on your touchpad, swipe 4 fingers left or right.

Move A Window To Another Desk

💼 On your Chromebook keyboard, press the **Show windows** key ▭❙❙ .

💼 At the top, select the desk with the windows you want to move. You may have to press the **Show windows** key ▭❙❙ again.

💼 Drag windows and apps to your preferred desk.

Take a Photo or a Video

In the corner of your screen, select the Launcher. Select the up arrow.

To open the camera:
- 📷 To take a photo, tap **Take Photo**.
- 📷 To set a 3 or 10 sec timer, select **Timer.**
- 📷 Then select **Take a Photo**.

To record a video:
- 🎥 Select **Video**.
- 🎥 Select **Start Recording**.
- 🎥 To see all the videos and pictures you've taken, in the bottom right corner, select the thumbnail of your most recent video or photo.

Scan a QR Code

📷 In the corner of your screen, select the **Launcher**.
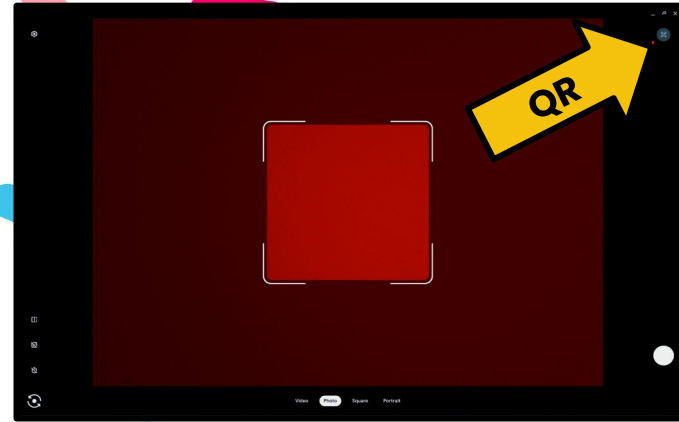
📷 Open **Camera** 📷 .

📷 On the right, select the **QR** ▦ .

📷 Center your on-screen QR Code in the QR Code finder window.

📷 Once a QR Code is detected, a link and a copy button appears.

📷 At the top of the QR Code finder, select the link to open a new Chrome tab.

📷 **To copy the link to the clipboard:** Select the copy button.

QR

LINK

http://en.m.wikipedia.org

Pin Apps to Your Shelf

📌 In the corner of your screen, select the **Launcher**.

📌 To see all of your apps, select the **up arrow** ⌃ .

📌 Find the app you want to add and right-click or tap and hold the app.

📌 Select **Pin to shelf**.
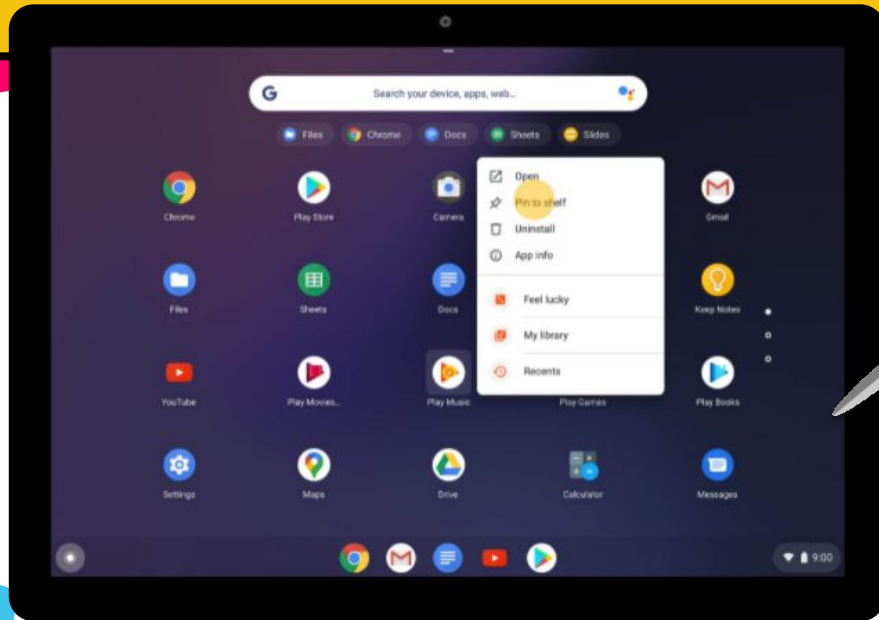
Moving/Adjusting Objects

To move or adjust object on your Chromebook, try one of these options:

👉 Click on the **object** you wish to move.
👉 Use the **arrow** keys to move the object ⬆️ ⬇️ ➡️ ⬅️.

OR

👉 Using one finger, **click and hold** the item you want to move.
👉 With a second finger, **drag** the item to its new spot.
👉 Release both fingers.

Zoom In or Out

You can make the page you're looking at bigger or smaller, but keep other parts of your screen the same size.

🔍 To make the page **bigger**: Press **Ctrl** and **Plus**.

Ctrl   +

🔍 To make the page **smaller**: Press **Ctrl** and **Minus**.

Ctrl   -

🔍 To **reset** zoom: Press **Ctrl + 0**.

Ctrl   0

Group Tabs for Subjects

You can organize your tabs with groups.

📁 Open **Chrome** 🌐 .

📁 Select **New tab** + .

📁 Right-click a tab and then select **Add to new group**.

📁 To edit your tab group, select the circle to the left of your tab. You can:

✏️ Name your group.

✏️ Add additional tabs to the group.

✏️ Remove the group.

To **add** a tab to an existing group, drag the tab into the group.

To **remove** a tab from a group, right-click on the tab, then select **Remove from group**.
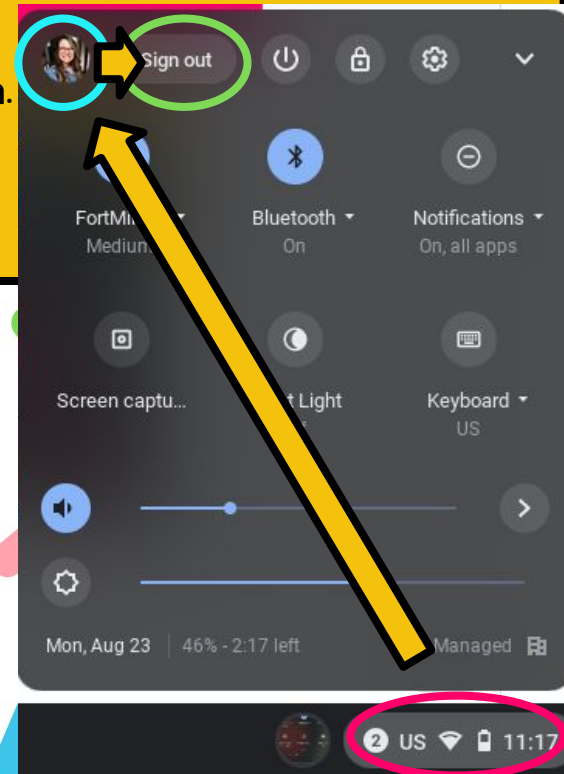
Properly Shutting Down

To turn off your Chromebook completely, try one of these options:

🔋 At the bottom right, select the **time**. Select **Power** ⏻.
🔋 At the bottom right, select the time. Select **Sign out** and then **Shut down**.

Once your Chromebook has powered off completely, you can close it.

Let's Reflect!

FOR TEACHERS ONLY

Make a copy of the following Google Form and assign it to your students in Google Classroom or any other LMS.