
















CHROMEBOOK

TIPS

<b>Right click</b>	<b>Two finger click or Alt+Click</b> 
<b>Caps Lock</b>	<b>Alt+Search</b>
<b>Delete</b>	<b>Alt+Backspace</b>
<b>Screenshot ENTIRE SCREEN</b>	<b>Ctrl + Screenshot key</b> 
<b>Screenshot of SELECTED AREA</b>	<b>Ctrl + Shift + Screenshot Key</b>  <b>Draw a rectangle around what you want to screen shoot</b>
<b>Copy</b>	<b>Ctrl + C</b>

<b>Paste</b>	<b>Ctrl + V</b>
<b>Select All on page</b>	<b>Ctrl + A</b>
<b>Scroll Vertically</b>	<p><b>Two fingers on the touchpad and move them up and down</b></p>  An illustration showing two orange fingers touching a grey touchpad on a laptop keyboard. The fingers are positioned vertically, one above the other, with blue circular highlights around their tips, indicating the contact points.
<b>Drag and Drop</b>	<p><b>Use one finger to click on an item. Use a second finger to move the item to your intended location. Release both fingers to drop</b></p>  An illustration showing a single orange finger touching a grey touchpad on a laptop keyboard. The finger is positioned horizontally, with a blue circular highlight around its tip, indicating the click point.

<b>Select a Paragraph</b>	<b>Triple click/tap the trackpad</b>
<b>Select a word</b>	<b>Double click/tap the track pad</b>
<b>Volume keys</b>	 Mute (F8)  Decrease the volume (F9)  Increase the volume (F10)
<b>Increase or Decrease Brightness</b>	 Decrease screen brightness (F6)  Increase screen brightness (F7)
<b>Navigation Tools</b>	 Go to the previous page in your browser history (F1)  Go to the next page in your browser history (F2)
<b>To enlarge Text on the screen</b>	<b>Ctrl +</b>

<b>To Decrease Text on the Screen</b>	<b>Ctrl -</b>
<b>To Find Text on a page</b>	<b>Ctrl F</b>
<b>Turn on/off ChromeVox (speaking text)</b>	<b>Ctrl + Alt + Z</b>
<b>Refresh the screen</b>	
<b>Keyboard Shortcut Display</b>	<b>Ctrl + Alt + ?</b> <b>This shows ALL the shortcuts</b>