

Chromebook Tips

Only the most important details of a Chromebook will be put on this document. If you want to know and learn more, explore your Chromebook even more on your own! It's the best way to learn!

❖ **Logging in**

- Press the Power Button
- When the login screen comes up, type in your Google account

❖ **Using your Chromebook from your desktop**

- On the bottom left of your screen you will see different icons such as Google Chrome, Google Drive, and the Chrome Store. Use these to access the applications you want or need to access.

❖ **Important Desktop Functions**

- Apps Launcher symbol (bottom left of screen-launches Apps or takes you to Chrome Web store where you can "add apps")
- Chromebook Settings-access by clicking on image icon on bottom right of screen)
 - access/change wifi
 - change default font size and zoom for web pages (good for vision impaired or other learning impaired students)

Important Keyboard and Mouse Functions

Right Click	Two Finger click OR Alt + Click
Caps Lock	Alt + Search
Delete	Alt + Backspace
Screenshot entire screen	Ctrl + Screenshot key
Take a screenshot of a selected area	Ctrl + Shift + Screenshot key
Copy	Ctrl + C
Paste	Ctrl + V
Volume Keys (Top right next to the power button)	Left one makes = Sound lower Right one = Sound higher.
Bold	Ctrl + B
Italics	Ctrl + I

Underline	Ctrl + U
Apply Normal Text	Ctrl + Alt + o
Align Text Left	Ctrl + Shift + L
Align Text Center	Ctrl + Shift + E
Align Text Right	Ctrl + Shift + R
Insert Link	Ctrl + K
Access File Menu	Ctrl + Alt + F
Access Edit Menu	Ctrl + Alt + E
Access View Menu	Ctrl + Alt + V
Access Insert Menu	Ctrl + Alt + I
Access Format Menu	Ctrl + Alt + O
Access Tools Menu	Ctrl + Alt + T
Access Add-ons Menu	Ctrl + Alt + N

Chromebook Keyboard

