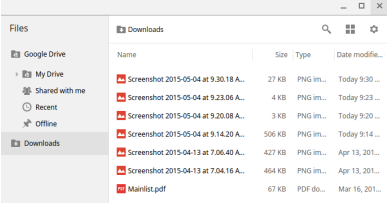
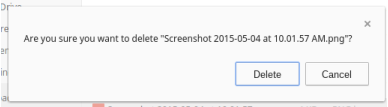
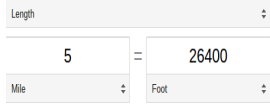
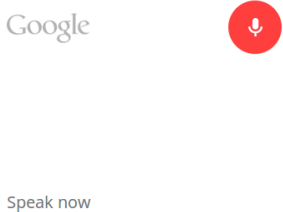
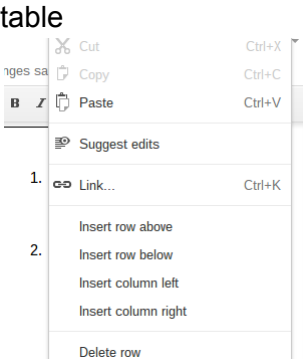
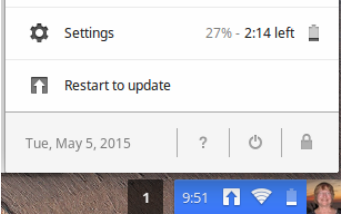


Chromebook Shortcuts Reference

***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
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.		
Screenshot of the entire screen A popup window appears and the image is saved to your Clipboard and into the Downloads folder in the Files folder.		
Downloads and Files window		Your screenshots are automatically saved in the Downloads folder which are saved locally on your chromebook device
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		

To open your file manager window, click on the file folder icon on the taskbar at the bottom , OR use this key combination		
Delete a file and it will ask you to confirm. Click on the file, then the alt-backspace keys.		
Turn caps lock on and off		MAKE TITLE ALL CAPS caps turned off
QUIT quickly		
Chrome Launcher Tips 1. Use as a calculator 2. Use for unit conversion	Click on launcher  In the  Search field 1. type your mathematical expression and enter 2. Type your unit conversion with desired result	1.  6x542 then it show the result opens a window and shows the result 2. type in a conversion  5 miles in feet then see the result 
Use voice recognition for searching. Click the launcher, then click on the microphone image	 It will open the microphone window to listen (this can be turned on permanently)	
Hard reboot *** if frozen (you will lose any unsaved work)		
Right click mouse equivalent	alt + trackpad tap	This provides additional options such as for this

	OR click or tap the trackpad with two fingers	 table ges sa B <i>I</i> Cut Ctrl+X Copy Ctrl+C Paste Ctrl+V Suggest edits 1. GO Link... Ctrl+K 2. Insert row above Insert row below Insert column left Insert column right Delete row
Lock the screen	CTRL + Shift + L OR Click on your profile icon and click on the lock icon	 Settings 27% - 2:14 left Restart to update Tue, May 5, 2015 1 9:51