

Chromebook

KEYBOARD SHORTCUTS



CHROMEBOOK CLASSROOM

Special Chromebook Keys

The top row of keys on your Chromebook might not be familiar to you. Here's what they do!



Move forward / back one page

Helpful when you are browsing the web!



Refresh / reload page

Helpful when your teacher posts something new to Google Classroom, but you don't see it!



Fullscreen

If you can't see your tabs or bookmarks, press this button!



Window switcher

Press to see all of your open windows and applications.



Adjust screen brightness

If your screen is "broken," turn up the brightness!



Audio controls

Press the audio mute button to quickly silence your Chromebook (your teacher will thank you!)








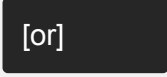


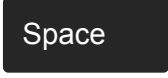

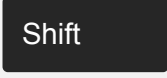





The "everything button"

Press this button to search your files, applications, and the web! It does...everything!

Chromebook Shortcuts

These shortcuts are specific to your Chromebook and will help you navigate the web like a pro!

 + 	Chromebook clipboard	Your Chromebook will remember the last four things you copy.
 + 	Enable / disable caps lock	TYPING IN ALL CAPS? THIS IS HOW YOU FIX IT!
 + 	Lock your Chromebook	Lock your Chromebook to prevent someone from accessing your personal information.
 + 	Splitscreen left or right	A great trick when you are multi-tasking.
 +  + 	View emoji keyboard	Everyone likes Emoji! 😊
 +  + 	Take a partial screenshot	Select the area of the screen that you want to capture. Files are saved to your download folder.
 + 	Screen shot (entire screen)	Automatically captures everything on the screen. Files are saved to your download folder

Chromebook Accessibility Shortcuts

Chromebooks have several helpful accessibility features. These shortcuts will make them easier to access.



Activate select-to-speak

Select the text you would like read aloud. A pink box will appear on the screen.



Activate dictation

Click in a textbox, and then use the dictation shortcut. You will hear a soft “chip” to indicate the microphone is active



















Reset zoom to default

Can't see your entire screen? Use this shortcut to reset the zoom to 100%

Chrome Browser

These browser shortcuts will work on any device (Mac, PC, or Chromebook). Mac users, replace ctrl with cmd.

 + 	Copy	
 + 	Paste	
 + 	Chromebook clipboard	
 + 	Find on page	Helpful for finding a sentence in a LONG article or document.
 + 	Open new tab	Open all the tabs!
 +  + 	Reopen recently closed tab	Made a mistake? Reopen the tab you just closed...it's magic!
 +  + 	Show/hide bookmark bar	Can't find your bookmark? Use this shortcut to find them!

Google Drive

Navigate Google Drive like a ninja with these shortcuts for Docs, Sheets, Slides, and Forms!

Ctrl + Alt + M

Add a comment

Ctrl + K

Insert hyperlink

Shift + F

Create new folder

Shift + T

Create new document

Shift + P

Create new presentation

Shift + O

Create new form

Shift + D

Create new drawing

Shift + U

Upload file

Ctrl + Z

Undo last action

Ctrl + A

Select all