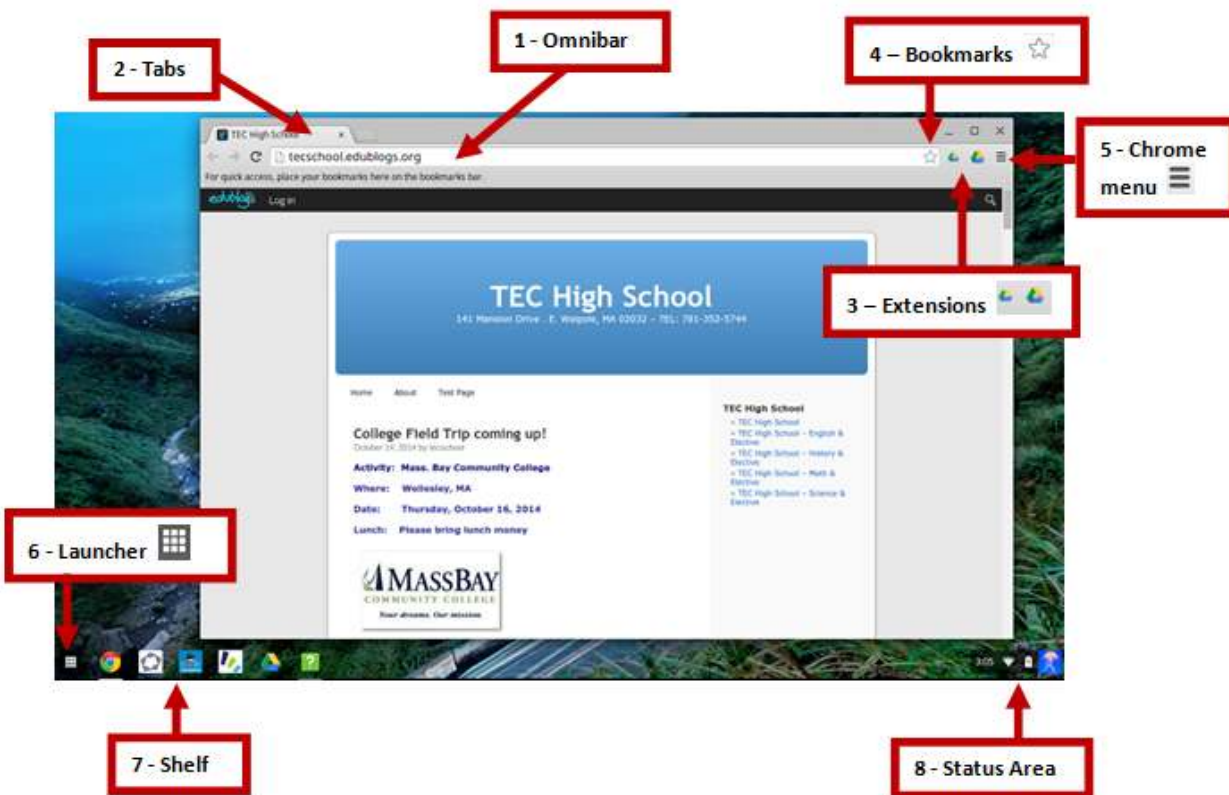


Chromebook Quick Tips

TEC Drive Home Access: drive.google.com → TEC Account & Password

Desktop Features



Track Pad Features



Move the pointer: Simply move your finger across the touchpad.



Click: Press down on the lower half of the touchpad. Since tap-to-click is on by default, you can quickly tap the touchpad to click.



Right-click: Click the touchpad with two fingers, or hold **Alt** while doing a single click.

Middle-click: Click the touchpad with three fingers.














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

Swipe: Quickly move two fingers left or right to go backwards or forwards on web pages or while using apps. You can also swipe up with three fingers to see all of your open windows.





Drag and drop: Click the item that 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.

Shortcut Keys – View Keyboard Map on your screen → Ctrl+Alt+?

-  Go to the previous page in your browser history (F1)
-  Go to the next page in your browser history (F2)
-  Reload your current page (F3)
-  Enter Immersive mode, which hides the tabs and launcher (F4)
-  Enter Overview mode, which shows all windows (F5)
-  Decrease screen brightness (F6)
-  Increase screen brightness (F7)
-  Mute (F8)
-  Decrease the volume (F9)
-  Increase the volume (F10)
-  Search your apps and the web at the same time. On a Chromebook, this key is located on the side, where you'd normally find the Caps Lock key. If you're using a regular keyboard, the Windows key in between Ctrl and Alt will work as the search key.

Other Useful Shortcuts

- Take a screenshot of the entire screen 
- Take a screenshot of a portion of the screen 

Alt + Search key  : Toggle CAPS LOCK

alt+1, alt+2: navigate between different windows

Ctrl+N: Open a new window

Ctrl+T: Open a new tab

Ctrl+Shift+W: Close the current window

Ctrl+Tab: Go to the next tab


Ctrl+Shift+Right/Left Arrow: select text one word at a time

Ctrl+Shift+Up/Down Arrow: select text one line at a time

Ctrl+Shift+a: Select all

Alt+Tab: Go to the next window you have open



| | |
|---|---|
| Page up | Press Alt and the up arrow |
| Page down | Press Alt and the down arrow |
| Home | Press Ctrl+Alt , and the up arrow |
| End | Press Ctrl+Alt , and the down arrow |
| Toggle the bookmark bar | Ctrl+Shift+B |
| Search your current <u>webpage</u> | Ctrl+F |
| Open a new tab | Ctrl+T |
| Open a new window | Ctrl+N |
| Open the link you clicked in a new background tab | Press Alt and click a link |
| Switch to your next tab | Ctrl+Tab |
| Switch to your next window | Alt+Tab |
| Sign out of your Google Account | Ctrl+Shift+Q |
| Close your current tab | Ctrl+W |
| Toggle Caps Lock | Alt + 'search key' () |