

Student Name:

School Building:

Home Room:

# Teaching Students the basics



## About Chromebooks



North Olmsted City Schools

# Getting To Know the Chromebook Keyboard



The design of the Chromebook is a little different from traditional notebooks. The first difference that you will notice is the keyboard.

Chromebooks do not have caps lock key (The Acer C7 Chromebook has one though!). Instead of function keys, you have dedicated keys for managing your Chrome browser. Getting used to this may take a while. You will get the hang of it quickly.






Here is the first thing to do. Press CTRL + ALT + ? And you will see all the available keyboard shortcuts. (These are also in this booklet on pages 8-15).

## The Search Key and Caps Locks Key

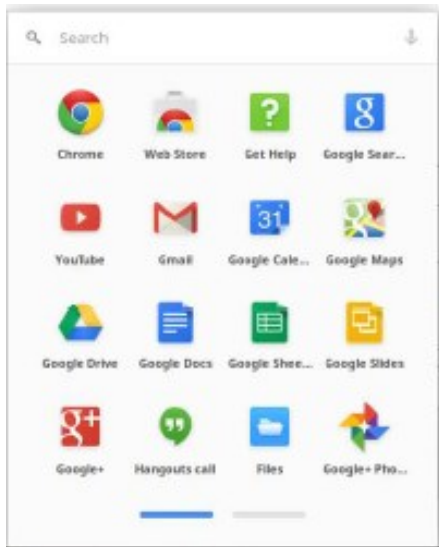
The caps lock key has been replaced with a search key. The search key opens the Chrome OS apps menu. Chrome OS Apps Menu is quite useful. (More on this later)




Search Key:



App	Description
 <b>Google Drive</b>	<b>Google Drive</b> is a file storage and synchronization service provided by Google. Google Drive is the home of Google Docs, Sheets and Slides, an office suite of productivity applications, that offer collaborative editing on documents, spreadsheets, presentations, drawings, forms, and more.
 <b>Google+</b>	<b>Google+ (or Google Plus)</b> is a social networking and identity service that is owned and operated by Google Inc. Google has described Google+ as a "social layer" that enhances many of its online properties, and that it is not simply a social networking website, but also an authorship tool that associates web-content directly with its owner/author.
 <b>Gmail</b>	<b>Gmail</b> is a free, advertising-supported email service provided by Google.
 <b>Google Docs, Sheets and Slides</b>	<b>Google Docs, Sheets and Slides</b> are a free, web-based word processor, a spreadsheet program, and a presentation program respectively, all part of an office suite offered by Google within its Google Drive service.
 <b>Google Calendar</b>	<b>Google Calendar</b> is a free time-management web application offered by Google.

# Chromebook Apps Loaded on NOCS Chromebooks



App	Description
 <b>Chrome</b>	<b>Google Chrome</b> is a freeware web browser developed by Google.
 <b>Web Store</b>	The <b>Chrome Web Store</b> is Google's online store for web applications for Google Chrome or Google Apps. The store hosts free and paid applications.
 <b>Google Search</b>	<b>Google Search</b> , commonly referred to as <b>Google Web Search</b> or just- <b>Google</b> , is a web search engine owned by Google Inc. It is the most-used search engine on the World Wide Web, handling more than three billion searches each day.

## No Delete Key

Yes, there is no delete key on most Chromebooks. Here is the keyboard shortcut you will use.

- ALT+Backspace**—Delete the next letter (forward delete)
- CTRL+Backspace**—Delete the previous word

## No Home or End Keys

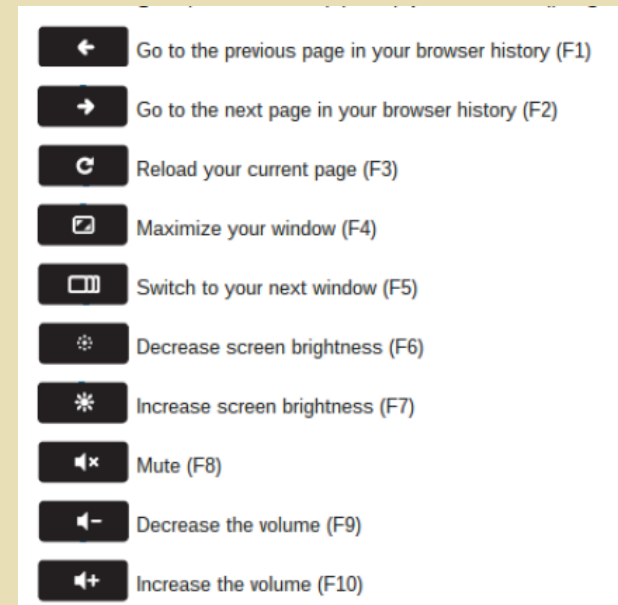
Alternate keyboard shortcuts are:

- Home:** ALT + Up Arrow Key
- End:** ALT + Down Arrow Key

## Dedicated Browser Keys

What you get on a Chromebook keyboard that you don't get on a regular keyboard.

Instead of functions keys (F1 to F12, remember?) Chromebook gives you dedicated browser keys, or keys that you can use to perform some actions that do on the browser. The following is a list of dedicated keys that you get.



Note: These may vary according to the Chromebook model you have.

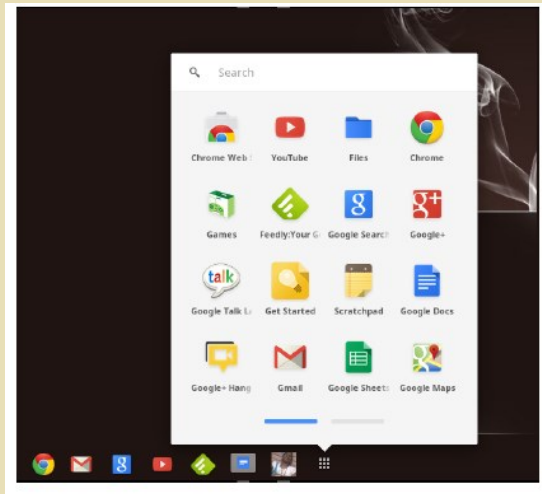
## Some Touchpad Tricks

1. Click or tap with two fingers for right click.
2. Swipe with two fingers for scrolling

(See pages 14-15 for a complete list of touchpad tricks)

## Chrome OS Apps Menu

The Chrome OS Apps Menu is similar to the start menu on Windows. You can open the apps menu by clicking the apps icon on the taskbar or pressing the Search key.



From the Apps menu, you can:

**Launch apps you have installed from the Chrome Web Store:** Click the app icon from the menu, and the app will launch on a new tab.

**Search the web:** You don't need to open a new tab, open Google.com and then type in the search query. Press the search key once to open the Chrome OS apps menu, type in your query and hit Enter. A new tab will open with your search results.

**Do some basic math or conversions:** Since Google search is integrated to the Chrome OS apps menu, you can do basic math from the search area of the menu. Try something now. For example, type in  $4*4=$  and see what happens!



**Drag and Drop:** Click the item 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.

## Chromebook Touchpad Tips

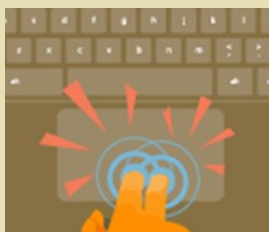
When using the Chromebook touchpad to move the pointer and selected items on the screen, here are some gestures and actions supported by the touchpad:



**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.




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

If you have multiple browser tabs open, you can also swipe left and right with three fingers to quickly move between tabs.


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

## Taking Screenshots



Ctrl +  takes a screenshot of your current window



Ctrl+Shift+  gives you more control. Use this to take a partial screenshot by selecting the area you want to capture

## Managing Files

Remember the C Drive and D Drive from your windows computer? On Chrome OS we have Downloads and Google Drive.

To view the file manager, click **Files** from the Chrome OS Apps menu.

The file manager opens in a new window and you will see **Downloads and Google Drive**.

### Downloads

Downloads contain file stored on your Chromebook locally. That means, files you see here are on the SSD card of your Chromebook.

You can right click anywhere (Click Touchpad with 2 fingers) inside the Downloads drive to create new folders. It works similar to folders on a PC.

### Google Drive

The Google Drive on your Chromebook lists file stored on your Google Drive account. These files are not on the local drive. They are on the cloud. That means, you can access them from any device, if you login to Google Drive.

Even though Google Drive lists all the files there, not all of them are physically present on your Chromebook. Files are downloaded when you try to open them.

## Drag and Drop Between Drive and Downloads

You can drag and drop files from the Downloads drive or Google Drive to copy files between them.

When you drag a file from Downloads drive to Google Drive, the file will be uploaded to your Google Drive.

When you drag a file from Google Drive to Downloads, it will be downloaded and copied to your local drive, making it available for offline use.

(See page 17 for how to Drag and Drop using the Chromebook touchpad)

### Deleting Files

To delete a file, right click and choose Delete (Remove) as you would normally do on a PC or a Mac. You can use the following keyboard shortcut as well:  
**ALT + BACKSPACE**



Do not waste time looking for **Trash**. There isn't any. If you accidentally delete a file, click **Undo** on the top of the file manager window to retrieve the file.

Ctrl+Backspace	Delete the previous word
Alt+Backspace	Delete the next letter (forward delete)
Ctrl+Z	Undo your last action





## CHROMEBOOK KEYBOARD SHORTCUTS

Ctrl+N	Open a new window
Ctrl+Shift+N	Open a new window in incognito mode
Ctrl+T	Open a new tab
Ctrl+O	Open a file in the browser
Ctrl+Shift+Q (twice)	Sign out of your Google Account on Chrome OS
Ctrl+W	Close the current window
Ctrl+Shift+W	Close the current window
Ctrl+Shift+T	Reopen the last tab you've closed. Google Chrome remembers the last 10 tabs you've closed.
Ctrl+1 through Ctrl+8	Activate launcher items 1-8
Search +1 through Search +=	Use F1 to F12
Alt+9	Go to the last window open
Ctrl+Tab	Go to the next tab in the window
Ctrl+Shift+Tab	Go to the previous tab in the window
Alt+Tab	Go to the next window you have open
Alt+Shift+Tab	Go to previous window you have open
Click and hold the Back and Forward arrow in your browser toolbar	See your browsing history for the tab
Backspace, or press Alt and the left arrow	Go to previous page in your browsing history
Shift+Backspace, or press Alt and the right arrow	Go to the next page in your browsing history.
Press Ctrl and click a link	Open the link in a new tab in the background

Ctrl+  or Ctrl+ 	Pressing Ctrl and either the back or forward keys switches focus to the next keyboard –accessible pane. Panes include: <ul style="list-style-type: none"> <li>• Status area containing the time, network icon, and battery icon in the bottom-right corner of the screen</li> <li>• Launcher</li> <li>• Address bar</li> <li>• Bookmarks bar (if visible)</li> <li>• The main web content (including any infobars)</li> <li>• Downloads bar (if visible)</li> </ul>
Alt+Shift+B	Place focus on the bookmarks bar. Use the actions listed for Shift+Alt+T to move the focus.
Alt+E or Alt+F	Open the Chrome menu on the browser toolbar
Shift+Search+Volume Up	Open right-click menus for focused items.
Ctrl+Alt+Z	Enable or disable accessibility features if you're not signed in with a Google Account. If you're signed in, you can configure the accessibility feature on the Settings page.
Ctrl+Shift and +	Increase screen scale
Ctrl+Shift and -	Decrease screen scale
Ctrl+Shift and )	Reset screen scale
Ctrl+Shift and Refresh	Rotate screen 90 degrees





## BROWSER SETTINGS

Ctrl+Shift+B	Toggle the display of the bookmarks bar. Bookmarks appear on the New Tab page if the bar is hidden.
Alt+Shift+M	Open the Files app
Ctrl+.	Display hidden files in the Files app
Ctrl+H	Open the History page
Ctrl+J	Open the Downloads page
Shift+Esc	Open the Task Manager
Ctrl+Alt+/ ?	Open the list of available keyboard shortcuts
Ctrl+?	Go to the Help Center
Ctrl+ 	Configure monitor display
Shift+Alt+S	Opens the status area in the bottom-right corner of the screen.
Shift+Alt+L	Place focus on the launcher <ul style="list-style-type: none"> <li>• Press Tab or the right arrow to focus on the next item in the toolbar</li> <li>• Press Shift+Tab or the left arrow to focus on the previous item in the toolbar</li> <li>• Press Space or Enter to activate buttons, including page actions and browser actions</li> <li>• Press Shift+  to open the context menu for the button (if available).</li> <li>• Press Esc to return focus to the page</li> </ul>

Press Ctrl+Shift and click a link	Open the link in a new tab and switch to the newly opened tab
Press Shift and click a link	Open the link in a new window
Drag a link to a tab	Open the link in the tab
Drag a link to a blank area on the tab strip	Open the link in a new tab
Type a URL in the address bar, then press Alt+Enter	Open the URL in a new tab
Press Esc while dragging a tab	Return the tab to its original position
Ctrl+Shift+L	Locks your screen

## PAGE SHORTCUTS

Press Alt and up arrow	Page up
Press Alt and down arrow	Page down
Space bar	Scroll down the web page
Press Ctrl+Alt and up arrow	Home
Press Ctrl+Alt and down arrow	End
Ctrl+P	Print your current page
Ctrl+S	Save your current page
Ctrl+R	Reload your current page
Ctrl+Shift+R	Reload your current page without using cached content
Ctrl and +	Zoom in on the page
Ctrl and -	Zoom out on the page
Ctrl+0	Reset zoom level
Esc	Stop the loading of your current page
Press Alt and click a link	Open the link in a new tab in the background
Ctrl+D	Save your current webpage as a bookmark
Ctrl+Shift+D	Save all open pages in your current window as bookmarks in a new folder
Drag a link to bookmarks bar	Save the link as a bookmark
Ctrl+F	Open the find bar to search your current page

Ctrl+G or Enter	Go to the next match for your input in the find bar
Ctrl+Shift+G or Shift+Enter	Go to previous match for your input in the find bar
Ctrl+K or Ctrl+E	Perform a search. Type a search term after the question mark in the address bar and press Enter.
Ctrl+Enter	Add www. And .com to your input in the address bar and open the resulting URL
Ctrl+ 	Take a screenshot of your current page
Ctrl+Shift+ 	Take a partial screenshot
Ctrl+U	View page source
Ctrl+Shift+I	Toggle the display of the Developer Tools panel
Ctrl+Shift+J	Toggle the display of the DOM Inspector