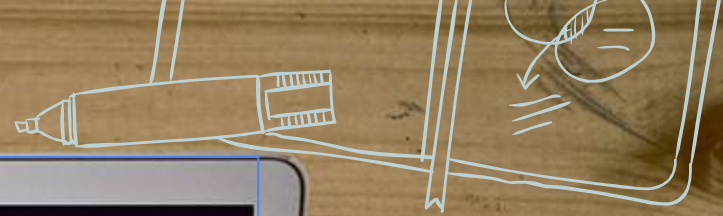
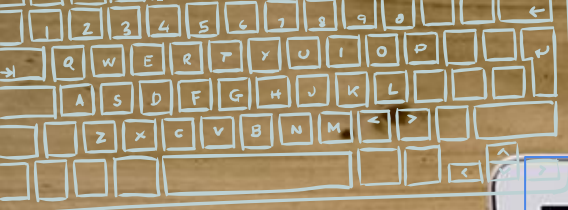


# TECHNOLOGY CORNER

*A place where the Technology Department  
shares advice and tips*

Created by: The Colts Neck Township School  
District Technology Department

MacBook Air



# Technology Corner

*A place where the Technology Department shares advice and tips*

## Use your Chromebook Keyboard and TrackPad

Your Chromebook keyboard works just like a regular keyboard, with a few differences.

### Popular shortcuts

**Take a screenshot:** Press **Ctrl +** (or **Ctrl + F5**)

**Take a partial screenshot:** Press **Ctrl + Shift +** (or **Ctrl + Shift + F5**), then click and drag

**Turn Caps Lock on or off:** Press **Alt + Search**

**Lock your screen:** Press **Search + L**

**Sign out of your Google Account:** Press **Ctrl + Shift + q** (twice)












**See all keyboard shortcuts:** Press **Ctrl + Alt + ?**

**Continue to next slide for the Chromebook Unique Keys and Text Editing Shortcuts**

Created by: The Colts Neck Township School District Technology Department

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## Unique keys on your Chromebook keyboard

-  Search your apps and the web  
To turn Caps Lock on or off, press **Alt + Search**.
-  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)
-  Hide the tabs and launcher in full-screen Immersive mode (F4)
-  Show all windows in Overview mode (F5)
-  Dim the screen (F6)
-  Make the screen brighter (F7)
-  Mute (F8)
-  Lower the volume (F9)
-  Raise the volume (F10)

## Shortcuts for Text Editing


### Text editing

Turn Caps Lock on or off	Alt + Search
Select everything on the page	Ctrl + a
Select the content in the address bar	Ctrl + L or Alt + d
Select the next word or letter	Ctrl + Shift and right arrow
Select text to the end of the line	Shift + Search and right arrow
Select text to the beginning of the line	Shift + Search and left arrow
Select previous word or letter	Ctrl + Shift and left arrow
Move to the end of the next word	Ctrl and right arrow
Move to the start of the previous word	Ctrl and left arrow



## Text Editing Shortcuts cont'd




Go to end of document	Ctrl + Search and right arrow
Go to beginning of document	Ctrl + Search and left arrow
Copy selected content to the clipboard	Ctrl + c
Paste content from the clipboard	Ctrl + v
Paste content from the clipboard as plain text	Ctrl + Shift + v
Cut	Ctrl + x
Delete the previous word	Ctrl + Backspace
Delete the next letter (forward delete)	Alt + Backspace
Undo your last action	Ctrl + z
Redo your last action	Ctrl + Shift + z
Switch between the keyboard languages you've set. Learn <a href="#">how to choose your keyboard language</a> .	Ctrl + Shift + Space
Switch to the previous keyboard language you were using. Learn <a href="#">how to choose your keyboard language</a> .	Ctrl + Space
Dim keyboard (for backlit keyboards only)	Alt + 



# Use your Chromebook touchpad

You can use your Chromebook's touchpad to right-click, switch between tabs, and more. Here's how it works:

<b>Move the pointer</b>	Move your finger across the touchpad.
<b>Click</b>	Press or tap the lower half of the touchpad. 
<b>Right-click</b>	Press or tap the touchpad with two fingers. You can also press <b>Alt</b> , then click with one finger.
<b>Scroll</b>	Place two fingers on the touchpad and move them up and down to scroll vertically, or left and right to scroll horizontally.
<b>Move between pages</b>	To go back to a page you were just on, swipe left with two fingers. To go forward to a page you were just on, swipe right with two fingers.
<b>See all open windows</b>	Swipe up or down with three fingers. If you have Australian scrolling turned on, swipe up. If you have traditional scrolling turned on, swipe down.
<b>Close a tab</b>	Point to the tab, then tap or click the touchpad with three fingers.
<b>Open a link in a new tab</b>	Point to the link, then tap or click the touchpad with three fingers.
<b>Switch between tabs</b>	If you have multiple browser tabs open, swipe left and right with three fingers.
<b>Drag and drop</b>	Using one finger, click and hold the item you want to move. Drag the item to its new spot, then release your finger.

