

Good Evening and welcome to Tech Tip Tuesday (T^3) for April 9, 2019

Shortcuts on a keyboard are designed to help the user quickly navigate their Chromebook. Below are some of the most helpful shortcuts for the Chromebook. The first shortcut is how to open the shortcut “Cheat Sheet” on your Chromebook. Enjoy

Press **Ctrl + Alt + ?** (or **Ctrl + Alt + /**) to open a keyboard shortcut cheat sheet at any time. This cheat sheet allows you to view all your Chromebook’s keyboard shortcuts.

Chromebook-Specific Shortcuts

Shift + L – Lock your Chromebook’s screen.

Ctrl + Shift + Q – Log out of your Chromebook. Press the key combination twice to quit.

Alt + E – Open the Chrome browser’s menu. This only works if a Chrome browser window is open and focused.

Alt + 1-8 – Launch applications located on Chrome OS’s “shelf,” or taskbar. For example, Alt + 1 will launch the first application shortcut from the left.

Alt + [– Dock a window to the left side of your screen. A window needs to be open first.

Alt +] – Dock a window to the right side of your screen. A window needs to be open first.

Alt + Search – Toggle Caps Lock. The Search key has a magnifying glass on it and is in place of the Caps Lock key on typical keyboards.

Shift + Esc – Launch the Task Manager.

Display Settings

Ctrl + Shift and + – Increase screen scale, making items appear larger on your screen.

Ctrl + Shift and – – Decrease screen scale, making items appear smaller on your screen.

Ctrl + Shift and) – Reset screen scale to the default setting.

Ctrl + Shift + Refresh/F3 – Rotate your screen 90 degrees. The Refresh key is located where the F3 key would be located on typical keyboards.

Web Browser & Text-Editing Shortcuts

Chromebooks support all the standard web browser keyboard shortcuts you can use in Chrome or other browsers on other operating systems. For example, **Ctrl + 1** activates the first tab in the current window, while **Ctrl + 2** activates the second tab. **Ctrl + T** will open a new tab, while **Ctrl + W** will close the current tab. **Ctrl + L** will focus the location bar so you can immediately start typing a new search or website address.

Shortcuts adapted from the How-T- Geek website