

**Good Afternoon and welcome to TTT for 1/9/24. Chromebooks offer many ways to navigate on the device. Below are some helpful methods and tips. Enjoy, Joe**

## **Gesture with your Chromebook touchpad**

There are several ways to move around a Chromebook, whether you use the touchpad, keyboard, or touchscreen. ChromeOS makes your touchpad more useful than a mouse by including gestures to make navigating your device easier.

- Tap the touchpad with two fingers simultaneously to right-click.
- Move two fingers up or down to scroll.
- Put two fingers on the touchpad and move them left or right to go forward and back in Chrome.
- Swipe up with three fingers to see your open windows. Swipe down with three fingers to go back to your last open window.
- Open a link by tapping it with three fingers.
- Close a Chrome tab by tapping it with three fingers.
- Put three fingers on the touchpad and swipe left and right to move through your Chrome tabs.
- Switch between your virtual desks by swiping left or right with four fingers.

## **Control your Chromebook with your keyboard**

In addition to the gestures available using your touchpad, you can get a lot done with keyboard shortcuts. Your keyboard can do anything from refreshing the page to opening a new tab. To see

the list of available keyboard shortcuts, simultaneously press **Ctrl + Alt + ?**. Some commonly used ones are:

- **Ctrl + T**: Open a new tab.
- **Ctrl + Tab**: Close the current tab.
- **Ctrl + Shift + Tab**: Open the last tab you closed.
- **Ctrl + Tab** and **Ctrl + Shift + Tab**: Move forward or backward through your tabs.
- **Alt + Tab**: Cycle through your windows.
- **Search + L**: Lock your Chromebook.