

Chromebook Keyboard Tips

(The following information has been compiled from Google Support Chromebook <https://support.google.com/chromebook/answer/1047364?hl=en> and “Chromebook Tips & Tricks” by Niles Elementary Dist. 71.)

How do I Right Click?

Tap with two fingers on the touchpad.


How do I Scroll?

Swipe with two fingers for scrolling.

Where is the Caps Lock key?

Use the **Alt + Search** keys. The Search key is the one with the magnifying glass on it. When Caps Lock is enabled an Up arrow icon will appear on your taskbar at the bottom of your screen.

What is the Search Key?

The key with the magnifying glass  (where you are used to seeing the Caps Lock key) is the Search Key. The Search Key opens the Chrome Apps Menu. The Chrome Apps Menu is like the start menu on Windows. You can open the Apps Menu

by clicking the apps icon on the taskbar  or pressing the Search Key. 

Where is the Delete key?

Use **Alt + Backspace** keys this will delete the next letter (forward delete).

Use **Ctrl + Backspace** keys to delete the previous word.

How do I Delete a File?

Instead of right clicking and choosing Delete like on a PC you need to do the following:

ALT + BACKSPACE

If you accidentally delete a file, there is no Trash Can to look in. Instead click **Undo** on the top of the file manager window to get the file back.

Where are the Home and End keys?

Use **Alt + up arrow key** as a shortcut to Home.

Use **Alt + down arrow key** as a shortcut to End.

How can I take a Screenshot?



Use these keys to take a screenshot of your current window.



Use these keys to take a partial screenshot by selecting the area of the screen you want to capture.

Where are the F1-F12 Browser keys?

Instead of F1-F12 browser keys look at the top row of the Chromebook keyboard. There are shortcut keys with symbols.



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.

Tip: To turn Caps lock on temporarily, press **Alt** + the search key.

Text Editing Shortcuts

Ctrl+A	Select everything on the page
Ctrl+L or Alt+D	Select the content in the address bar
Press Ctrl+Shift and right arrow	Select next word or letter
Press Shift+Search and right arrow	Select text to the end of the line
Press Shift+Search and left arrow	Select text to the beginning of the line
Press Ctrl+Shift and left arrow	Select previous word or letter
Press Ctrl and right arrow	Move to the end of the next word
Press Ctrl and left arrow	Move to the start of the previous word
Press Alt and up arrow	Page up
Press Alt and down arrow	Page down
Press Ctrl+Alt and up arrow	Home
Press Ctrl+Alt and down arrow	End

Press Ctrl+Search and right arrow	Go to end of document
Press Ctrl+Search and left arrow	Go to beginning of document
Ctrl+C	Copy selected content to the clipboard
Ctrl+V	Paste content from the clipboard
Ctrl+Shift+V	Paste content from the clipboard as plain text
Ctrl+X	Cut
Ctrl+Backspace	Delete the previous word
Alt+Backspace	Delete the next letter (forward delete)
Ctrl+Z	Undo your last action

Tabs and Windows

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 tab
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	Go to the tab at the specified position in the window
Ctrl+9	Go to the last tab in the window
Alt+1 through Alt+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 the previous window you have open
Click and hold the Back or Forward arrow in the 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
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 orShift+Enter	Go to the 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

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	<p>Place focus on the launcher</p> <ul style="list-style-type: none"> • Press Tab or the right arrow to focus on the next item in the toolbar • Press Shift+Tab or the left arrow to focus on the previous item in the toolbar • Press Space or Enter to activate buttons, including page actions and browser actions • Press Shift +  to open the context menu for the button (if available). <ul style="list-style-type: none"> • Press Esc to return focus to the page
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"> • Status area containing the time, network icon, and battery icon in the bottom-right corner of the screen <ul style="list-style-type: none"> • Launcher • Address bar • Bookmarks bar (if visible) • The main web content (including any infobars) <ul style="list-style-type: none"> • Downloads bar (if visible)
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