Chromebook Training
Introduction for Students

Hereford Middle School
Getting to Know Your Chromebook

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/Two Finger Click: Click the touchpad with two fingers, or hold Alt while doing a single click.
Getting to Know Your Chromebook

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

**Swipe:** Quickly move two fingers left or right to go backward or forward on web pages or while using apps. You can also swipe up with three fingers to see all of your open windows.
GETTING TO KNOW YOUR CHROMEBOOK KEYBOARD
Dedicated browser keys

- Go to the previous page (F1)
- Go to the next page (F2)
- Reload your current page (F3)
- Maximize your window (F4)
- Switch to your next window (F5)
- Decrease screen brightness (F6)
- Increase screen brightness (F7)
- Mute (F8)
- Decrease volume (F9)
- Increase volume (F10)
Special Keys

Search / Caps Lock Key

Backspace / Delete Key

All Keyboard Shortcuts
Taking Screenshots

These keyboard shortcuts will allow you to take a screenshot.

- **CRTL + Switch Key** takes a screenshot of your current window
- **CRTL + Shift + Switch Key** allows you to take a partial screenshot by selecting the area you want to capture
- Screenshots automatically save to the *Downloads* folder in the *Files App* found in the Launcher
Chrome Browser
Browser Terminology

- Tabs
- Omnibox
- Bookmarks
- Extensions
- Launcher
- Shelf
- Status bar
Bookmarks
Quick Add

To quickly add a bookmark for a site to your favorites bar, click the star at the end of the “Omnibox”

Create and Manage

To create a new bookmark, click the three dots in the top right corner of the bookmarks bar. Select Bookmark Manager, then select Bookmark this page. To manage bookmarks, use the three dots menu in the corner to add bookmarks or folders. Click and drag to organize.