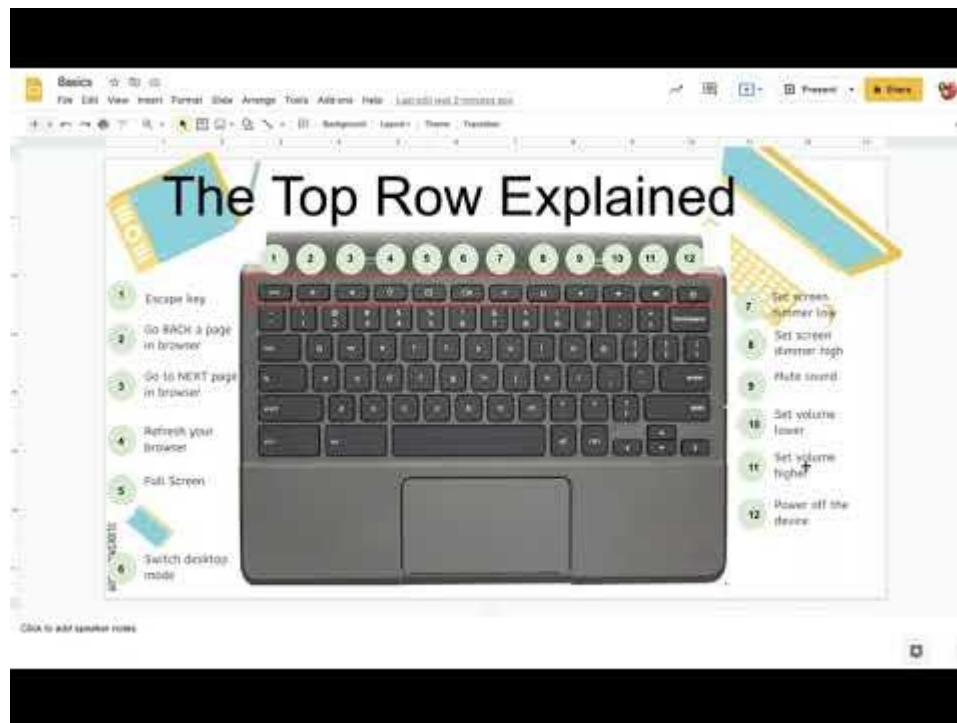


The Basics (Submenu)

Here are some basics to help you understand the Chromebook and learn your way around it's features.

This video explains everything in this file.



1. What is a Chromebook?
2. The Keyboard
3. The Touchpad

**Grab your
Chromebook
and watch
the video.**



What is a Chromebook?

A Chromebook is a device that connects to the Internet and is designed to be used with a Google account.

A user can access all of the G Suite apps that are available on the school Google domain.

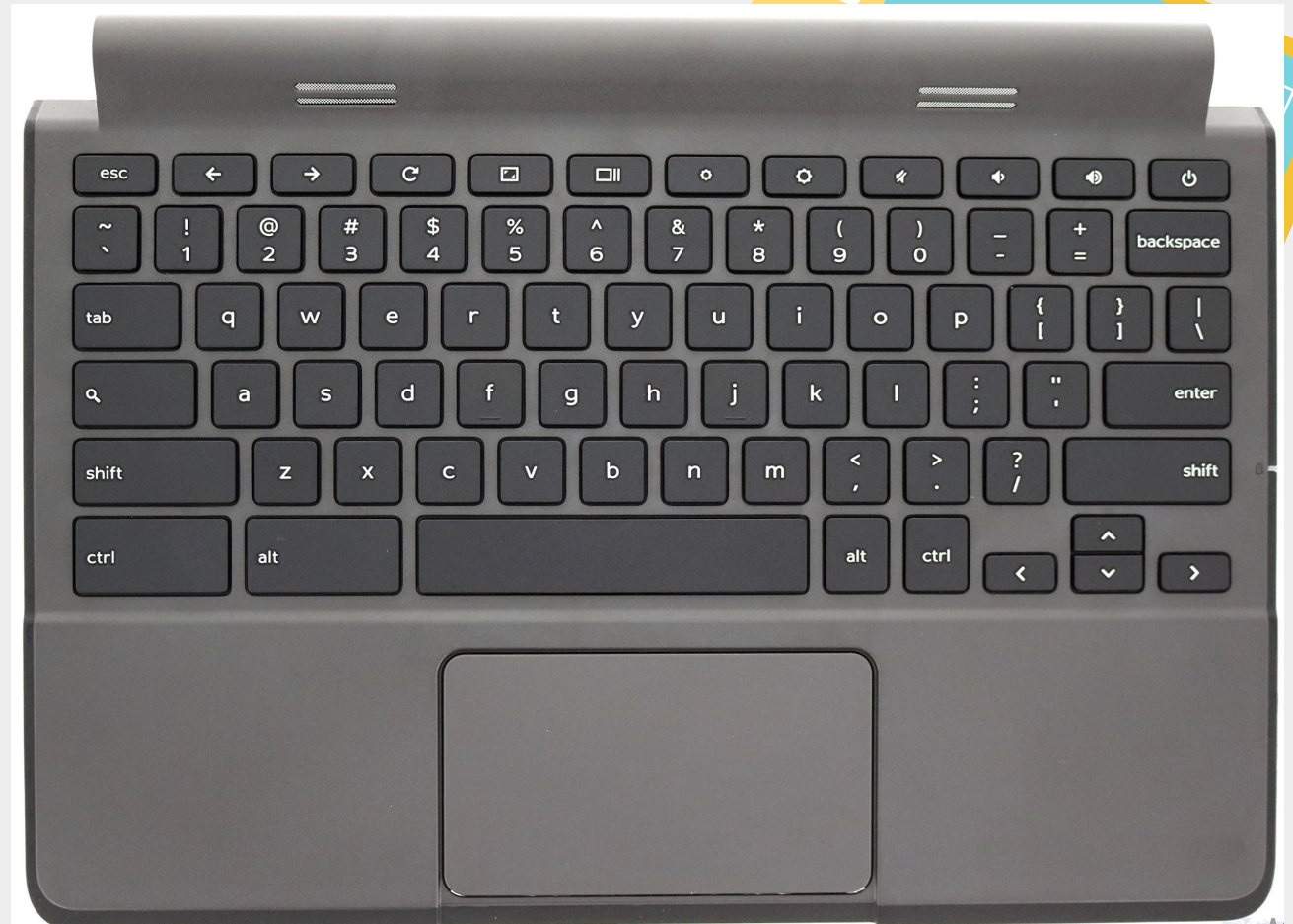
Why is it different?

- It does not have a large hard drive so it is not meant to have programs installed on it.
- It does not have a CD Drive.
- It is lightweight and able to process and access information quickly.

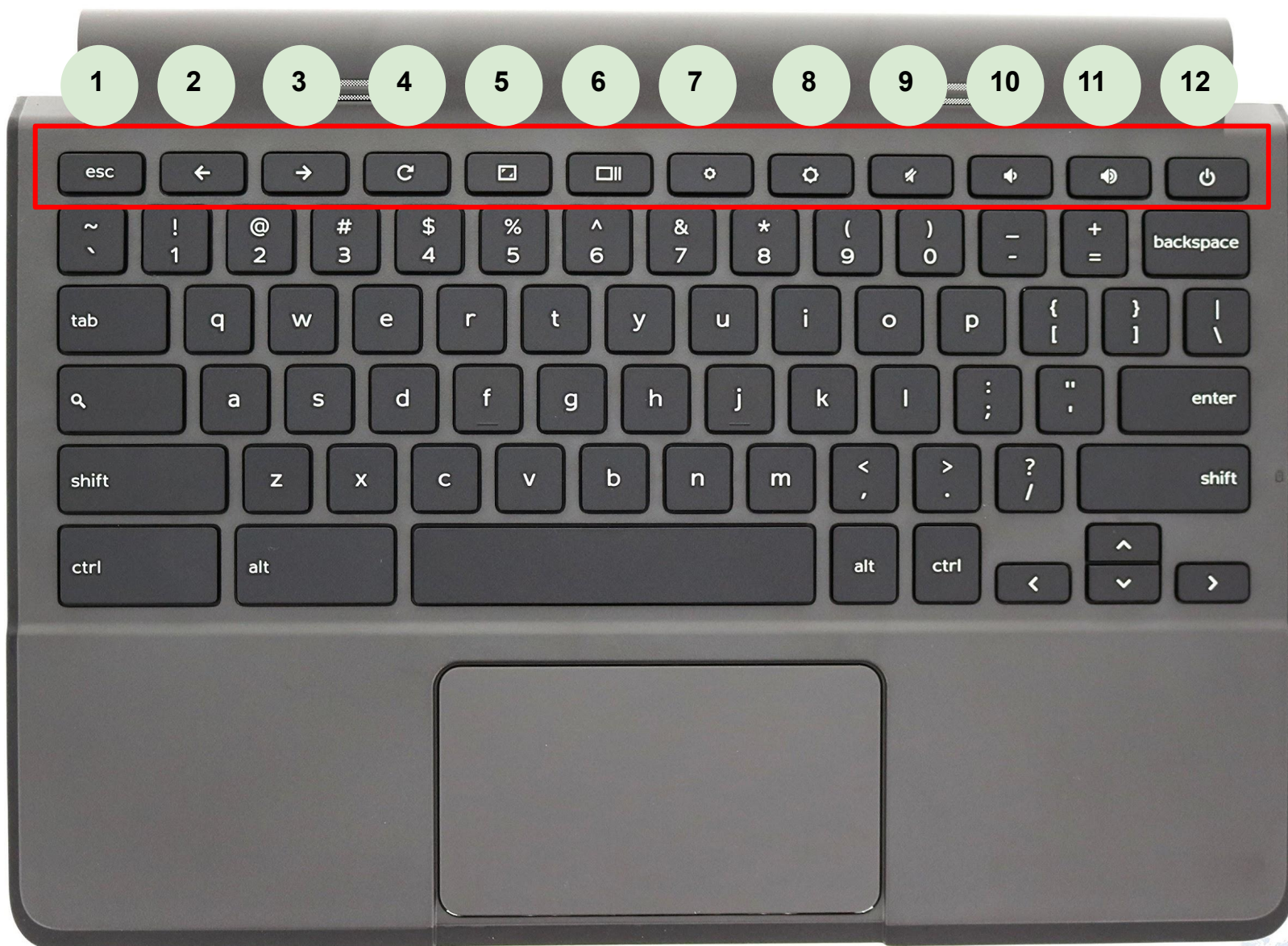


Keyboard is Different!

- There is no:
 - DELETE key
 - CAPS lock key
 - HOME and END keys



The Top Row Explained



1 Escape key

2 Go BACK a page in browser

3 Go to NEXT page in browser

4 Refresh your browser

5 Full Screen

6 Switch desktop mode

7 Set screen dimmer low

8 Set screen dimmer high

9 Mute sound

10 Set volume lower

11 Set volume higher

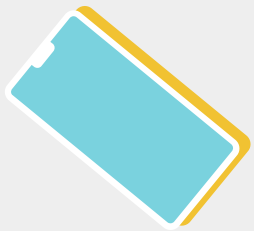
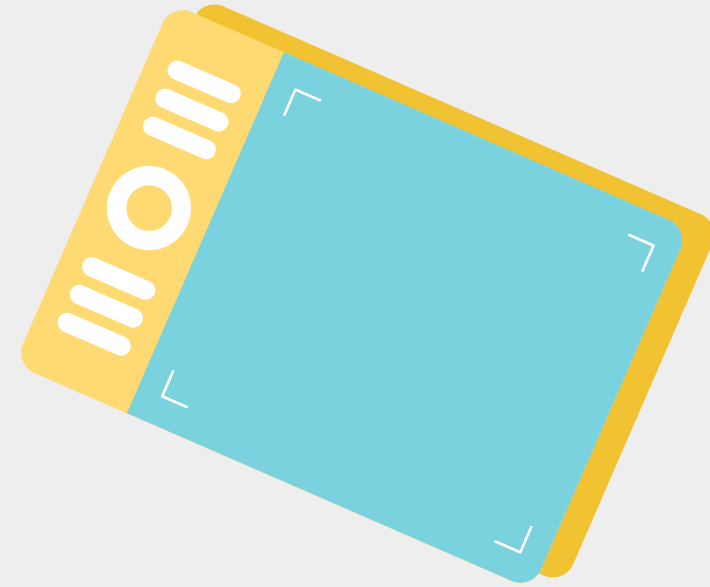
12 Power off the device



Common Keyboard Shortcuts

Press and hold down the **CTRL** key and the letter

- COPY - **CTRL + C**
- PASTE - **CTRL + V**
- CUT - **CTRL + X**
- Undo - **CTRL + Z**
- Keyboard help - **CTRL + ALT + ?**
- Click this [link](#) to find more help with keyboard shortcuts



Keyboard Shortcuts

No DELETE Key - instead use:

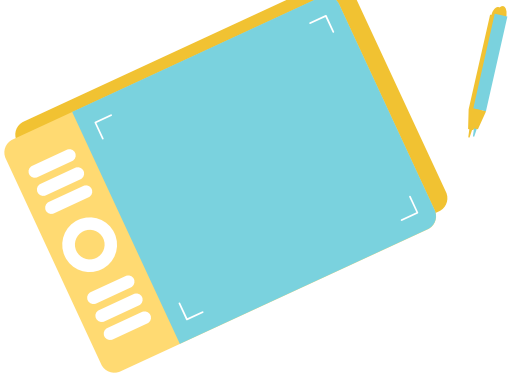
- **ALT + Backspace** - deletes a character ahead of the cursor
- **CTRL + Backspace** - deletes a previous word

No CAPS LOCK key - instead use:

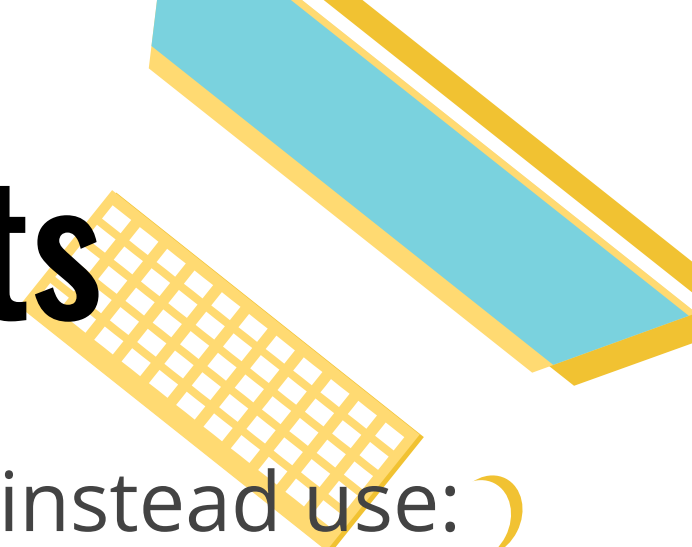
- **ALT + Search key**
- **Toggle it again to disable it**



- Click this [link](#) for more help with keyboard shortcuts



Keyboard Shortcuts



No HOME Key - instead use:

➤ ALT + Up Arrow

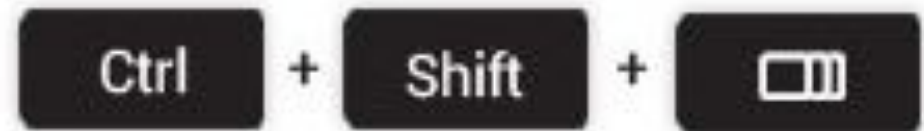
No END key - instead use:)

➤ ALT + Down arrow

Whole Screenshot



Partial Screenshot



The Touchpad Shortcuts

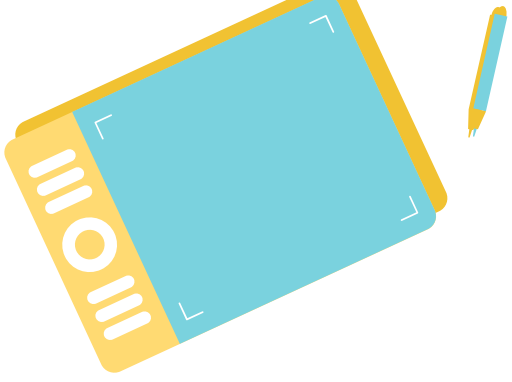
- There are no buttons on the touchpad! 😲
- Instead you will need to know touchpad shortcuts to navigate your session on the Chromebook.

To Single Click - TAP the touchpad ONCE with ONE finger.



To RIGHT Click - TAP the touchpad ONCE with TWO fingers





Scrolling!

Place TWO fingers on the touchpad and move them up and down to scroll **vertically**.

Place TWO fingers on the touchpad and move them left to right to scroll **horizontally**.





Credits.

Presentation Template: [SlidesMania](#)

Images: [Unsplash](#)

Fonts used in this presentation: Open Sans and Oswald



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