**Important for User**

|  |  |
| --- | --- |
| Shortcut Keys map | **Ctrl** + **Alt** + **?** Puts map of shortcut keys on your screen |
| Safe eject a jump drive | **Press “Shift+Alt+m” to launch File Manager.** Click the triangle  to eject USB jump drive. |
| Right Click | **Use 2 fingers on touch pad, opens right click options box.** |

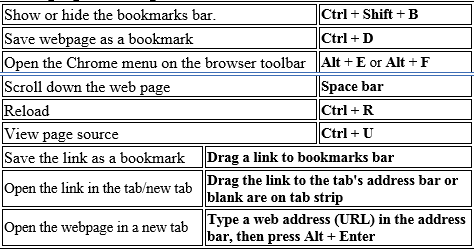
**Missing Keys**

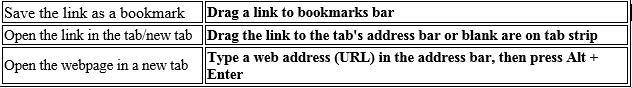
|  |  |
| --- | --- |
|  |  |

**Page Shortcuts Text Editing**

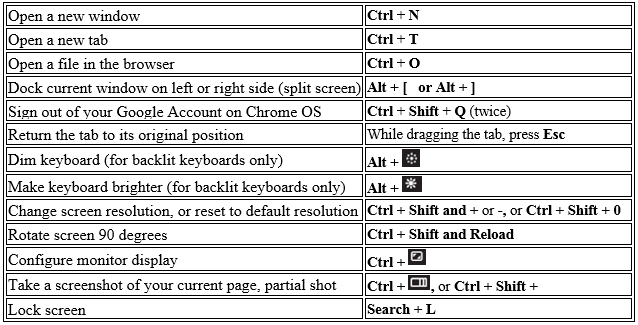
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  | | --- | --- | | Select All | **Ctrl** + **A** | | Copy | **Ctrl** + **C** | | Paste | **Ctrl** + **V** | | Paste (plain text) | **Ctrl** + **Shift** + **V** | | Cut | **Ctrl** + **X** | | Undo | **Ctrl** + **Z** | | Redo | **Ctrl** + **Shift** + **Z** | | Delete | **Search + backspace** | | Escape | **1st Key (at top)** | | Insert | **Search +** | | Pring | **Ctrl + P** | | Save | **Ctrl + S** | | Top of page |  | | Bottom of page |  | |
|  |  |

**Managing Web Pages**





**Managing the Screen**



**Managing the Device**

|  |  |
| --- | --- |
| Open the Files app | **Alt** + **Shift** + **M** |
| Open the Downloads page | **Ctrl** + **J** |
| Open the Task Manager | **Search**+ **Esc** |
| Open the status area | **Alt** + **Shift** + **S** |
| See your notifications | **Alt** + **Shift** + **N** |
| Open or hide the list of available keyboard shortcuts | **Ctrl** + **Alt** + **/** |
| Get help with your Chromebook | **Ctrl** + **?** |
| Open right-click menus for highlighted items | **Shift** + **Search** + **Volume Up** |
| Full Screen | **5th Key** |
| Switch between open windows | **6th Key** |
| Increase & Reduce brightness | **+Alt** |
| Power On and Off, Lock Screen | **12th Key** |
| Function keys F1 through F12 | **Search + 1 or Search + =** |
| Switch between the [keyboard languages](https://support.google.com/chromebook/answer/1059492) you've set | **Ctrl + Shift + Space, or Ctrl + Space** |