**Important for User**

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| --- | --- |
| 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**

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

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|  |  |

 **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** |