

TEACHER REQUESTED SHORTCUTS

Copy selected content to the clipboard

Ctrl + c

Paste content from the clipboard

Ctrl + v

Paste content from the clipboard as plain text

Ctrl + Shift + v

Undo your last action

Ctrl + z

Redo your last action

Ctrl + Shift + z

Reset **zoom** level on the page

Ctrl + 0

Zoom in on the page

Ctrl + =

Zoom out on the page

Ctrl + -

Indent a paragraph

tab

Bold text

ctrl + b

Italicize text

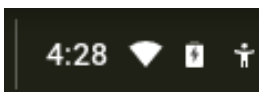
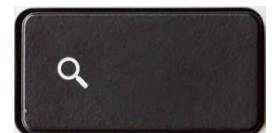
ctrl + i

Underline text

ctrl + u

CAPS LOCK (read below) (You can also hold the shift button)

1. Hit **Alt + search** (the magnifying glass or Assistant icon), the latter of which is in the place you'd look for a Caps Lock key. You'll see an arrow appear on the bottom right notifications bar and a pop-up will alert you that Caps Lock is on.



caps lock off

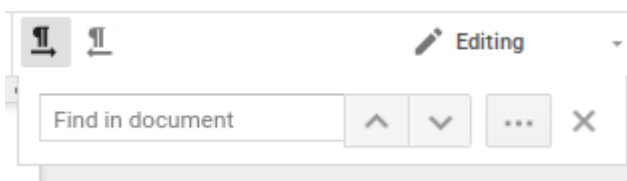


CAPS LOCK ON

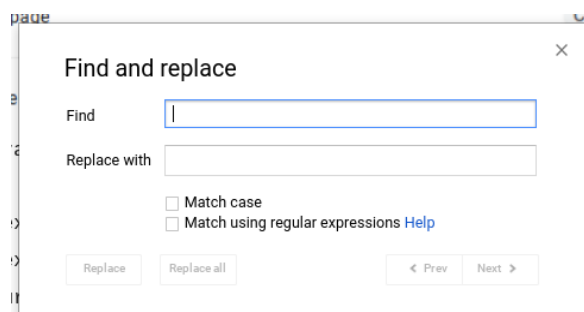


“Find” feature - search for certain words

ctrl + f

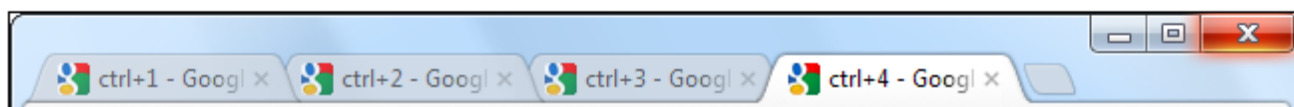


“Replace” feature - replaces words in text - click ...



Ctrl+1-8 – Switch to the specified tab, counting from the left.

Ctrl+9 – Switch to the last tab.



Ctrl+Tab – Switch to the next tab – in other words, the tab on the right.
(**Ctrl+Page Up** also works, but not in Internet Explorer.)

Ctrl+Shift+Tab – Switch to the previous tab – in other words, the tab on the left. (**Ctrl+Page Down** also works, but not in Internet Explorer.)

Ctrl+W, Ctrl+F4 – Close the current tab.

Ctrl+Shift+T – Reopen the last closed tab.

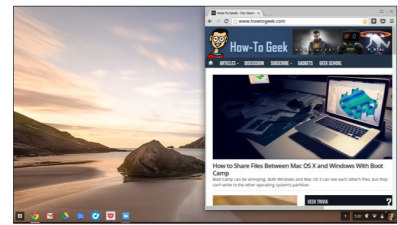
MORE CHROMEBOOK SHORTCUTS

See Keyboard **Shortcut** Helper

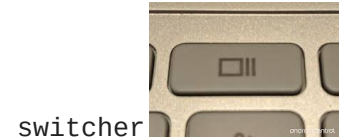


Alt + [– Dock a window to the left side of your screen.

Alt +] – Dock a window to the right side of your screen.



Alt + 1-8 – Launch applications located on Chrome OS's "shelf," or taskbar. For example, Alt + 1 will launch the first application shortcut from the left.



Ctrl + Switcher/F5 – Take a screenshot and save it to your Downloads folder. The Switcher key is located in place of the F5 key on a standard keyboard.

Ctrl + Shift + Switcher/F5 – Take a screenshot of part of the screen. Use the cursor to select the part of the screen you want to save.

Alt + Search – Toggle Caps Lock. The Search key has a magnifying glass on it and is in place of the Caps Lock key on typical keyboards.

Ctrl + Shift and + – Increase screen scale, making items appear larger on your screen.

Ctrl + Shift and - – Decrease screen scale, making items appear smaller on your screen.

Ctrl + Shift and) – Reset screen scale to the default setting.

Ctrl+T – Open a new tab.

Ctrl+N – Open a new browser window.

Alt+F4 – Close the current window. (Works in all applications.)