

Getting started with Chromebooks

At the bottom of the desktop screen are the launcher, shelf and status area



Launcher: contains a list of all available apps on the Chromebook

Shelf: contains shortcuts to apps so that you can find them easily

Status area: contains features such as the clock, battery information, and wireless connectivity

Touch gestures for TouchPad

One-finger tap/left click	Two-finger tap to open context-sensitive menu	Two-finger scroll left/right/up/down	Three-finger scroll to switch between open tabs

Note: Some applications and files do not support all touch gestures

Function keys

Chromebooks use function keys to access some hardware and software controls:

Icon	Function	Description
←	Previous	Go to the previous page
→	Next	Go to the next page
↻	Reload	Reload the current page
🖥️	Full-screen	Open the page in full-screen mode
📄	Next window	Switch to the next window
⚙️	Brightness down	Decreases the screen brightness
⚙️	Brightness up	Increases the screen brightness
🔇	Mute	Turns off audio output
🔊	Volume down	Decreases the volume
🔊	Volume up	Increases the volume

Keyboard Shortcuts

Some common keyboard shortcuts:

Ctrl + ⌘	Take a screenshot of the entire screen
Ctrl + Shift + ⌘	Select a section of the screen to snap
Alt + Shift + m	Opening the file manager in Chrome OS
Alt + 🔍	Turning on/off Caps Lock

Tips and Tricks

Create documents

Use Google Docs , Sheets , and Slides  to work anywhere, with the convenience of saving files in the cloud.

Playing video or audio files

Chromebooks come with a built-in media player to play audio and video files. To play a file, double-click on an audio or video file in your files app.