

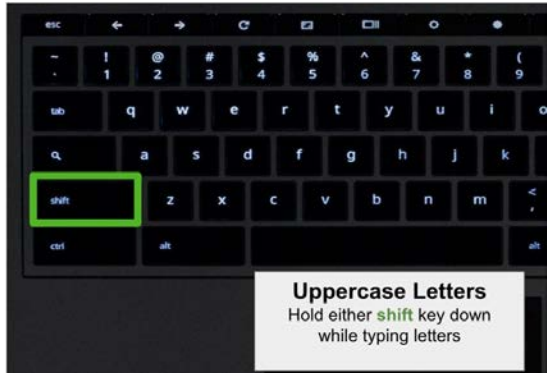


What keyboard shortcuts are available on the Chromebook?

Description: By pressing certain key combinations, you can unlock features and save time.

Steps:	Screenshots:
1. For a Keyboard Shortcuts Cheat Sheet, hit control + alt + question mark (?)	<p data-bbox="786 508 1227 541">Keyboard Shortcuts Cheat Sheet</p> 
2. To right click, hold down the alt key and press with one finger on the keypad.	
3. For uppercase letters, hold down the shift key on either side of the keyboard.	<p data-bbox="769 1228 1052 1262">Uppercase Letters</p> 

4. For all uppercase letters, press the alt key + search. This is the same as **caps lock** on a laptop. To turn **caps lock off**, press the alt + search combination again. This is known as a toggle button.

Caps Lock - FOR ALL UPPERCASE LETTERS



5. To **cut** an image or text on your screen, select the item and then press control + x.
To **copy** an image or text, press control + c.
To **paste** what you cut or copied, press control + v.

Copy, Cut, Paste Text



6. **SPLIT SCREEN:**
To view two windows side by side, dock one window on the left by pressing alt + [(left bracket)
To dock a window on the right press alt +] (right bracket)

Dock windows left or right to view side by side



7. Press alt + backspace to erase to the right. This is equivalent to the **delete** key.

Erase Text Left or Right



8. To undo your last action, hit control + z. You can undo multiple actions by holding down control tapping the z key.
9. To redo an action you undid, press control + shift + z. This can be done multiple times as well.

Undo/Redo Last Action



10. To re-open the last tab you closed, press control + shift + t.

Re-open Last Closed Tab

