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| **Tip on Chromebook** | **How to do Tip** |
| Right-Click on Chromebook | Hover over the tab or item you want to right-click. Then tap the touchpad with two fingers. |
| Search Key | This is the old Caps-Lock Key - It shows you where you last searched on Chrome and brings up the Google Search Screen |
| How to make Caps-Lock | Hold Alt key and hit Search Key |
| Download Folder | Hit Search Key and go to All Apps and go to Files icon. |
| Quick log out | Hold down Ctrl and Shift and hit the Q key twice |

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| Lock left or Lock Right screen to have two screens open. | Alt + [ or ] |
| Delete Key | Alt + Backspace |
| Take a full page Screenshot | Ctrl + “switch window’ Key (rectangle with two lines |
| Screenshot of part of page | Ctrl + Shift + Switch Window Key |
| Add website icon to “Chromebook Shelf” | Go to three dots on top right, Go to more tools, Click Add to Shelf |
| Navigate forward or backward through history of browser tab | Swipe two fingers to the left or right on the mouse pad |
| Scroll page up or down | Move two finger upward or downward on the mouse pad |
| Switch between tabs | Swipe left or right with three fingers |
| View all open windows on desktop | Swipe down with three fingers |
| Open a link in a new tab | Tap the touchpad with three fingers |