

Chromebook Cheat Sheet

Tips to guide you through your Google Chromebook experience.

Created by:  HC Trainer



chrome Help!

My Battery Won't Charge!


- Is charger connected & is outlet working?
- Unplug charger from wall & Chromebook - plug it back in.
- Charge for at least 30 minutes.

My Sound Isn't Working!

- Is sound muted?
- Adjust volume using slider.



Connectivity & Other Issues?

- Look for  symbol connecting to network.
- When all else fails - **RESTART** Chromebook.

Other Help:



Maintaining the chromebook

Never hold Chromebook by the screen!

- Makes screen hinges weak & can break.

No pencils or objects on keyboard!

- Can crack screen when closing the Chromebook.

Protect that Chromebook!

- The **school issued case** will help protect the Chromebook.

When in doubt...:

- Ask the **Central Hub** about Chromebook maintenance.



Other Help:

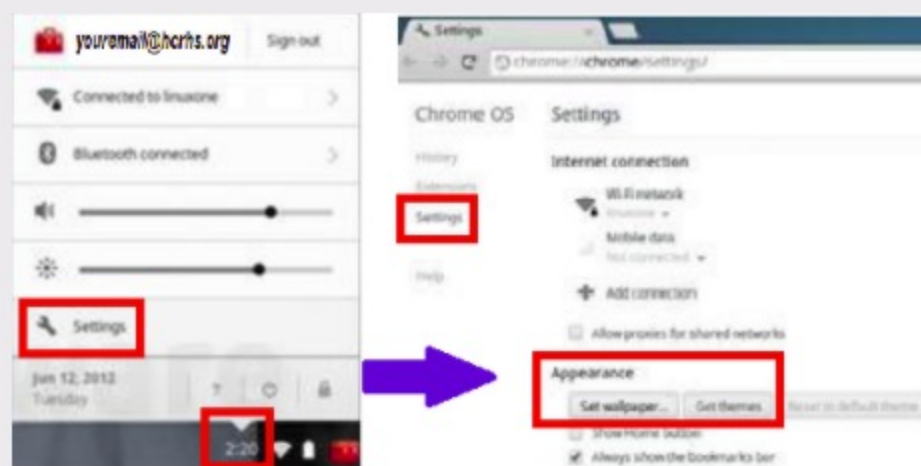


Personalize the chromebook

Exterior Personalization:

- **Do not** add stickers/adhesives directly to Chromebook.

Setting Wallpapers & Themes:



Other Help:

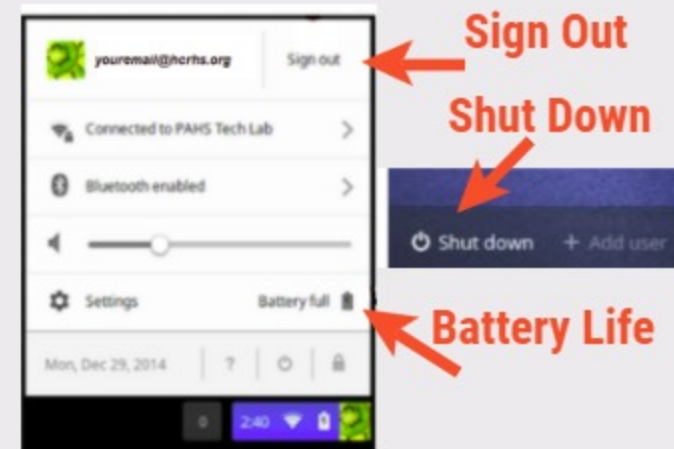


chromebook Basics

Turn ON/OFF Chromebook:



Look for this key on the **keyboard**.
Press & Hold to **Turn On** & **Force Shutdown**.



Sign Out

Shut Down

Battery Life

Good Practice to:
Sign Out, --> Shut Down

Other Help:



chromebook Shortcuts

Ctrl C

Ctrl V

Alt Search

Ctrl T

Ctrl -

Ctrl +



Copies selected content

Pastes selected content

Turns on Caps. Lock

Opens a **new web tab**

Zoom **OUT**

Zoom **IN**

Other Shortcuts:



Cloud Printing

Print Anywhere:

- **Print anywhere** from **any device** on campus



Print Anything:

- Any type of application, on any web-connected device, as long as it is school related.

Google Cloud Printing is Down!

- See the **Central Hub** for troubleshooting.

Other Help:

