



Chromebook Shortcuts

Key Presses	Result (Note the “+” sign means those keys are pressed together)
ctrl + c	Copies selected text / graphic and puts it in the Clipboard
ctrl + x	Cuts selected text / graphic and puts it in the Clipboard
ctrl + v	Pastes selected text / graphic and puts it in the document where the cursor is
ctrl + z	Undoes the last action
ctrl + y	Redoes the last action
backspace	Deletes to the left of the cursor
backspace + alt	Deletes to the right cursor
ctrl + shift + v	Pastes selected text without formatting; useful when copying and pasting from a website
search + l (lowercase L)	Locks the Chromebook screen; you will need to reenter the password
Drag a tab down	Opens in a new window
Click on a window -> alt + [Click on a 2nd window -> alt +]	Moves the window to the left half of the screen Moves the window to the right half of the screen
ctrl + shift + qq (q twice)	Sign out of the Chromebook
alt + tab	Switch between windows and/or apps; hold down alt & press tab repeatedly
ctrl + switcher key 	Takes a screenshot of the entire screen and saves it to the download folder
ctrl + shift + switcher key 	Allows you to capture a portion of the screen and saves it to the download folder; similar to Snipping Tool
ctrl + + (plus key)	Zoom in to make the text bigger
ctrl + - (minus key)	Zoom in to make the text smaller
ctrl + 0 (zero)	Resets the zoom
ctrl + shift + + (plus key)	Makes everything on the Chromebook bigger
ctrl + shift + - (minus key)	Makes everything on the Chromebook smaller
ctrl + shift + 0 (zero)	Resets the Chromebook to the default size

ctrl + h	View the browsing history, date, and time
ctrl + alt + ? (question mark)	Open the keyboard shortcuts window
alt + searchkey	Turn on caps lock; turn off caps lock
alt + shift + m	Go to Drive folder
ctrl + shift + d	Saves all tabs in a Bookmark folder; puts it under the address bar
ctrl + shift + n	Opens an incognito window (does NOT work on Chromebooks)
ctrl + shift + 8	Adds a bullet
Tab Shortcuts	
ctrl + t	Opens a new tab
ctrl + (1-8)	Goes to that tab (i.e. ctrl-2 goes to the 2nd tab)
ctrl + 9	Goes to the last open tab
ctrl + w	Closes a tab