

Chromebook Cheat Sheet for Students

Check out PlatypusPlatypus.com for everything you could possibly want to know about Chromebooks!

Here are the most commonly used keyboard shortcuts and useful touchpad gestures at a glance.

Text manipulation shortcuts

These are for quickly editing/formatting text.

Copy selected text

“CTRL + C”

Paste selected text

“CTRL + V”

Paste select text without formatting

“CTRL + SHIFT + V”

Cut selection

“CTRL + X”

Bold text

“CTRL + B”

Italicize text

“CTRL + I”

Underline text

“CTRL + U”

Undo last action

“CTRL + Z”

Redo last action

“CTRL + SHIFT + Z”

Delete backwards

“ALT + Backspace”

Select all
“CTRL + A”

Turn on CAPS LOCK
“ALT + SEARCH”

Turn off CAPS LOCK
“ALT + SEARCH (toggle)”

Jump to next word
“CTRL + Right arrow”

Jmp to previous word
“CTRL + Left arrow”

Jump to start of page
“CTRL + SEARCH KEY + Left arrow”

Jump to end of page
“CTRL + SEARCH KEY + Right arrow”

Insert hyperlink
CTRL + K

Chrome browser shortcuts

Here are some handy keyboard shortcuts for quickly getting around Chrome.

Reload page
“CTRL + R”

Reload page without cache
“CTRL + SHIFT + R”

New tab
“CTRL + T”

New Chrome window
“CTRL + N”

New incognito window
“CTRL + SHIFT + N”

Zoom in

“CTRL + +”
(That’s CTRL and PLUS.)

Zoom out
“CTRL + -”
(That’s CTRL and MINUS.)

Reset zoom
“CTRL + 0”

Search (find) on page
“CTRL + F”

Jump to next search result
“CTRL + G”
Jump to previous search result
“CTRL + SHIFT + G”

Scroll down one screen
SPACEBAR

Next tab
“CTRL + TAB”

Previous tab
“CTRL + SHIFT + TAB”

Close tab
“CTRL + W”

Open last closed tab
“CTRL + SHIFT + T”

Open link in new tab
“ALT + SHIFT + Click link”

Bookmark page
“CTRL + D”

Bookmark all tabs
“CTRL + SHIFT + D”

Show all downloads
“CTRL + J”

Print page
“CTRL + P”

Page up
“ALT + Up arrow”
“SEARCH KEY + Up arrow”

Page down
“ALT + Down arrow”
“SEARCH KEY + Down arrow”

Jump to beginning of page
“CTRL + ALT + Up arrow”

Jump to end of page
“CTRL + ALT + Down arrow”

Save page
“CTRL + S”

Window management
Move window to left
“ALT + [“

Move window to right
“ALT +]”

Close app/window
“CTRL + W”

Chrome OS shortcuts

These let you quickly navigate around your Chromebook.

Sign out of your account
“CTRL + SHIFT + Q”

Lock screen
“CTRL + SHIFT + L”

Show Files app (Finder)
Press FINDER key
OR

“ALT + SHIFT + M”

Screenshot whole page

“CTRL + SCREENSHOT KEY”

(it’s the xyz key”

Screenshot selected area

“CTRL + SHIFT + SCREENSHOT KEY”

Then choose the area you want to screenshot partially.

Scale resolution down

“CTRL + SHIFT + -”

(That’s CTRL and SHIFT and MINUS key.)

Scale resolution up

“CTRL + SHIFT + +”

(That’s CTRL and SHIFT and PLUS key.)

Mousepad gestures

Here are some quick ways to perform actions using just your touchpad.

Right-click

Touch with two fingers.

OR

Press ALT and touch with one finger.

See all windows

Swipe down with three fingers

OR

Swipe up with three fingers

Open link in new tab

Move your cursor over the link, then touch the touchpad with three fingers.

Next or previous tab

Swipe left or right with three fingers.

Highlight text

Touch and drag mouse cursor.

Go back

Swift left with two fingers.

Go forward

Swipe right with two fingers.

You can adjust your touchpad settings xyz to change how it functions if needed from Chrome settings > Device > Touchpad.

See all shortcuts

Note: You can view ALL the shortcuts at once by pressing “CTRL + ALT + ?”.

This will bring up an on-screen dialog that maps out the various keyboard combinations if you ever forget. It's like a cheat sheet built into your Chromebook!