



## CHROMEBOOK WORKSHOP III

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Jolyn Bowler ~ [jolyn.bowler@gmail.com](mailto:jolyn.bowler@gmail.com)

### Master the keyboard and gestures:

- **Keyboard shortcuts:** Utilize keyboard shortcuts for faster navigation and actions. Press **Ctrl + Alt + ?** for a complete list. Common shortcuts include **Ctrl + T** for a new tab, **Ctrl + Tab** to switch between tabs, and **Ctrl + Shift + W** to close the current tab.
- **Touchpad gestures:** Chromebooks offer intuitive touchpad gestures for efficient navigation. Swipe up with two fingers to scroll, swipe left or right with two fingers to go back or forward in Chrome, and use three-finger swipes for additional actions like switching between windows or opening them all at once.

### Optimize your workspace:

- **Virtual desktops:** Use virtual desktops to organize your open windows and applications, making it easier to switch between different tasks. Swipe up with three fingers or search for "virtual desktops" in settings.
- **Customize your shelf:** The shelf is your Chromebook's taskbar. Pin frequently used apps for quick access and rearrange them for personalized organization.

## Leverage the cloud:

- **Offline access:** Ensure essential files and web apps are available offline by enabling offline capabilities. Right-click on a file in Google Drive and select "Available offline." For web apps, check their settings for offline functionality.
- **Android apps:** Expand your Chromebook's functionality with Android apps available on the Google Play Store. Explore apps for productivity, entertainment, and more.

## Bonus tips:

- **Enable dictation:** Utilize voice dictation for hands-free text input by pressing **Search + A**.
- **Explore Chrome flags:** Access experimental features by searching for "chrome://flags" in the address bar. Be cautious, as these features may be unstable.
- **Stay updated:** Regularly update your Chromebook to ensure optimal performance and security. Updates are usually automatic, but you can check for them manually in settings.