

Endeavour Learning Trust Guide to Chromebook for Students



Table of Contents

1. Introduction
2. What is Chrome OS
3. The Keyboard
 - 3.1 Caps Lock
 - 3.2 Delete
 - 3.3 Home and End
 - 3.4 Dedicated Browser Keys
4. Some Touchpad Tricks
5. Launcher and Apps Menu
 - 5.1 Things You Can Do Using the Search Field
6. Change Wallpaper
7. Taking Screenshots on your Chromebook
8. Screen Lock and Password Protection
9. Manage Files
 - 9.1 My Files
 - 9.2 Google Drive
10. Using Chromebook When You Are Offline
11. Updating Your Chromebook
12. The Most useful Keyboard Shortcuts for Chromebook
13. G Suite

1. Introduction

Chromebooks are simple and easy to use. They are easy to setup and manage. If you know how to use Google Chrome, the browser, you know most of it already.

Then there are a few things that Chromebooks do differently. This quick guide will help you with those little things and get started on your schoolwork using your Chromebook.

Log on- your log on is as follows:

Username= email (forename.surname@whs.lancs.sch.uk)

Password= Endeavour20 (change at the first log on)

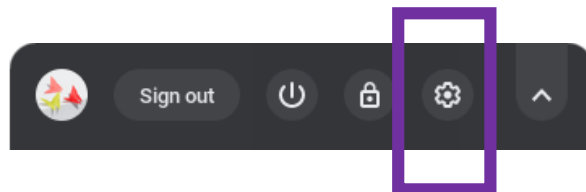
Connecting to Wi-fi

In school your Chromebook will just automatically connect to the Wi-fi. At home the first time you will need to connect to your Wi-fi by doing the following...

1. Go to the bottom right hand corner and click on the Wi-fi symbol



2. Click on settings

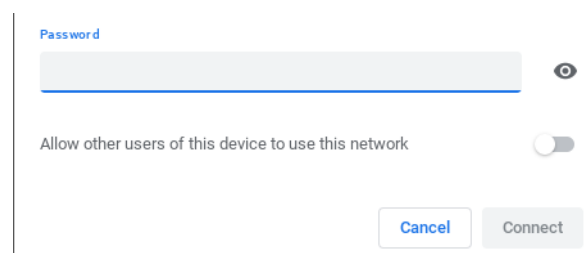


3. Next To the word network you will see an arrow, once you click on this it will display all available networks, click on your home network.

Network



4. Then type in the password and connect and you are ready to use your Chromebook at home.



2. What is Chrome OS

Chrome OS is the operating system used by Chromebooks. On a PC, the operating system is Windows, and for a MacBook, it is MacOS. Similarly, your Chromebook uses Chrome OS.

If you have used Google Chrome, the browser, you will find this new operating system very familiar. On Chrome OS, you will use the browser, Google Chrome, to get things done. You will also be using apps.

3. The Keyboard

You might have noticed this even before switching on your Chromebook. The keyboard is slightly different from other keyboards that you have used.

For starters, there is no Caps Lock key. The Delete key is also missing. Instead of the regular function keys F1 to F12), your Chromebook has a different set of keys.

Let's review them in detail.

3.1 Caps Lock

Chromebooks have a Search key instead of the Caps Lock key.

The Search key launches the apps menu. On newer Chromebooks, you will be able to launch Google Assistant with this key.

What if you really need caps lock?

Alt + Search will enable caps lock. Use the same shortcut to disable caps lock.

In most cases you just want one capital letter, so just press shift at the same time as the letter you want to capitalise and then release.

3.2 Delete

Chromebooks come without a Delete key. Here is what to do instead:

ALT + Backspace: Delete the next letter (forward delete)

CTRL + Backspace: Delete the previous word

3.3 Home and End

You will not see a Home or End key either. Alternate keyboard shortcuts are:


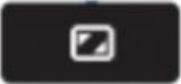




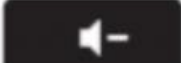
ALT + Up Arrow key: Home

ALT + Down Arrow key: End

3.4 Dedicated Browser Keys

For all the keys that they took away, Google has added a set of dedicated keys to help us browse the web faster. This is Google's version of function keys F1 to F12.

The following is a list of dedicated browser keys that you get.

-  Reload your current page (F3)
-  Maximize your window (F4)
-  Switch to your next window (F5)
-  Decrease screen brightness (F6)
-  Increase screen brightness (F7)
-  Mute (F8)
-  Decrease the volume (F9)

4. Some Touchpad Tricks

- Click or tap with two fingers for right-click
- Or ALT + Click = Right-click
- Swipe with two fingers to scroll
- Swipe up or down with three fingers to see all the open windows and apps
- Swipe left and right with three fingers to switch between open tabs

5. Launcher and Apps Menu



You can open the apps menu by clicking the icon of the app on the taskbar or pressing the Search key.

At first, a quarter of the launcher is displayed, with a search box and five recently used apps. To see all apps, click the up arrow.

The all apps menu lists all the apps that you have installed, and a search box.

If your Chromebook supports Android apps and you have installed Chrome and Android versions of the same app, you will see a Chrome logo next to the Chrome app icon.

5.1 Things You Can Do Using the Search Field

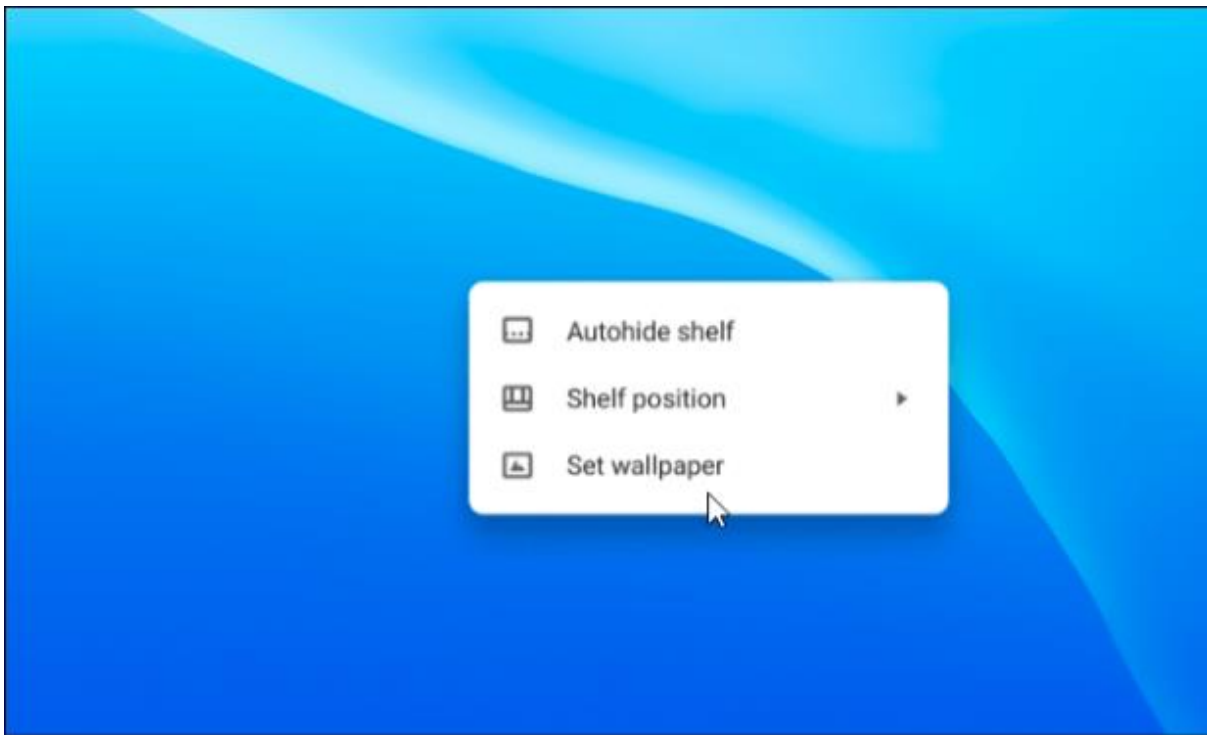
The search field in the launcher can do some cool tricks. Here is a list of things that you can try.

- Launch apps you have installed from Chrome Web Store or Google Play Store: Click the app icon to launch an app. Right-click the app icon for more options including, pin the app to the taskbar, or uninstall.
- Search the web: You don't need to open a new tab, open Google.com, and then type in the search query. You are on a Chromebook now. Press the search key once to open the Chrome OS apps menu, type in your query, and hit Enter. A new tab will open with your search results.
- Do some basic maths or conversions: Since Google search is integrated into the Chrome OS apps menu, you can do basic maths from the search area of the menu. Try something new. For example, type in $4*4=$ and see what happens!
- Search and install apps and extensions: Search results also show related apps and extensions from the Chrome Web Store. Click the Add to Chrome icon to install the app or extension. If your Chromebook supports Google Play Store, the app suggestions will come from the Play Store.

6. Change Wallpaper

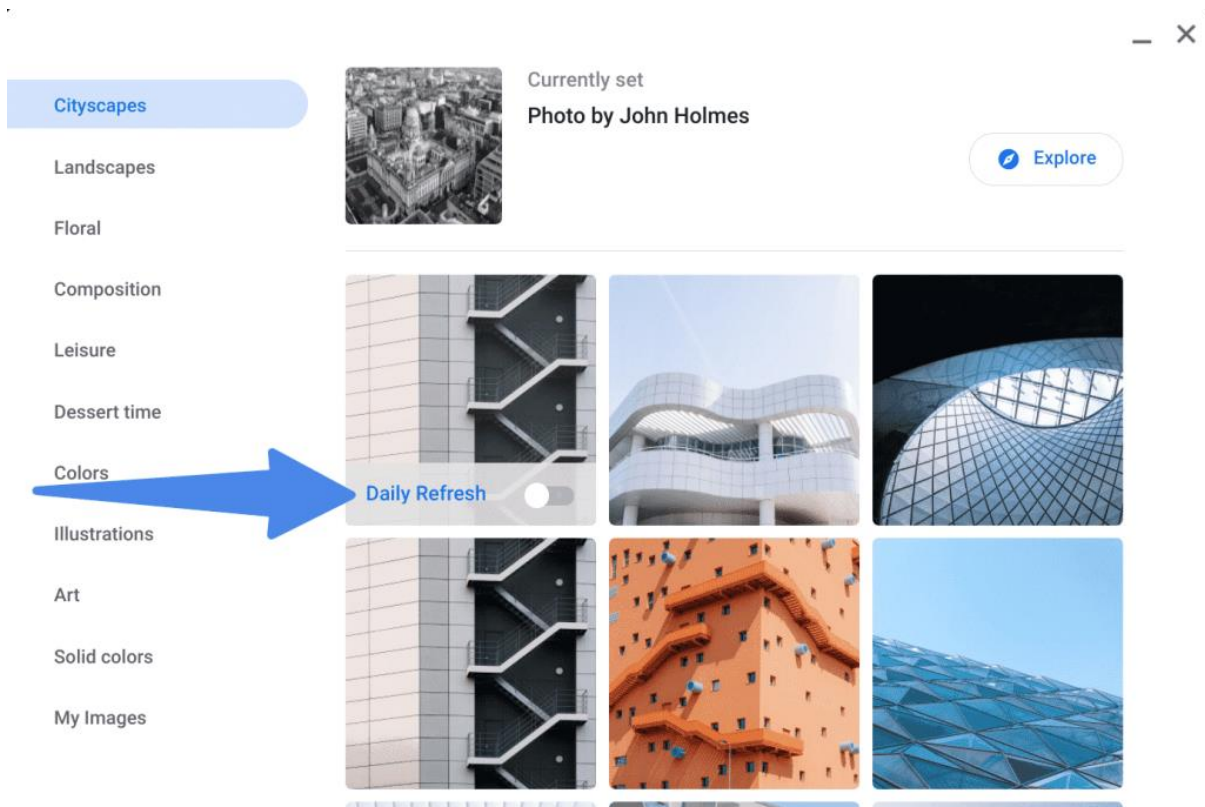
One of the first things that you do on any new computer or phone? Change the wallpaper and give some personal touch to the device. Here is how to do that on a Chromebook.

Just like your PC or Mac, right-click the desktop and choose **Set Wallpaper**.



You can pick wallpapers available there or use your own image.

Check the **Daily Refresh** box to shuffle through a set of wallpapers daily.



To add your own wallpaper, click **My Images**, and choose an image from your files. Remember this is a school device so images need to be **appropriate**.

Cityscapes

Landscapes

Floral

Composition

Leisure

Dessert time

Colors

Illustrations

Art

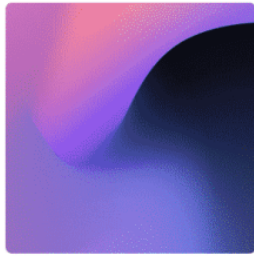
Solid colors

My Images



Currently set
Photo by John Holmes

Explore



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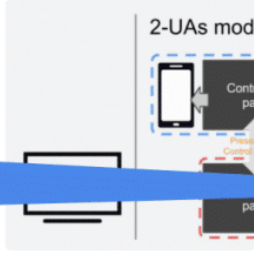
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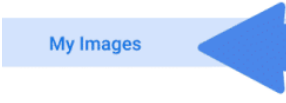
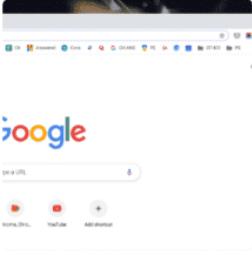
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oxy CSV Viewer

	current_version	previous_version	current_release	
/_8380	86.0.4225.1	86.0.4222.2	86/86/20	
/	86.0.4225.0	86.0.4224.0	86/86/20	
/	86.0.4221.3	86.0.4214.2	86/84/20	
/	85.0.4183.59	85.0.4183.49	86/85/20	
/	84.0.4147.105	84.0.4147.89	87/27/20	
/_8488	86.0.4225.1	86.0.4222.3	86/86/20	
/	86.0.4225.0	86.0.4224.0	86/86/20	
/	86.0.4221.3	86.0.4214.2	86/84/20	
/	85.0.4183.59	85.0.4183.49	86/85/20	
/	84.0.4147.105	84.0.4147.89	87/27/20	
/	86.0.4225.0	86.0.4224.0	86/86/20	
/	86.0.4221.3	86.0.4214.2	86/84/20	
/	85.0.4183.59	85.0.4183.49	86/85/20	
/	84.0.4147.105	84.0.4147.89	87/27/20	



7. Taking Screenshots on your Chromebook

Here are the keyboard shortcuts to take screenshots.

CTRL + Window Switcher takes screenshot of your current window.



CTRL + SHIFT + Window Switcher allows you to take a partial screenshot by selecting the area you want to capture.



Apart from these, you can use Chrome extensions to capture and edit screenshots.

8. Screen Lock and Password Protection

To lock the Chrome OS screen, click the profile icon on the taskbar (or any of those icons there on the bottom right corner) and click the lock symbol.

Or even better, press **SEARCH + L** to lock the screen.

Most of the time, instead of using this method, you can close the lid of the Chromebook and walk away. When you open it again, you open the lid and are ready to go, instantly. But there is one thing that you might not like here. If you keep your Chromebook closed and move away from it, anyone else can open it up and start using it.

You may like to have the Chromebook ask for your password when you open the lid again, for a little more security. Here is how to do this:

1. Go to **Settings > Screen lock**.
2. Enter your Chromebook password to access these settings.
3. Enable Show lock screen when waking from sleep.

9. Manage Files

Chromebook's file manager is simply called **Files**.

To open the Files app, click the app icon or use the keyboard shortcut **ALT + SHIFT + M**.

Chromebook Files app has two main sections; My Files and Google Drive. When you plug in a USB drive or a memory card, they also show next to these two sections.

9.1 My Files

The Downloads section or drive contains all the files that stored on your Chromebook. These will be available even when you are not connected to the internet.

- To create new folders or subfolders, click settings icon on the top right corner (three dots) and choose **New folder**. You can also use the keyboard shortcut **CTRL + E**.
- You can view the remaining space on your Chromebook from the same settings menu.
- Right click on any file for additional options like zip, rename and delete etc.
- Use **ALT + BACKSPACE** to delete files or folders.

Note: Contents of the Downloads drive are stored locally on your Chromebook. Anything you save here will be lost during **Powerwash** (factory reset).

Use cloud or an external storage device to store important data.

9.2 Google Drive

This section displays all your files and folders from Google Drive. These files are stored on Google servers, but you can select a bunch of files and make them available offline too.

To make files available on the Chromebook (to access even when you are offline) check the Available offline against the files of your choice.

Click the settings icon on the top right corner for additional options on Google Drive.

Drag and Drop between Google Drive and Downloads

You can drag and drop files from the Downloads drive or Google Drive to copy files between them.

- When you drag a file from the **Downloads** drive to Google Drive, the file will be uploaded to your Google Drive.
- When you drag a file from Google Drive to Downloads drive, it will be downloaded and copied to your local drive, making it available for offline use.

10. Using Chromebook When You Are Offline

You will be using Chromebooks with internet most of the time. When you are without an internet connection, you can still do a lot of things with your Chromebook:

- View photos
- Edit Photos
- Watch movies
- Play music
- Read books
- View and edit Microsoft Word, Excel and PowerPoint documents
- View PDFs
- Play Games

If your Chromebook can run Android apps, there are tons of things you can do with those apps.

11. Updating Your Chromebook

Software updates are an important and time consuming affair in any operating system that you have used so far.

Here is some good news for you; Chrome OS updates automatically in the background. The changes are applied next time you restart your Chromebook. You will see an icon when updates are downloaded and installed.

School will send updates to you and when there is an app we think is of use this will also be sent to you.

12. The Most Useful Keyboard Shortcuts for Chromebook

First up, a handful of keyboard shortcuts that every Chrome OS user must know.

Action	Shortcut
Take a screenshot of the entire screen	CTRL + Window Switcher ([[]]) (F5)
Take a screenshot of a part of the screen	CTRL + SHIFT + Window Switcher ([[[]]])
Take a screenshot of an app or window	CTRL + ALT + Window Switcher ([[[]]])
Toggle Caps lock	ALT + SEARCH (aka Launcher key)
Lock the screen	CTRL + SHIFT + L
Open the Task Manager	SEARCH + ESC
Open Chrome's Setting menu	ALT + E
Launch apps from the launcher	ALT + 1-9 (1 opens the first app and so on)
Dock a window to the left of your screen	ALT + [
Dock a window to the right of your screen	ALT +]
Home key	CTRL + ALT + Up Arrow
End key	CTRL + ALT + Down Arrow
Delete key	ALT + Backspace
Logout	Ctrl + Shift + Q
Open the File Manager	ALT + Shift + M

Create New Folder in File Manager	Ctrl + E
Help	Ctrl + ?
Increase screen scale (make things bigger)	CTRL + SHIFT + + (plus)
Decrease the screen scale (make things smaller)	CTRL + SHIFT + - (minus)
Reset screen scale (resolution) to default settings	CTRL + SHIFT +)
Rotate the screen 90 degrees	CTRL + SHIFT + Reload
View all shortcuts	CTRL + ALT + /

13. G Suite

When you go onto the internet, you will be able to access G suite. Clicking on the waffle will show you the apps available to you



There is an icon in there for google classroom which you will find useful. Also you will have things like google docs (for you to produce typed pieces of work) and slides (to create presentations). They are all very user friendly to use and will save work automatically for you into your Google drive.