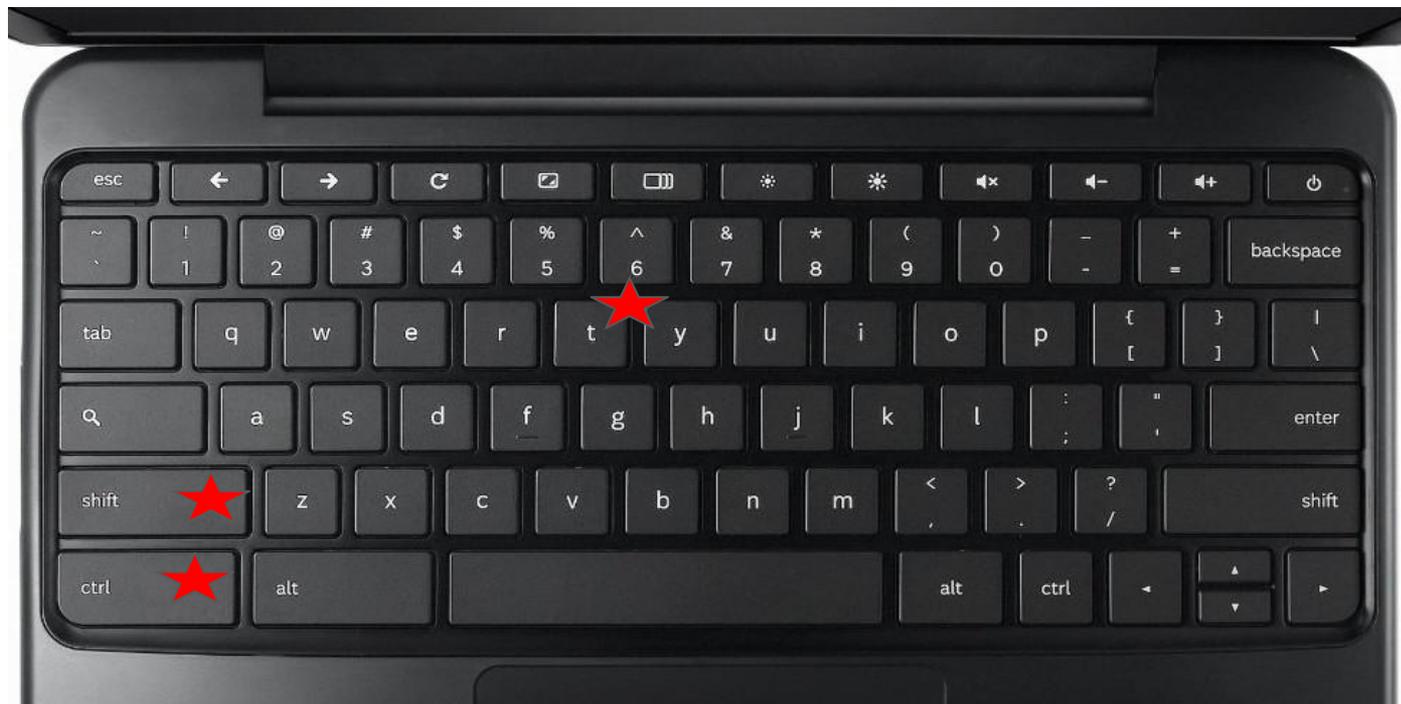# Chromebook Challenge

20 Tips in 20 Days

Day 1 Tabs-Do you get frustrated when you accidentally close tabs that you didn't mean to close?   Now you can easily get those tabs back.
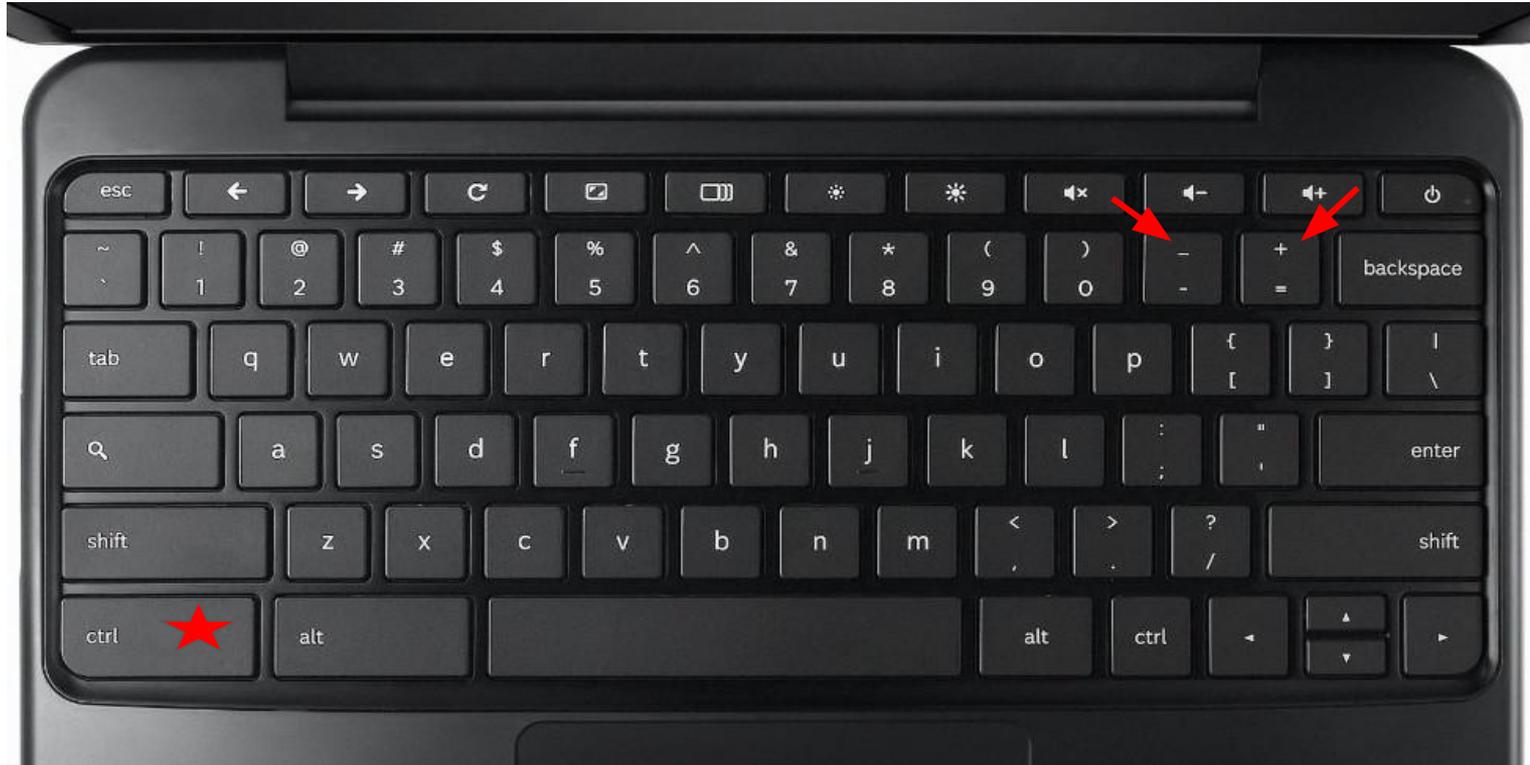
Simple select CTRL Shift T

Keep pressing CTRL shift T and each of your past 10 tabs will open

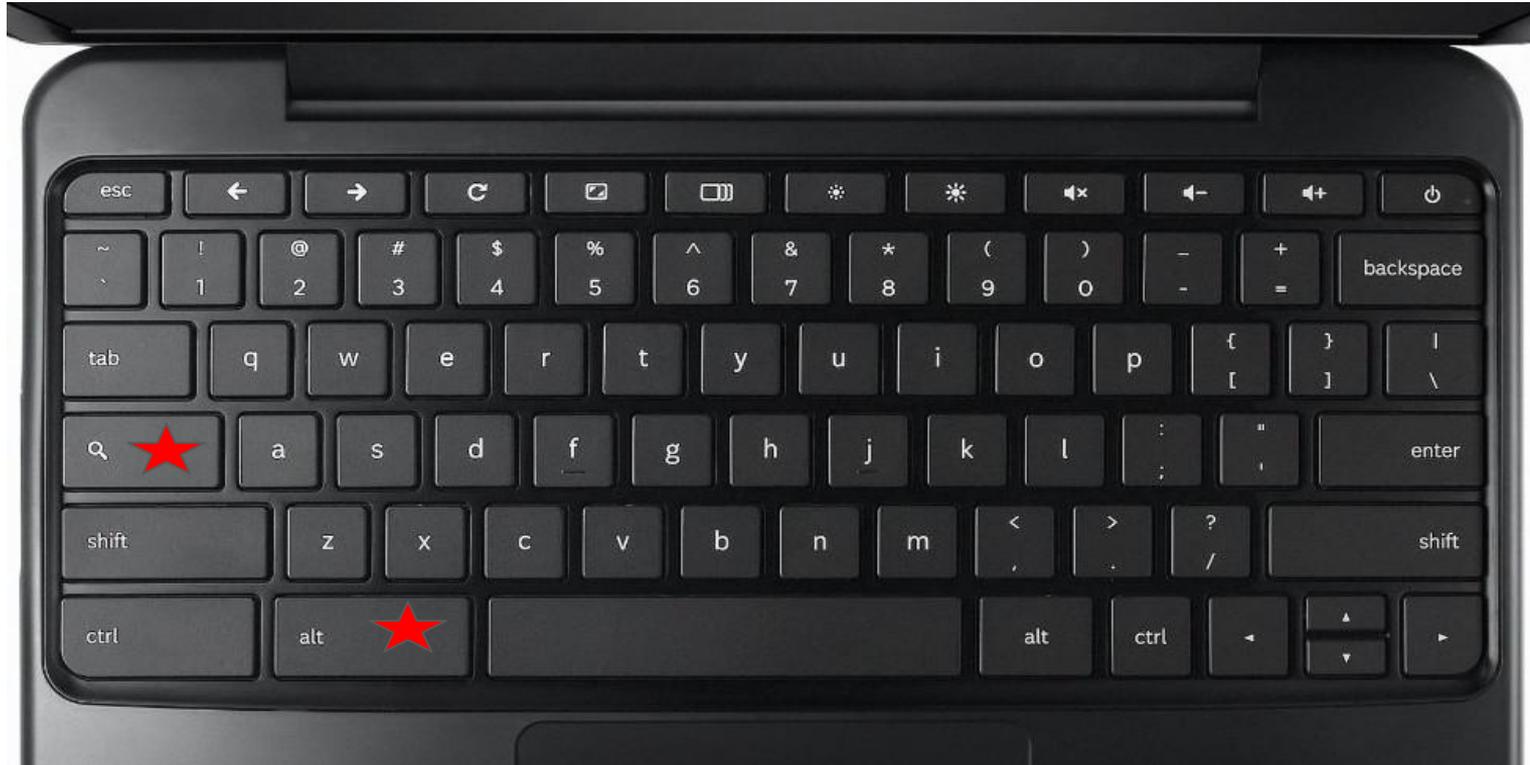This tip will work on any of your devices as long as you are using the chrome browser.

Day 2- Are you suffering from eye strain because the text you are trying to read is too small?
Try CTRL + or CTRL -

Day 3 Cap lock- Most Chromebooks don't come with a dedicated cap lock key. Use the following combination to turn it on and off. **ALT** 🔍

This skill is not necessary on a desktop or laptop.

Day 4 To search text or term in a web page

Would you like a single step option to search for text in a web page? Try these three options.

Highlight the text you want to search, then **right click** then left click the result

You may also **highlight text**, then drag it to the Omnibox or address bar to initiate a search.

Highlighting text and dragging it to the top-most area of the browser -- next to your right-most tab -- will launch a search or navigation in a new tab rather than the current one.

This tip works on Chromebooks, laptops and desktop using Chrome.

Watch a video demo

Day 5 **Your Google Search bar**

Try these little tricks: In your search bar or address bar and see what you get.

- Type- define democracy
- Type- weather
- Type- flip a coin
- Type- calculator
- Type- news Moscow

Now use the microphone option to verbally request the same.

The search option is available on all devices using Google. The voice option is available on any device with a mic. including teacher laptops and all Chromebooks.

Day 6 Using Find and Replace

Have you ever read an article and can't remember where you found a certain word or phrase?

Are you looking for specific words, terms or groups of words in a document or webpage?

Try CTL F

Do you need to find and replace all incidences of a specific word or term?

Example: you spelled a name incorrectly throughout a document?

Try CTL H this will give you find and replace

Find: Enter the term as is exists in your document.
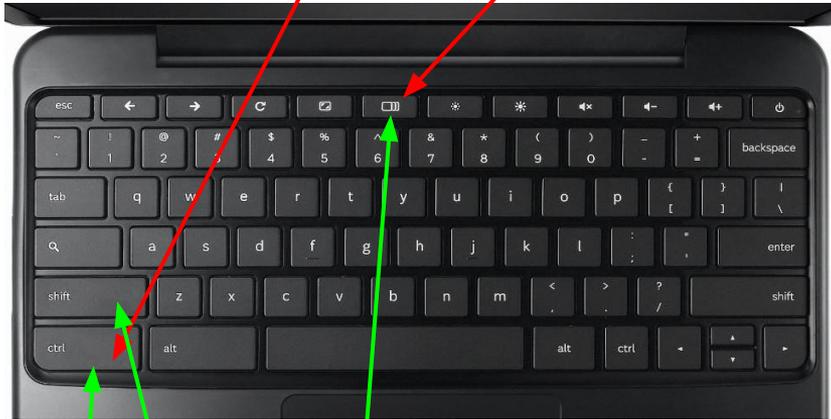
Replace with: Enter the term you want it to be.

Find and replace

| Find | Laura Stefani | 0 of 0 |
| Replace with | Mrs. Stefani | |

☐ Match case

Replace   Replace all   < Prev   Next >

Day 7 Screenshots

__Chromebooks__-To take a screenshot
of the entire screen **Ctrl key** and the **Switcher key** at the same time:

Just need a bit of the screen? Pressing the following keyboard combo will allow you to select a section of the screen to snap:

Ctrl key   Shift   Switcher key

__For Laptops or Desktops__

Snipping tool- [View video](#)

Print Screen- on a laptop or desktop

Click **CTRL prt sc** now paste into a new doc

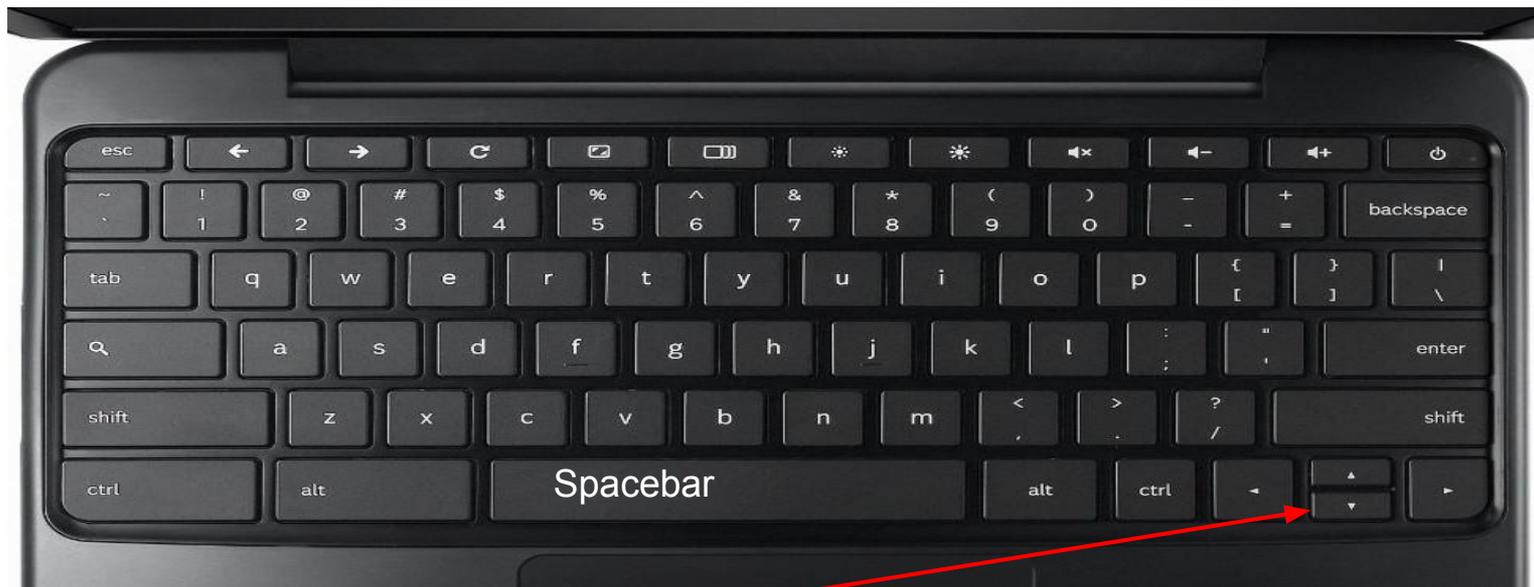**note:prt sc may be on a different location o the top row.**

Day 8 **Chromebook Screenreader**

To turn on the Chromebook screen reader: **CTRL   ALT   Z**

This tip is a feature of Chromebooks

Day 9 Scrolling through pages

Using the **up and down arrow** keys allows you to scroll up and down through any web page.

Pressing the **spacebar** will scroll down one page at a time.

Pressing **shift and the spacebar** will scroll back up one page at a time.

Day 10 Google Cultural Institute Collections

The Cultural Institute allows the user to find collections of art, historic moments and world wonders. It allows the user to explore, take virtual tours, save favorites, make their own collections, make comparisons, and share.

Watch a tutorial on how it works

Explore the Collections

Day 11 Organizing tabs and windows

Drag url to a tab to open in new tab

Click and drag tabs left and right to put them in the order that you want.

Click on any tab and drag it away in order to open the page in its own window.

Hold CTRL and click tabs to select multiple tabs. Now drag them away to make a new window with the selected tabs.

Day 12 text resizing

We have already established that CTRL + and - will increase and decrease the size of text.

Ctrl-0 (that's zero) will snap you back to the default 100 percent zoom view.

Day 13- **Colored Icons to indicate doc sharing**

You have most likely seen the colorful icons that appear at the top of a Google file when others are also using the file?

Those icons have a purpose besides indicating who else is in the document.

Click on any of those colored icons and you will be taken directly to the spot where that person is working. This is a nice feature when you are sharing a large file or want to see what someone else is doing.

Day 14 **Google News**

Get news from around the world all in one site. This feature allows the user to personalize settings, translate world new events and change viewing experience.

Check out Google News OR news.google.com

Day 15   Create a table of contents

A table of contents makes it easy for you, your collaborators, and viewers to quickly navigate to a section of your document. Each item in your table of contents links to the titled sections of your document that use the heading styles. Here's how to add one to your document:

1. Go to the Format menu and select Paragraph styles to add headings to sections of your document. There are six different heading sizes to choose from.
2. Place your cursor where you'd like to insert the table of contents.
3. Go to the Insert menu, and select Table of contents.
4. If you need to move the table of contents, select it as you would select text and either move it with your cursor or cut it and paste it.
5. You can continue to add headings to your document or change current headings. However, if you'd like a change to become part of the table of contents, you need to click first the table and then the Refresh button.
6.
7. Important: If you want to change the text of the table of contents, edit the headings in the document body rather than in the table of contents. Once you update the table of contents by clicking the Refresh button, any manual edits you made in the table of contents will be cleared.

https://support.google.com/docs/answer/106342?hl=en

Day 16　　　Google Drive-Let's get organized

This week will feature suggestions on how to get your Drive organized. 　　　**TODAY- It's all about folders.**

1. Create folders for the major subjects or topics in your drive. In the top left of your drive select **new folder**
   a. You will be prompted to give it a name.
   b. Create folders for each of your classes and one called Miscellaneous or Extras.
   c. I also like to create one called personal
2. **Now add Color**- In the upper right of your screen, click on the three dots. Select change color and pick a color for each folder.
3. Continue creating folders and selecting colors.

　　　Tomorrow we will organize your documents into folders.
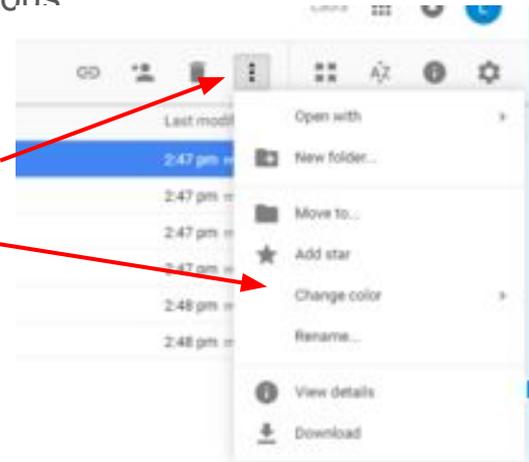
Day 17 Moving docs

Now that you have folders, it's time to move all of your documents into the folders. This can be tough and time consuming but persevere, it will be worth it. Moving files into folders can be done in multiple ways.

Click and Drag

Open drive>select a doc to move>click and hold>drag it to the intended folder.

You may select multiple files by clicking and selecting **CTRL or Shift** if files all in a row.

NOTE: As with anything else, the CTRL key will allow you to select files that are not all together. The SHIFT keys is for files all listed in a row.

Using the MOVE option

Open drive>select a doc to move> in the upper right, click on the three lines.

Select **Move to** and pick the folder where the doc belongs.

You may also select multiple files by using CTRL or SHIFT and clicking on the files.
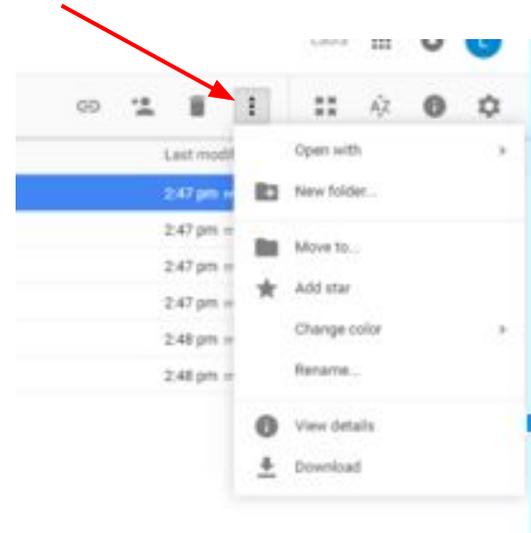
Day 18   Star your priority docs and folders ⭐

You will find that some folders are accessed every day. Make them a priority folder by **starring** them.
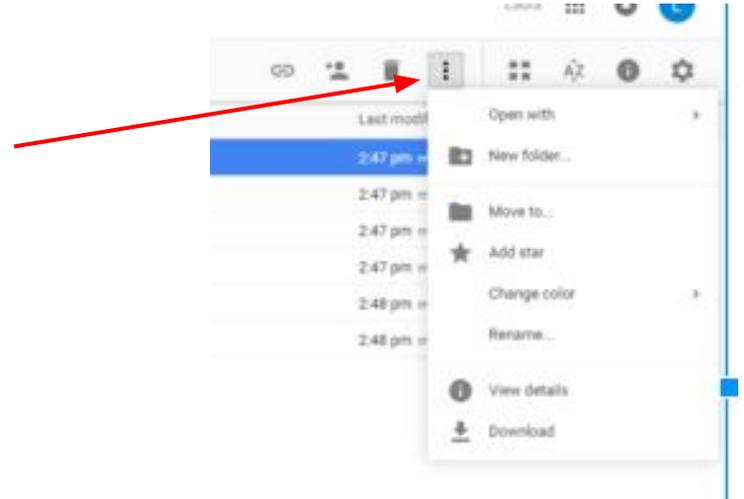
Select the doc or folder you want starred

In the upper right, click on the three lines and select add star.

When looking for starred docs or folders-

Select **STARRED** to the left of your drive

All items you have starred will come to the top

Day 19 Begin each doc correctly

Now that you have some organization in mind.

Before you create any document, navigate to the folder where it will be nested. Now select create new…….

Give every doc a title as soon as it is created. That prevents you from having dozens of untitled docs.

Day 20

Arguably, the best keyboard shortcut of all may be the shortcut that gives you a map of all the other shortcuts.

Press **Ctrl Alt ?**
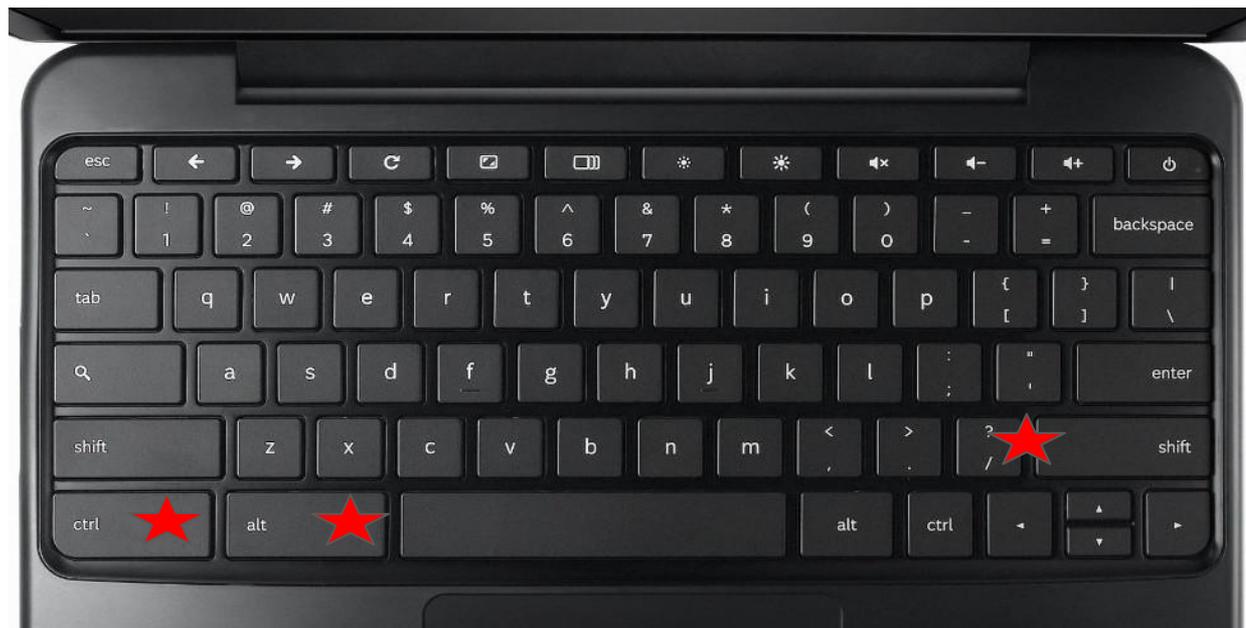
Resources

[Ten Shortcuts Every Chromebook Owner Should Know](#)

[50 Tips and Tricks for Chromebook Power Users](#)

[Google Support](#)