Chromebook How To's

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- How to Find and Open Files on Chromebook
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How to Screenshot on Chromebooks

Take a screenshot of your entire screen

Press **Ctrl + Show windows** ▢‖.

Top keyboard shortcuts

Take a screenshot of part of your screen

Press **Shift + Ctrl + Show windows** ▢‖. Then, select and drag over the area you'd like to capture.

How to Find and Open Files on Chromebook

https://drive.google.com/file/d/1ecbmQSWqxz9Dh832Da9CrnceP1X2C_Zo/preview

How to Edit Microsoft Office Files on Chromebook

[Click here for How to Edit Microsoft Office Files on Chromebook](#)

How to use Caps Lock on Chromebook

Press Search + alt to Enable Caps Lock

Press Search + alt to Disable Caps Lock

How to Work On Files in Google Drive Without Internet

Click here for how to Work On Files in Google Drive Without Internet

Add A Chromebook to Copiers

Click on THIS LINK

Then click Install Mobility Print

Set up printing on your Chromebook

Go to the Chrome Web Store and install Mobility Print

Install Mobility Print

Keep this tab open so we can do a quick handshake

and connect you to your school or organization

When it's time to print, press Ctrl + P
and use any printer with the icon.

How to Powerwash a Chromebook

Factory reset your Chromebook

1. Sign out of your Chromebook.
2. Press and hold **Ctrl** + **Alt** + **Shift** + **r**.
3. Select **Restart**.
4. In the box that appears, select **Powerwash** and then **Continue**.
5. Follow the steps that appear and sign in with your Google Account.

   Note: The account you sign in with after you reset your Chromebook will be the owner

   account.
6. Once you've reset your Chromebook:

   - Follow the onscreen instructions to set up your Chromebook
   - Check if the problem is fixed