



# Know Your Chromebook

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Tech Goes Home



# Introduction

## Hi there!

My name is Wim, I'm originally from Belgium, and have been working at Google since 2012



## What I do

I'm a Chromebook Training Manager, working on training content for retail partners such as Best Buy.

## Things I ♥

Technology (Chromebooks!), traveling, and enjoying Belgian beer, (Belgian!) fries, and waffles :-)



Google's mission statement

**“Organize the world's information and make it universally accessible and useful.”**



# 1 BILLION+ USERS EACH

**And we still have a lot of work to do**

There are still so many questions we want to answer...

# Computing challenges are real

My computer takes forever to start up!

I need something simple to browse the web.

I am afraid to get a virus on my laptop!

So many updates!

There are too many apps and icons to choose from.

# So we focused on a new type of laptop

Designed for how people use laptops.

- Chromebooks, simply put, are laptops designed for the way people generally use laptops today — which is typically to [get stuff done quickly online](#). No confusing setup. Just flip it open and get started!
- With it you can [listen](#), [watch](#), [create](#), [work](#), and [play](#) - online and offline
- Chromebooks come in all shapes and sizes, and from many different brands!
- And... Every 6-8 weeks it gets even better with automatic updates!  
Make sure to restart your chromebook from time to time



# Our Focus



## Speed:

Chromebooks start fast and stay fast and they don't slow down over time, no matter how many accounts the laptop is used for!

(pssst, you can have up to 18 accounts on a Chromebook, so laptop sharing isn't an issue)



## Simplicity:

The interface is simple and clean, and easy to navigate. Everything is stored in the cloud, so you never have to worry about losing your files again. Simple :)

(Don't worry, you can still store files offline too!)



## Security:

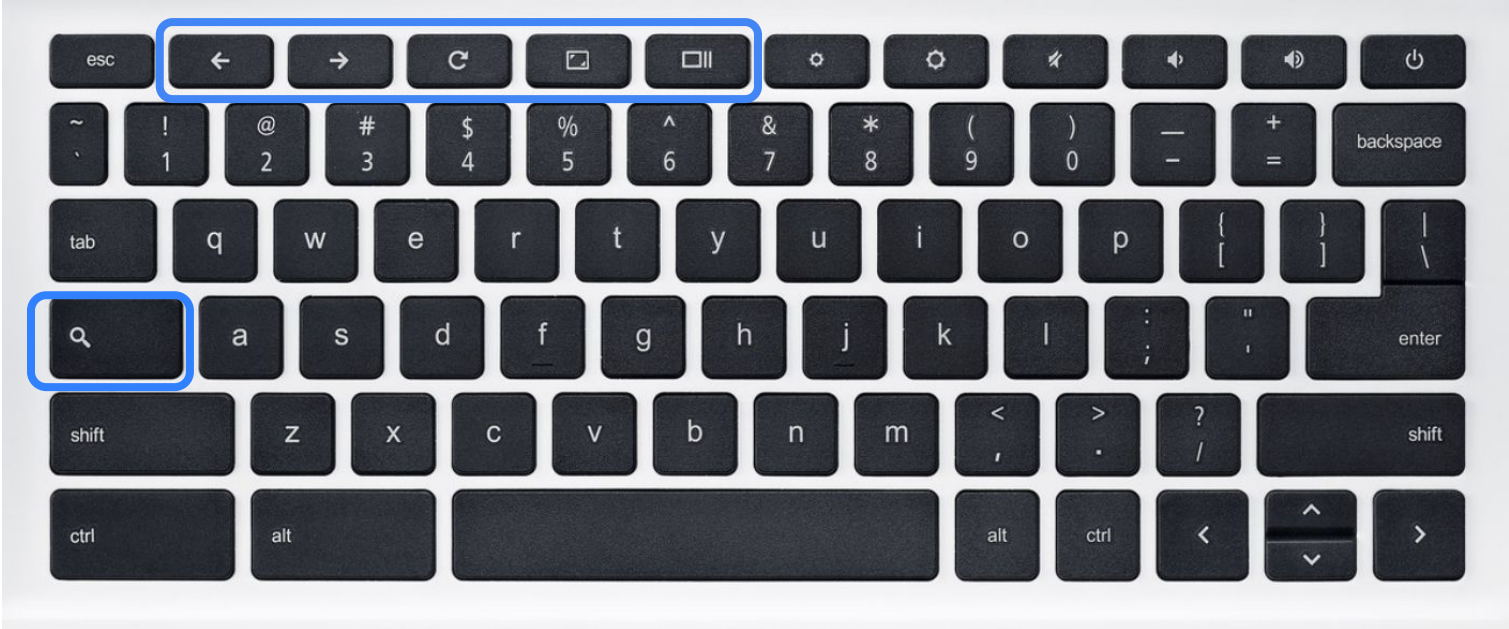
Chromebooks come with several layers of virus protection built-in, so there is no need to install any antivirus applications!

(If you're curious, these are called Data Encryption, Sandboxing, Automatic Updates and Verified Boot)



**A few basics, before we get started**

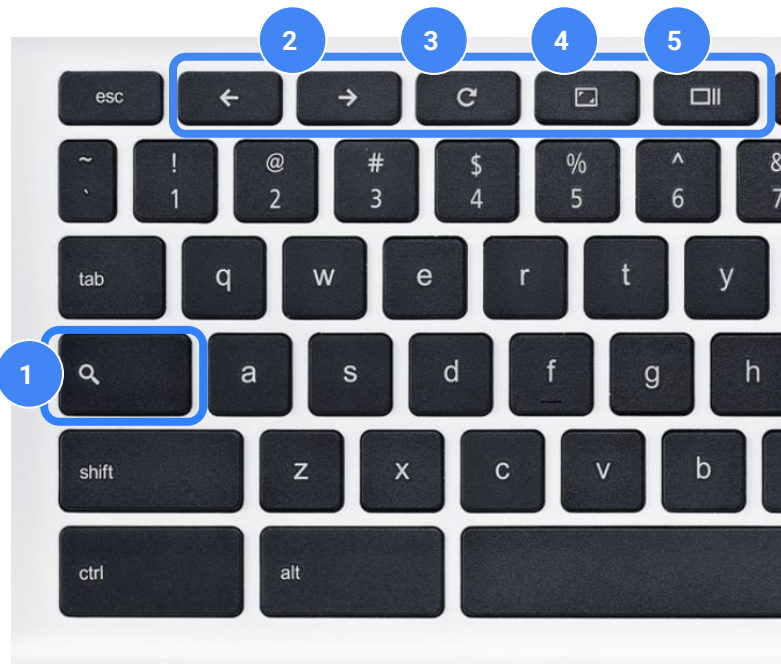
# Spot the difference



# Spot the difference

The keyboard has been simplified to make navigating your Chromebook super efficient. For example:

- 1 “Launcher” -> Get started and search apps
- 2 Flip pages back and forth
- 3 Refresh the browser
- 4 Enter full-screen mode
- 5 Switch windows



# Meet the keys



## Launcher

Press the launcher key to access a list of apps and the search bar.



## Refresh

Press the Refresh key to quickly reload the current web page.



## Immersive mode

Press the Immersive mode key when you want to present your screen full-size.



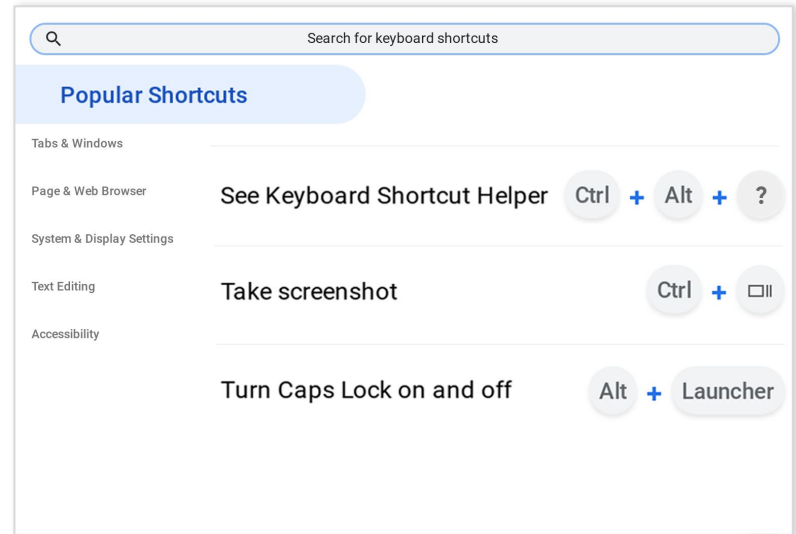
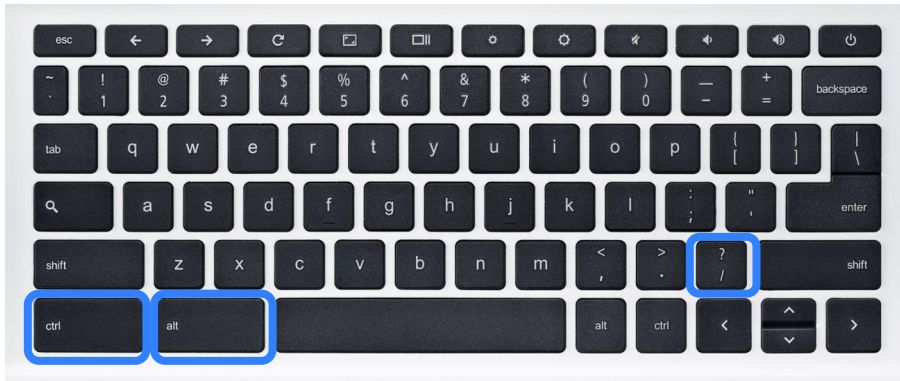
## Overview mode

Press the Overview mode key to easily view and move between open windows.

# Cut the corners by learning some handy shortcuts

Press **Ctrl + Alt + ?** to reveal all the shortcuts

Shortcuts are a neat way to get around a Chromebook!



# Taking screenshots can be extremely useful

Two types:



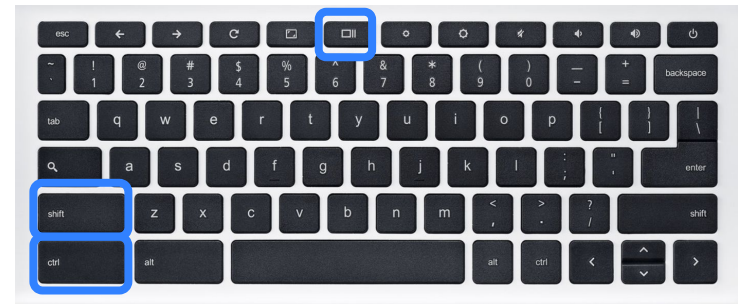
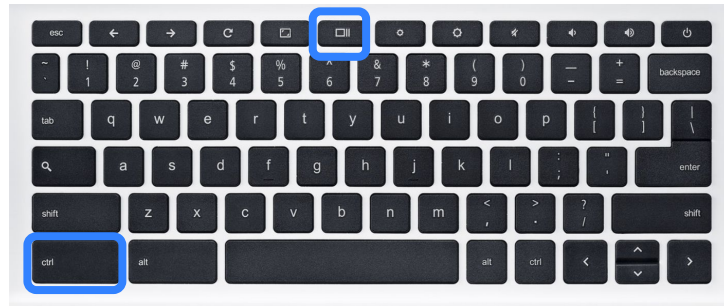
**A full screenshot**

Ctrl + Overview mode



**A partial screenshot**

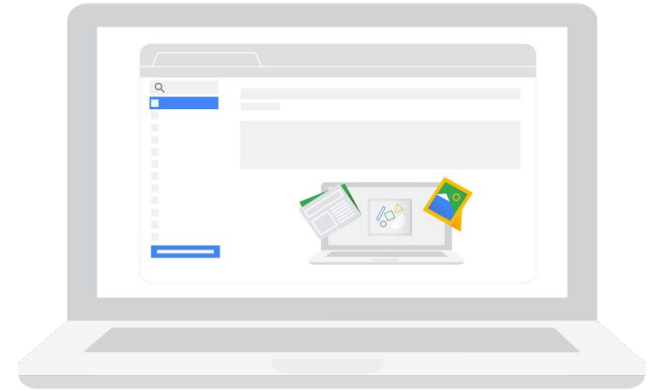
Shift + Ctrl + Overview mode,  
then click and drag.





# Really stuck? Get Chromebook help with a fast and simple shortcut...

Get help by pressing: **Ctrl + ?**





# Still stuck?

Have a look at some “How To” videos on [www.google.com/chromebook/howto](http://www.google.com/chromebook/howto)



DO MORE

How to Edit Microsoft Office Files



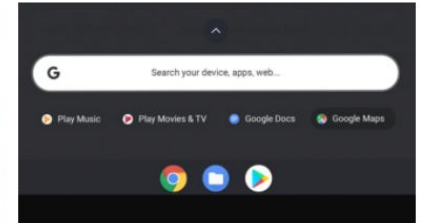
DO MORE

How to Take Full Screenshots



GET STARTED

How to Download Apps

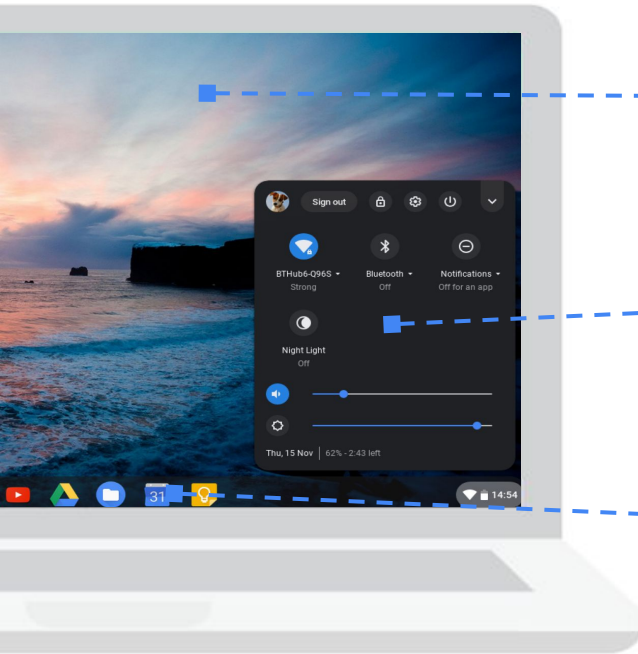


DO MORE

How to Search Anything



# Navigating the desktop



## “Desktop”

Two finger click (=right click) to access shelf settings or set the wallpaper.

## “Settings”

Click on the **status area** in the bottom right corner of the Chromebook to bring up the Settings menu.

## “Shelf”

The “shelf” (or “tray” or “taskbar”) is the area at the **bottom of the desktop** where you can see shortcuts to apps.

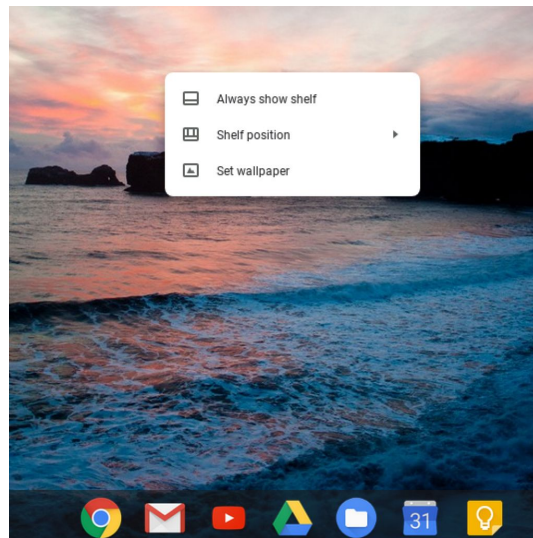
# Desktop

## Make it personal to you

**Two finger tap** or **long press the desktop** to display a side menu box with shelf and wallpaper settings.

Choose from a wide selection of pre-installed wallpapers, or select a custom image saved on the Chromebook.

**The shelf can be set to Always show** or **Autohide**, and be positioned at the bottom or side of the desktop.



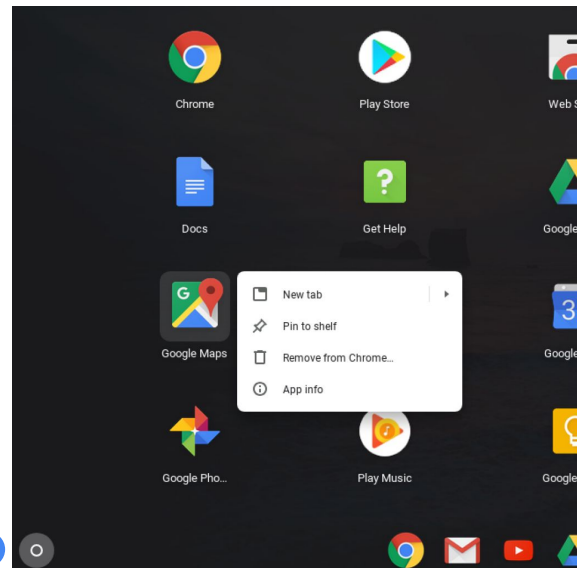
# The Launcher

All Apps in once place

Select the **Launcher icon** to display the search box. From here you can select an arrow to see all apps.

Pin an **app to the shelf** by using two fingers to click to display the side menu box > **Select Pin to shelf**.

Launcher



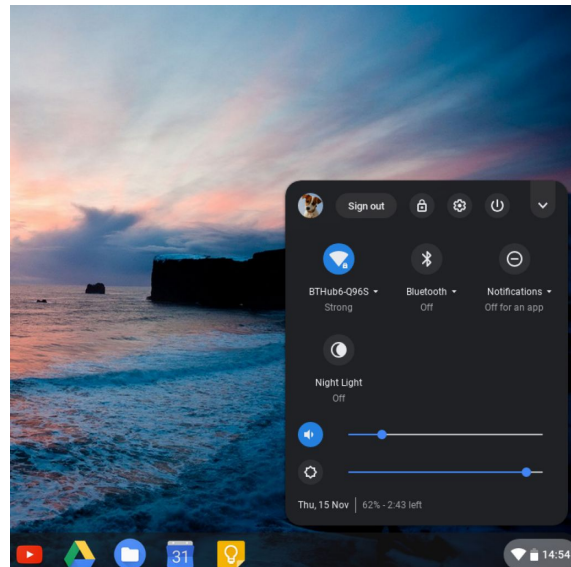
# Settings

## The essential functions

**Select the status area** — the area where the time and battery level is displayed — to bring up a Settings menu.


From here you can access essential functions, such as **Wi-Fi**, **volume**, **screen brightness**, account lock or sign out, and power off.

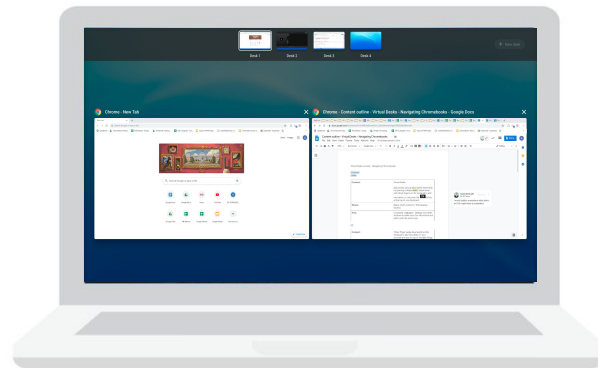
**Select the Settings icon** in this menu to open up the main Chromebook settings page.



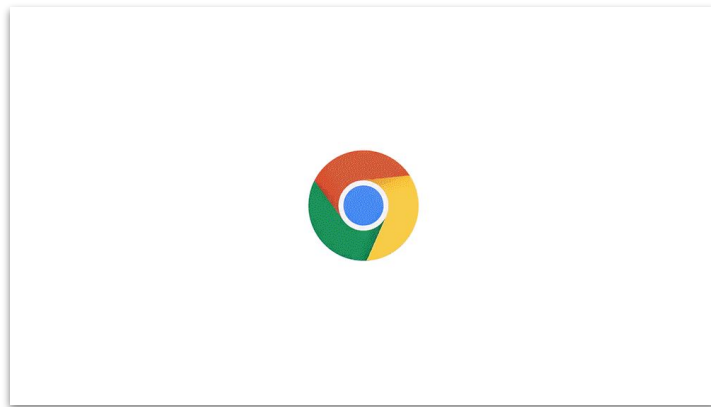
# Virtual Desks

Multitask seamlessly with the new virtual desks update

- Open more than one desktop at a time, so that you can switch effortlessly between tasks.
- You can organize your workspace by having up to 4 virtual desks.
- Switch an app or tab between desks by clicking and dragging it to a specific desk. This way, you could have your social media and entertainment in one desk, and your work documents in another.
- To access virtual desks, just [three-finger swipe towards you](#) and hit 'New desk'. Or, just press the  button.



# Time to get hands on!



**Thank you & Questions?**