

# Chromebook Shortcuts

**This article will show a list of helpful shortcuts on Chromebooks.**

**Ctrl + Shift + L** – Lock your Chromebook’s screen.

**Ctrl + Shift + Q** – Log out of your Chromebook. Press the key combination twice to quit.

**Alt + [** – Dock a window to the left side of your screen.

**Alt + ]** – Dock a window to the right side of your screen.

**Ctrl + Switcher/F5** – Take a screenshot and save it to your Downloads folder The Switcher key is located in place of the F5 key on a standard keyboard.

**Ctrl + Shift + Switcher/F5** – Take a screenshot of part of the screen. Use the cursor to select the part of the screen you want to save.



**Alt + Search** – Toggle Caps Lock. The Search key has a magnifying glass on it and is in place of the Caps Lock key on typical keyboards.

**Shift + Esc** – Launch the Task Manager.

**Ctrl + Shift and +** – Increase screen scale, making items appear larger on your screen.

**Ctrl + Shift and -** – Decrease screen scale, making items appear smaller on your screen.

**Ctrl + Shift and )** – Reset screen scale to the default setting.

**Ctrl + Shift + Refresh/F3** – Rotate your screen 90 degrees. The Refresh key is located where the F3 key would be located on typical keyboards.



**Ctrl + Immersive Mode/F4** – Configure display settings when an external monitor is connected. The Immersive Mode key is located where the F4 key would be located on typical keyboards.

**Ctrl + Alt + ?** - Creates on on screen keyboard that shows all of the available Chromebook shortcut key combinations

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