

# Chromebook Keyboard Shortcuts

Time-Saving Tips for Chrome OS Users

Discover newly discovered **Chromebook keyboard shortcuts that save you time** so you can get some work done as soon as possible. Most users haven't used or heard of some these shortcuts, but you'll be glad you know them now.

These keyboard shortcuts will help you not waste time and make sure you are on the right track to get your work done efficiently. Whether you're working on documents, browsing the web, or managing multiple applications, these shortcuts will boost your productivity.

## Chromebook Keyboard Shortcuts to Save Time

### 1. Launch Applications Located on ChromeOS's Taskbar

*[Chromebook Taskbar with App Icons - showing the bottom shelf with various application icons]*

At the bottom of the screen of your Chromebook, you'll see a row of icons representing applications. We call this bottom part of the screen the "app shelf." Keyboard shortcuts let you launch a specific application on the app shelf.

**Alt** + **1** will launch the first app from the left on your shelf

**Alt** + **2** will open the second app from the left on your shelf

And so on for additional apps...

## 2. Switch Between Browser Instances or Browser Tabs

Docking browser instances is one way to work more efficiently when you're juggling projects. Another strategy is to quickly switch between what you have open. Within each browser instance, it's not uncommon to have multiple tabs open on your screen.

**Alt** + **Tab** to switch between the two most recent browser instances

Continue to hold **Alt** after pressing **Tab** and you'll get a tiled view of all open browser instances

**Ctrl** + **Tab** to navigate between browser tabs (no clicking necessary)

## 3. Dock Browser Windows

*[Split Screen Browser Windows - showing two browser windows side by side]*

Digging into projects often requires opening more than one browser window—also called a "browser instance"—at a time. This can be an effective way to organize work. You can open one browser instance for dashboards, one for apps, another for Gmail, a third for Google Docs, and perhaps one for music.

If you find yourself going back and forth between two browser instances, it's a good idea to "dock" your screens, or anchor them in place so they don't move around. This way, you can access two screens side-by-side.

**Alt** + **]** to dock one browser instance to the right

**Alt** + **[** to dock the other browser instance to the left

## 4. Recover Closed Tabs

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If you accidentally close Chrome, there's no need to worry. This shortcut is a lifesaver when you accidentally close an important tab or browser window.

**Ctrl** + **Shift** + **T** brings back your most recently closed tab (or browser instance)

If you closed more than one, just hit that combination of keys again, and Chrome will keep restoring tabs in reverse order.

## 5. Switch Between Personal and Work Accounts

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Setting up a personal account on your Chromebook to coincide with your work account makes it easy to switch between personal and work email on one device. Once you've set up multiple accounts, use these shortcuts to quickly switch between them.

**Alt** + **Ctrl** + **>** or **Alt** + **Ctrl** + **<** to quickly switch between accounts

## 6. Use Caps Lock

One of the first things you might notice when you switch to Chrome OS is that there's no Caps Lock key. But sometimes you need to emphasize text or type in all capitals. Caps Lock is just a keyboard shortcut away.

**Alt** + **Search** to activate and deactivate Caps Lock

The search key typically features a magnifying glass and is located where Caps Lock is on other laptops.

On some Chromebooks: **Alt** + **Assistant** (the key that resembles bubbles)

A notification will pop up to let you know when you've activated Caps Lock and again when you deactivate it.

### Permanent Caps Lock Setup:

If you use Caps Lock frequently, you can enable the search key to be a permanent Caps Lock button in Settings:

1. Click the time in the bottom right corner of your screen
2. Click the gear/settings icon in the top right
3. Scroll to Device and click Keyboard
4. Use the drop-down menu to the right of Search to select Caps Lock

## 7. Taking Screenshots on Chromebook

There are multiple ways to take screenshots on your Chromebook, depending on your device and what you want to capture.

### Method 1 - Direct Screenshot Keys:

- **For Chromebooks with a dedicated Screenshot key:** Simply press the Screenshot key
- **For Chromebooks without a Screenshot key:** Press  
**Shift** + **Ctrl** + **Show windows**
- If your external keyboard doesn't have a Show windows key, try  
**Ctrl** + **Shift** + **F5**

### Method 2 - Screen Capture Menu:

1. Click on the time at the bottom right corner to open Quick Settings
2. Select "Screen Capture"
3. Choose the type of screenshot you want:
  - Take a full screen screenshot
  - Take a partial screenshot (specific area)
  - Take a window screenshot (specific window)

### Tips for Taking Partial Screenshots:

- Use the **Space** bar to switch between different capture modes (entire screen, window, or region)
- Use the **Tab** key to highlight a corner of the capture area, then use arrow keys to adjust size and position

### Additional Notes:

Screenshots are automatically saved to your Downloads folder. You can access them immediately after taking the screenshot.

## Related Resources

[A list of Chromebooks that can run Android apps & Android games](#)

[Ultimate Google Chrome Cheat Sheet](#)

[Full tutorial on how to take a screenshot on your Chromebook](#)

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