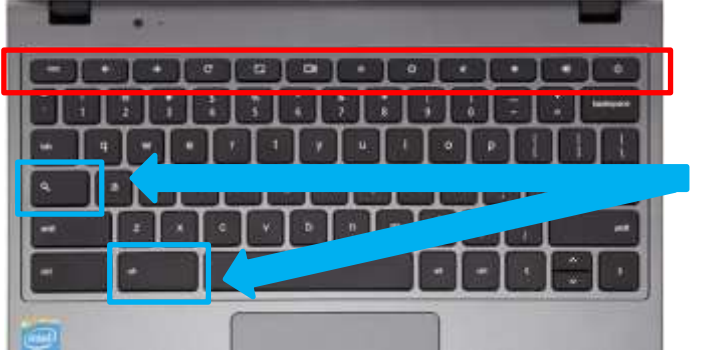



EasyTech Keyboarding on a Chromebook

Chromebook keyboards work just like a standard QWERTY keyboard, with a few differences. These differences include:

1. A modified set of function keys, including, usually, no “Delete” key
2. CAPS lock key is not on Chromebook keyboard; instead the “Search” (magnifying glass) key replaces the standard QWERTY cap lock key

<p>Chromebook shortcut keys replace QWERTY function keys. These keys include escape, browse, reload, open, screen brightness, mute, volume and power buttons</p>		<p>Turn on Caps Lock on the Chromebook keyboard with Cntl + Search (magnifying glass). Turn off Caps Lock by pressing shift key</p>
<p>QWERTY function keys (F1-F12) have a variety of different uses or, sometimes, no use at all. The operating system and open software can change how these keys function.</p>		<p>Use the Caps Lock key on a QWERTY keyboard to turn on Caps Lock. Toggle the Caps Lock key to turn off</p>

Of all EasyTech keyboarding content, only one lesson is adversely affected by the above differences, but there is a quick and easy work-around.

- The lesson is “Keyboarding” (grades 6-8). The problem is that the top row of function keys being displayed are different, and the lesson includes a practice activity with Tab key AND CAPS LOCK.

The Work-around:

1. Hit Alt+Search (the magnifying glass). The Search key is in the same place as traditional CAPS LOCK. You’ll see an arrow appear on the bottom right notifications bar and a pop-up that will alert you that Caps Lock is on
2. Tap Shift to turn off Caps Lock