

& Shortcut Practice

How can you move quickly from one box to the next?



Use the key.



Try it. Press to move from one box to the next.



Write the past tense of each of these verbs. Use to move between questions.

Present	Past
eat	
teach	
walk	
go	
see	
sleep	
wake up	

To move the other way, press



We also use  to make CAPITAL LETTERS and %#@ \$%^" (Symbols)

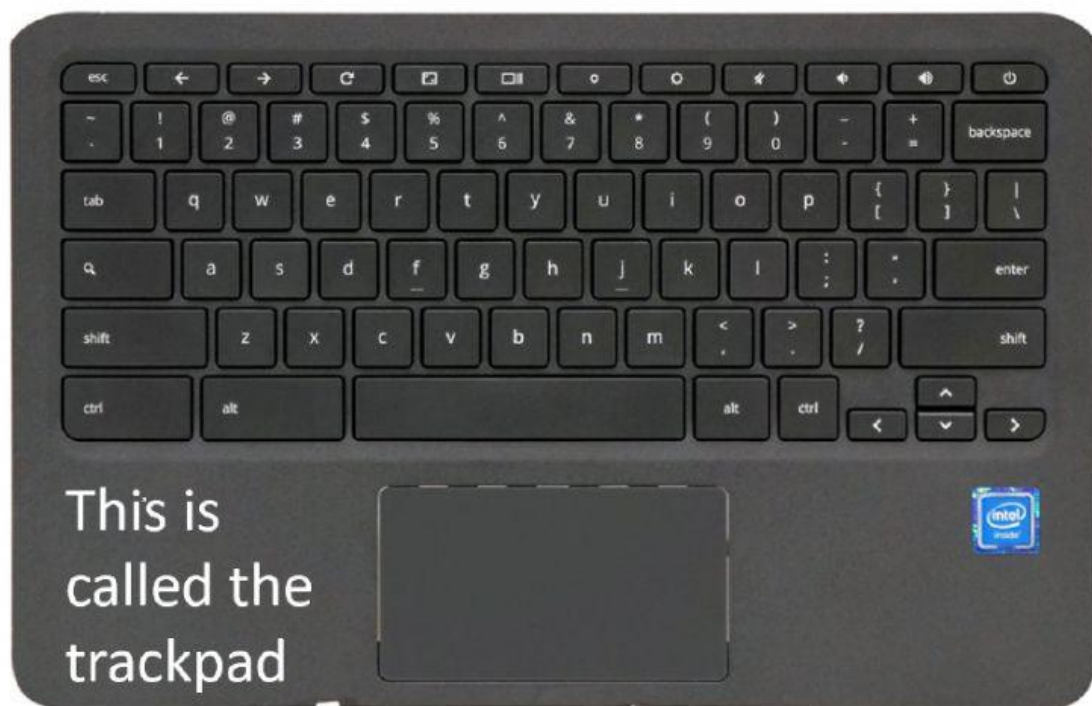
Press  and  to write a dollar sign. _____

Copy the sentences below. Add capital letters wherever they are needed.

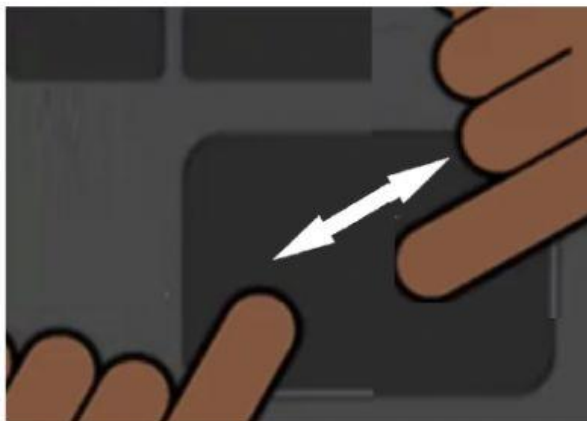
Matt (matthew) was born in the usa. now he lives in kitchener. he thinks canada is expensive. he paid \$5.00 for his coffee at starbucks!

When you are done, show your teacher.





Zoom in or Out



Use two fingers together to zoom in or out.

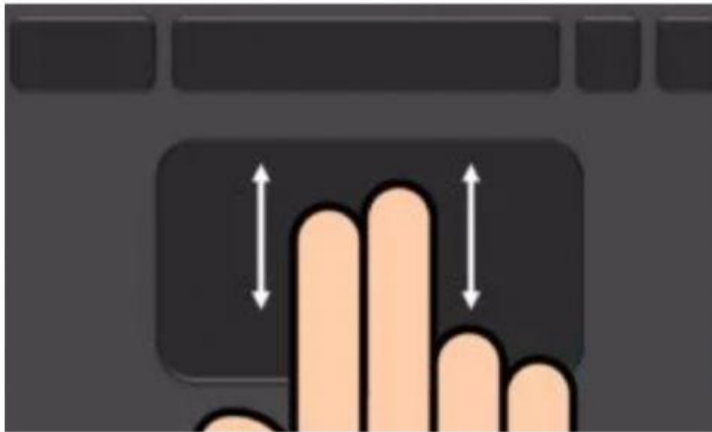
Move your fingers apart to zoom out

Move your fingers together to zoom in

Zoom in to read the word on the right.
Copy it here:

surprise

Scrolling up and down



- Use two fingers together to scroll up and down.
- Gently drag two fingers up and down on your trackpad.

Scroll to the bottom of the document.
Look for a picture of food.

What food do you see?

Drag and Drop



Use two fingers to drag and drop an item on your Chromebook.

Keep this hand still.

Press down and move this hand to drag things.

Press and hold your finger down.

Instructions: Put the adverbs in the correct box.

100%	
95%	
75%	
50%	
25%	
5%	
0%	

Always

Seldom

Rarely

Usually

Sometimes

Almost always

Hardly ever

Often

Never



Copy and Paste

- Double or triple click to select the text
- Hold Ctrl and C on the keyboard
- Click where you want to move the copied text Hold ctrl and V

name:

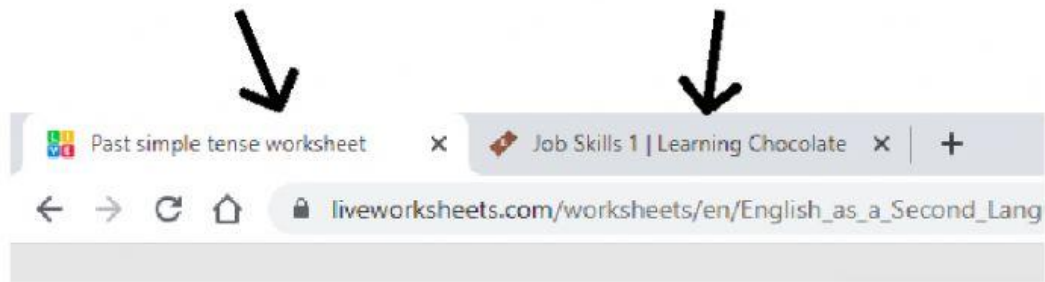


Copy and Paste the written numbers next to the numbers they represent.

5,825	
23,522	
13	
6,554,321	

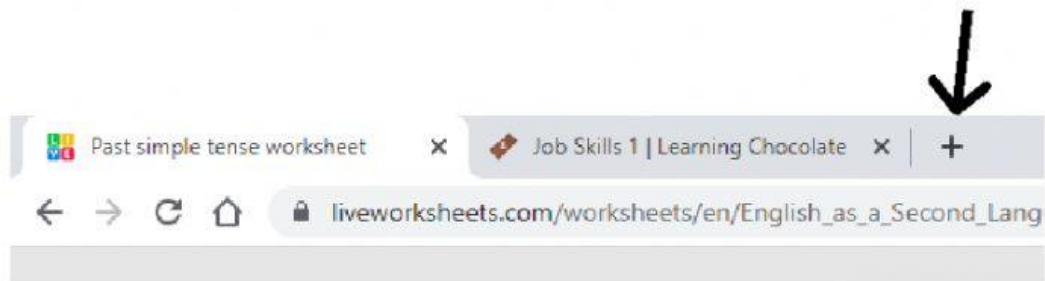


Chrome Tabs



There are two tabs open.

Click on the **+** to open a new tab.



Open a new tab **+**

Copy the web address from the box below and paste it into the address bar.

Complete the practice on that page and return here to and write the answer in the box below.



Use two fingers to scroll back up to the question.