

Top keyboard shortcuts



Take a screenshot of your entire screen

Press **Ctrl + Show windows** .



Take a screenshot of part of your screen

Press **Ctrl + Show windows** .

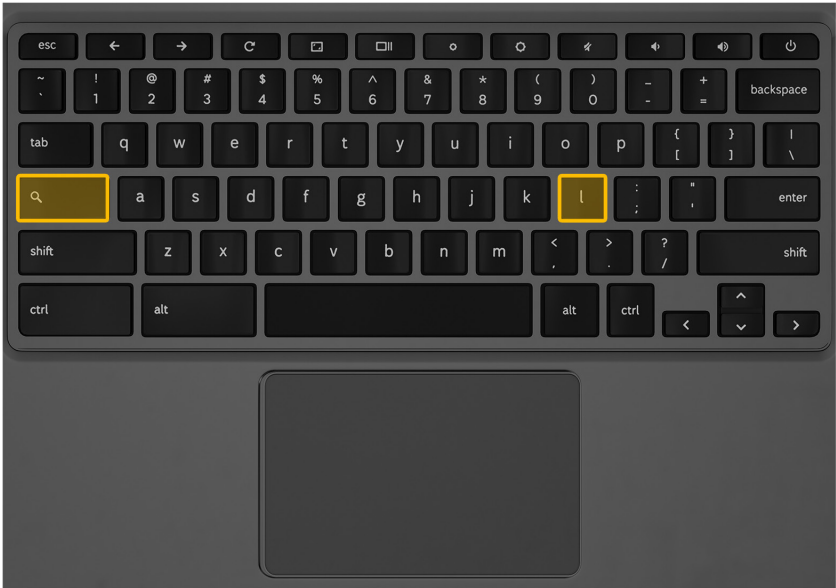
Then, select and drag over the area you'd like to capture.

Top keyboard shortcuts



Turn Caps Lock on or off

Press **Search**  + **Alt**.



Lock your screen

Press **Search**  + **L**.

Top keyboard shortcuts



Sign out of your Google Account

Press **Shift + Ctrl + q + q** again.



Copy selected text

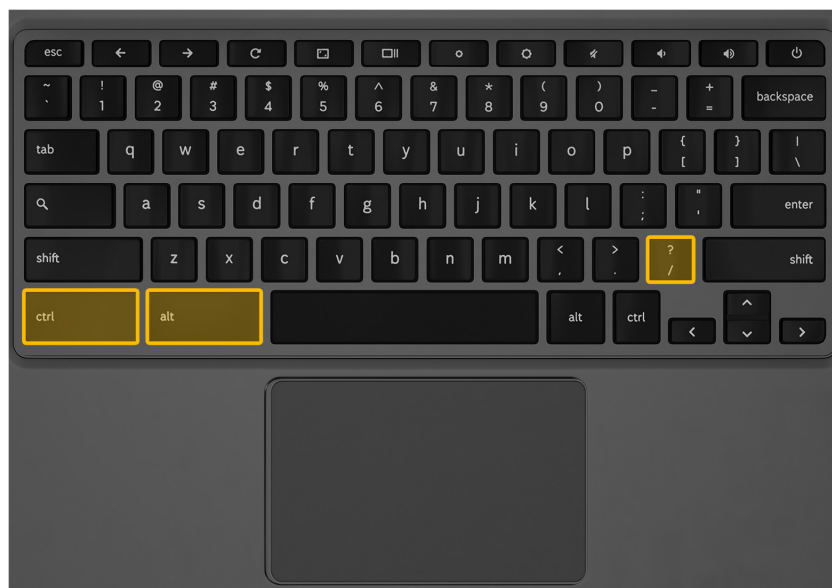
Press **Ctrl + c**.

Top keyboard shortcuts



Paste selected text

Press **Ctrl + v**.



Open the keyboard shortcuts helper

Press **Ctrl + Alt + /**.