

PRINTABLE GUIDE

Get started with a Chromebook

A Chromebook uses ChromeOS, with a Launcher for apps and a shelf of shortcuts. This practice uses Google Keep in the browser. Work or school devices may restrict settings; follow your administrator's instructions.

Chromebook | 2 min read | 6 steps

Before you start

- ☐ Charge the Chromebook and connect to the internet.
- ☐ Have your Google Account credentials and verification method.

1. Wake and sign in

Open the lid and press a key or the power button if needed. Select your account and follow its password or PIN prompt. On first startup, complete the language, network and Google Account setup.

- ☐ Done this step

2. Make the display comfortable

Select the time at the bottom right, then Settings and Accessibility. Review Display and magnification controls. Change one option at a time so you can judge whether it helps.

- ☐ Done this step

3. Find and open an app

Select the Launcher in the screen's corner and search for Chrome. Open it. The shelf also offers shortcuts to installed apps.

- ☐ Done this step

4. Create your practice note

Type keep.google.com into Chrome's address bar. Check your Google Account, then select Take a note. Add the title 'Practice note' and a short sentence.

☐ Done this step

5. Finish and find it again

Use Done or close the note to return to the list. Keep saves automatically. Reopen it to check your text. This note belongs to your Google account rather than being a local Downloads file.

☐ Done this step

6. Shut down or sign out

Select the time, then Power and Shut down. Choose Sign out when another person will use the device. Closing the lid normally puts it to sleep.

☐ Done this step

Try it for yourself

Create a note in your own account and reopen it before signing out.

☐ I tried the task.

My notes

Can I practise in Guest mode?

This saved-note exercise needs your own account. Do not rely on a guest session to retain your work.

Official help and the online guide

Google Chromebook setup - <https://support.google.com/chromebook/answer/1047362?hl=en>

Google Chromebook accessibility controls - <https://support.google.com/chromebook/answer/177893?hl=en>

Google Keep browser notes -

<https://support.google.com/keep/answer/2888246?co=GENIE.Platform%3DDesktop&hl=en>

Google Chromebook sign-out and shutdown -

<https://support.google.com/chromebook/answer/3420029?hl=en>

Read online: <https://plaintechguides.com/guides/chromebook-first-steps/>