

*LeisureWorld***TECH**



presents

**Chromebook
Basics for Seniors**

AN OVERVIEW OF CHROMEBOOK



*LeisureWorld*TECH



The Leisure World Technology Resource Center

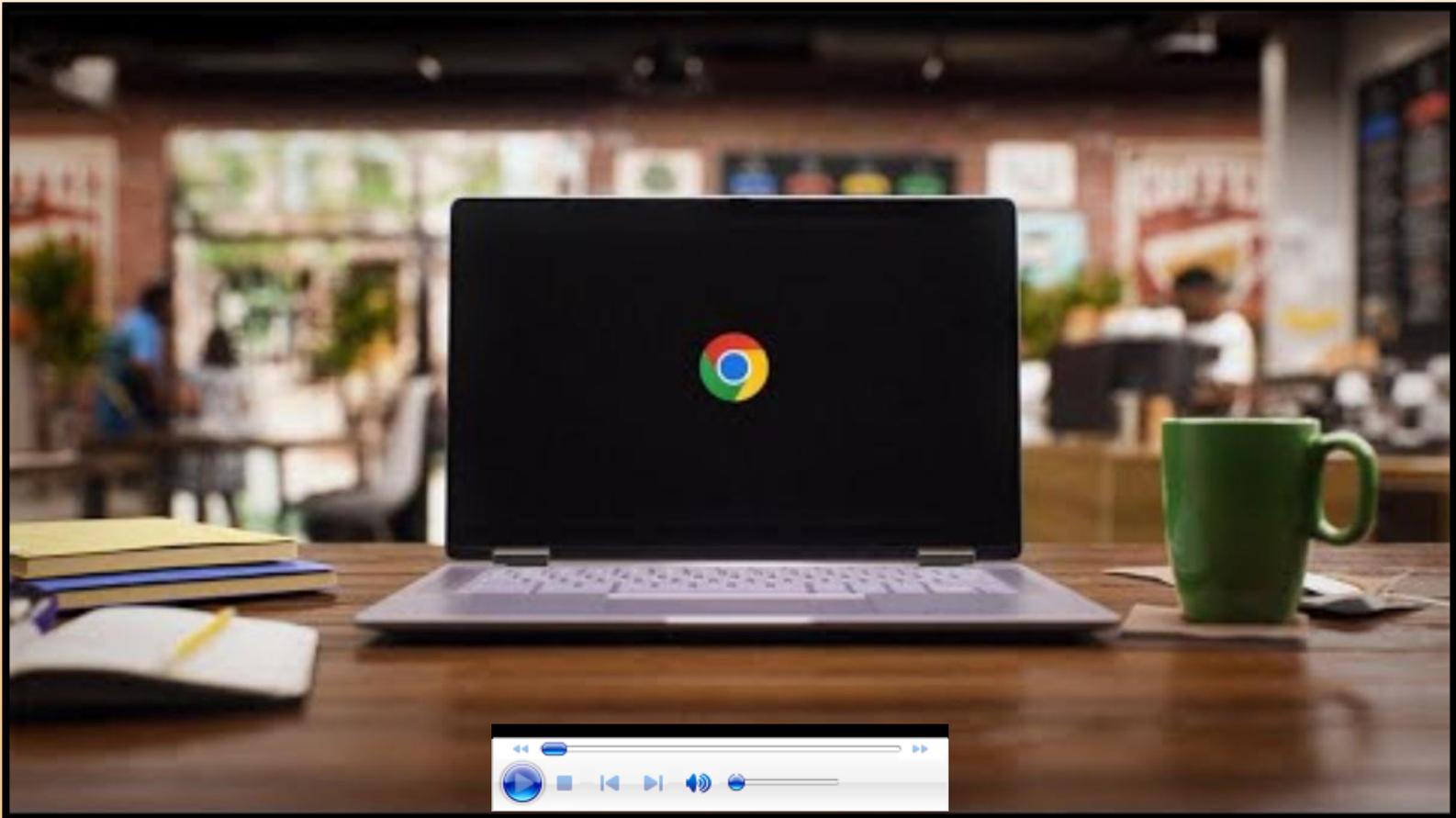
- **Who am I?**
- **Who we are.**
- **Why we are here?**
- **What we do?**
- **What are our future plans?**

What we will cover during this presentation

- About the Technology Resource Center
- Information for beginners (Skill level Introduction/Novice)
- What is a Chromebook/Chromebook Highlights
- Getting started and setting up your Chromebook
- Personalizing, installing and using apps
- Chromebook security
- Browsing the Web
- Email
- Saving files
- The Pluses and minuses of Chromebooks
- How to learn more about Chromebooks
- Q&A and fun time!

What is a Chromebook?

A short Video about Chromebooks



Chromebook Highlights



A Chromebook is a lightweight, cloud-based, easy to learn and use laptop.



Great for browsing, emailing, and video calls.



Can access apps like Netflix, Adobe Acrobat, Zoom, and many others.



Comes with a built-in music player, PDF reader, photo editor, and Microsoft Office document viewer that works without an internet connection.



Receives regular security and feature updates automatically.



Start up very fast in under 10 seconds.



Long battery life.

Getting started and Setting Up Your Chromebook

Let's look at *How to Chromebook*:

<https://www.google.com/chromebook/howto/>

For step-by-step getting started instructions visit:

<https://www.google.com/chromebook/howto/get-started/>

Common Chromebook Questions and Answers

<https://www.google.com/chromebook/switch-qa/>

Personalizing Your Chromebook



Change your wallpaper - You can choose from your Google Photos albums or set your wallpaper to automatically change every day.

Set a theme - This will change the color of the Chrome browser border and the background image for new tabs.

Use a screensaver - You can choose from animations in the Chromebook's art gallery or use photos from your Google Photos albums.

Pin apps to your shelf - Apps that are pinned to your shelf will stay there until you move or remove them. You can also change the position of an app by selecting and holding it, and then dragging it to a new location.

Customize your Chrome browser - You can change your browser's design, and Chrome will automatically save your edits. You can close the side panel after making changes, and you can always change it back to the default version.

Change your default language - If you want to use a different language than the one you chose when you first set up your device, you can change it in the Settings menu.

Adjust your performance settings - You can use these settings to help active tabs run smoothly, prevent certain sites from being deactivated, and extend your battery life.

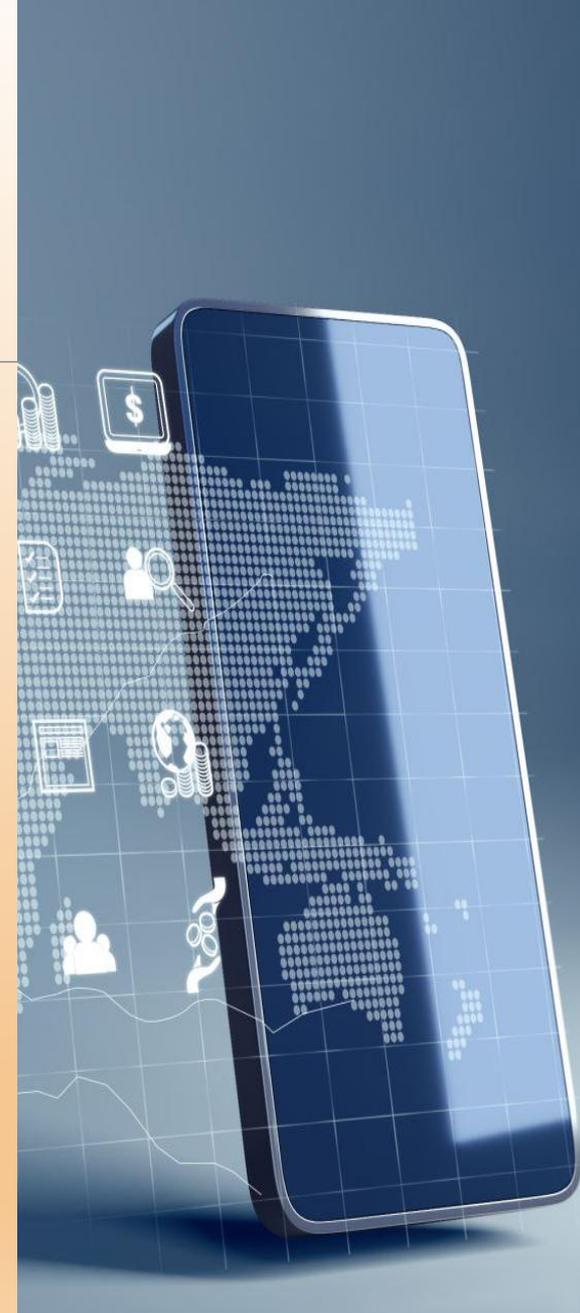
Customize your keyboard and touchpad - You can do this by going to Settings, then clicking the hamburger menu in the top left corner and selecting Device.

Installing and Using Apps from the Play Store

How to install apps on a Chromebook:

1. Open the Launcher
2. Open the Play Store
3. Browse apps by category or search for a specific app
4. *Select an app and view its details*
5. *Click Install* on the app page

The app will automatically download, install and appear in the Launcher





Keeping Your Chromebook Secure

Here are some tips to keep your Chromebook Safe

Protect your passwords - Don't share your passwords with anyone, except your parents or guardians.

Be careful with extensions - Only install extensions necessary for your security, as some have been known to compromise user data.

Enable Google Play Protect - This scans over 100 billion apps daily, including ones you haven't installed yet, to help keep your data safe.

Use antivirus software - Avira offers a free antivirus software package for Chromebooks that includes a malware scanner.

Use Guest mode - If you share your Chromebook with others, use Guest mode to protect your data, files, or settings.

Avoid giving out personal information - Don't give out your passwords or PIN numbers to anyone, and only open email attachments from people you know and trust.

Be careful when sharing files and downloading software - Don't download pirated files, and be suspicious of unknown links or requests sent through email or messaging.

Ventilate your Chromebook - Use a USB cooling fan or a compatible laptop stand to help keep your Chromebook's battery from overheating.

Browsing the Web with Chromebook

Chromebooks are designed with web-based tasks in mind because their operating system is optimized for Chrome. You can also use other browsers such as Opera and Firefox

Here are some ways to browse the web with Chromebook

Search the web - Open Chrome, enter your search in the address bar, and select a result or press Enter. You can also search your bookmarks and browsing history.

Use Touch to Search - On an Android device, open the Chrome app, open a page, and tap or touch and hold a word to highlight it. Then, tap the panel at the bottom of the page to see search results for the highlighted word.

Use guest mode - You can browse as a guest without signing in to a Chromebook. This is useful if you want to let someone borrow your Chromebook, borrow someone else's Chromebook, or use a shared or public Chromebook.

Manage site permissions - You can allow or deny site permissions or grant one-time permissions for specific features. For example, you can allow a site to use your camera, location, or microphone during your current visit, or future visits. You can also choose to not allow a site to use a requested feature.

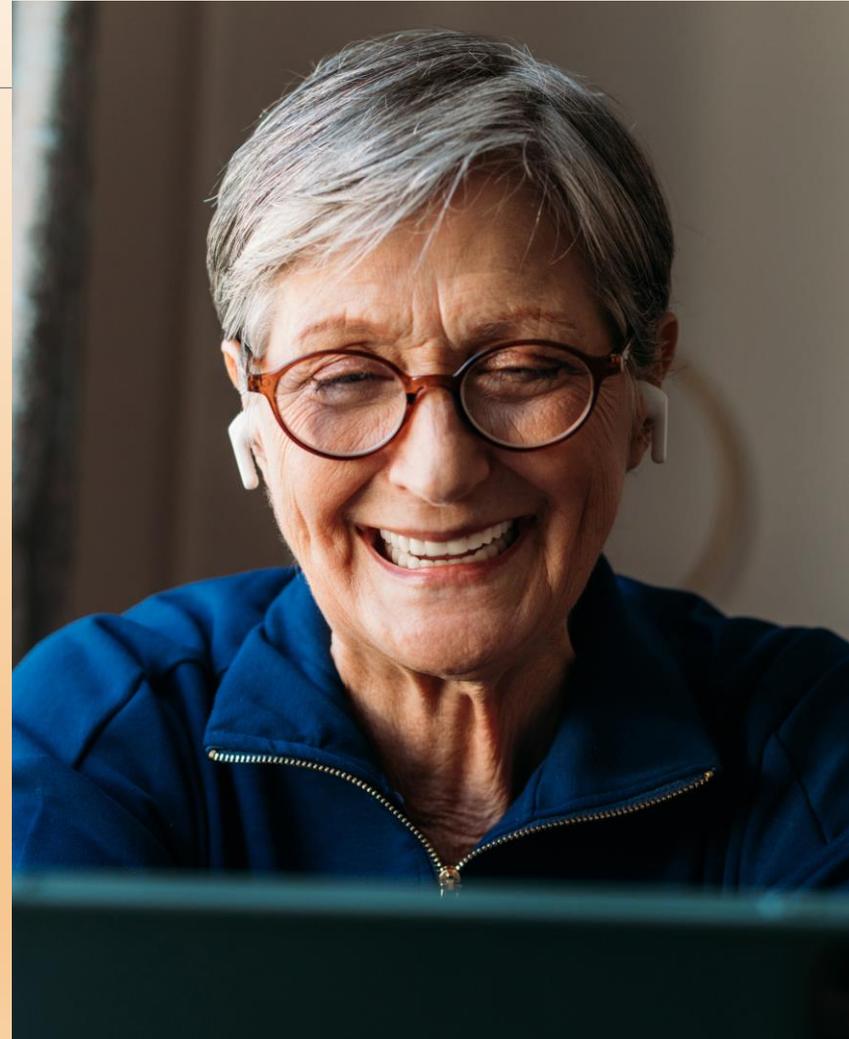
Browse in Incognito mode - You can open Incognito windows to browse privately. If you open another Incognito window while you already have one open, your private browsing session will continue in the new window. To exit Incognito mode, close all Incognito windows.

Sending and Receiving Emails with Chromebook

Here's how to send and receive emails
on a Chrome using Gmail

1. Open the Gmail app from the home screen
2. If you have multiple email accounts, select the one you want to use by clicking the Account icon
3. To compose an email:
 - a. Enter the recipient's email address in the To field
 - b. Add other recipients in the Cc and Bcc fields
 - c. Enter a subject line
 - d. Write your message
 - e. Click the Attach icon to add an attachment
 - f. Click Send at the bottom of the page
4. To refresh your inbox, click the Refresh icon
5. To view an email, click on it
6. To respond click Reply, Reply all, or Forward

Chromebooks also allow users to draft, save, and edit emails offline. Once connected to Wi-Fi, users can send the emails.



Saving Your Files with Chromebook



Save locally - Press Ctrl + S or right-click on the file and select Save as. Then, choose a folder to save the file in and click Save. You can also change the file name before saving.

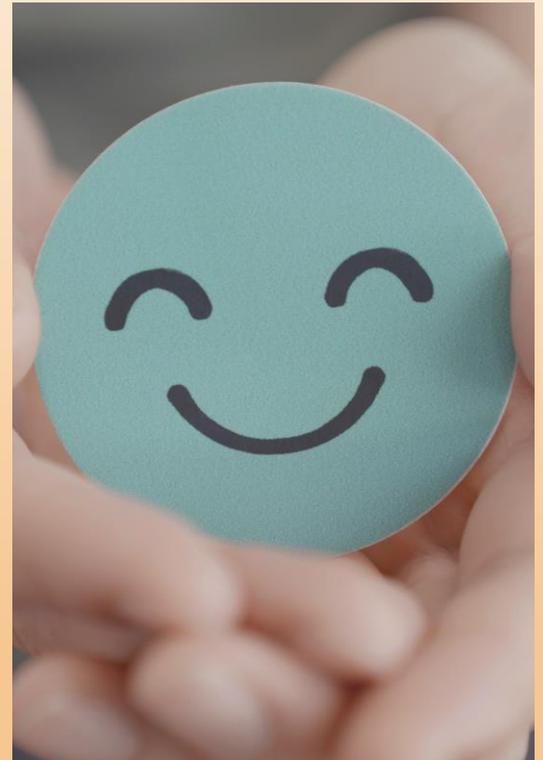
Save to Google Drive - Select Google Drive as the save location. You can also right-click on the file and select Save to Google Drive. This allows you to access your files from anywhere with an internet connection.

Use an SD card - Insert a microSD card into your Chromebook's SD card slot to transfer files or use as a separate drive. You can store app data directly on the SD card, including downloading files, documents, and movies. You can also change Chrome's default storage to download everything to the SD card.

NOTE: Chromebooks have limited space for local storage, so they may automatically delete some files to make room for new ones.

The Pluses of Using a Chromebook

- Low hardware price
- No reliance on locally installed software
- You don't need an IT expert to help you with problems
- No software updates are necessary
- Everything is backed up on the cloud
- Very low software costs
- Less prone to viruses
- No need to upgrade hardware frequently
- Better battery life and endurance
- Lower weight and thickness compared to traditional laptops
- Better collaboration and productivity
- Best for, users who travel a lot or work remotely
- Access to the extensive library of Android apps on Google Play Store
- Developed and supported by Google



The Minuses of Using A Chromebook

- Very low storage capacity
- No Microsoft software supported
- Limited software compatibility
- Limited multimedia support
- Not able to play demanding games
- Need for a good internet connection
- No external optical drive



Recap and Questions

Please limit your questions to the topic of Chromebook for Beginners.

After we finish with the presentation we will take any other general questions.



Review of the main topics covered.



Check out the suggested resources.



Open the floor for questions and further assistance on Chromebooks for Beginners.

Thank You for Attending!



We welcome your feedback and suggestions.



Encourage continued exploration of the Chromebook. View links provided.



Contact LW-TRC for information on further assistance.

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Let us know what other courses you would like to see.