Google Chrome
Training Manual

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INTRODUCTION

Google Chrome is a free and powerful web browser developed by Google. Google Chrome offers seamless integration with many Google's services, such as using Google's search engine, Google Docs, extensions and more. Google Chrome can be installed on a personal computer, tablet, and mobile phone, so that you can pick up your browsing activities from wherever you left off from.
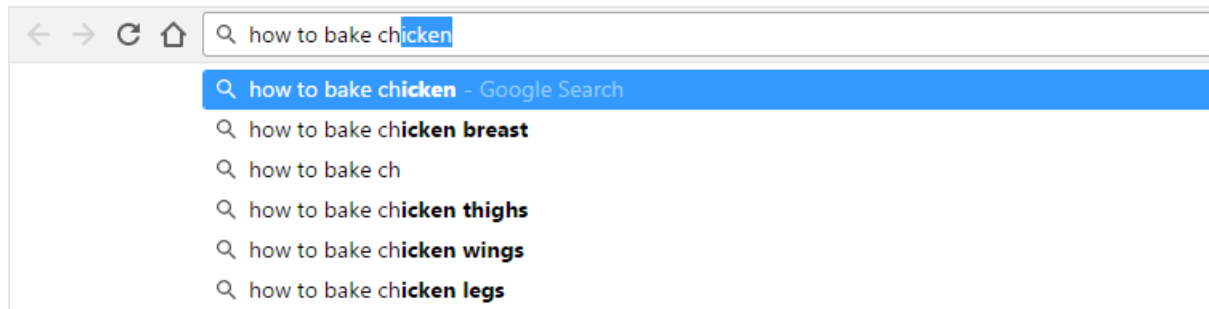

Figure 1 Google Chrome's seamless integration with Google's search engine.

This training guide is intended for novice users who want to learn the basic functionality of Google Chrome, such as its basic navigation tools, managing bookmarks, history, downloads and browsing data. This training guide will also touch on the basics and briefly cover advanced functionality of extensions management, user switching, Google accounts, settings, and the Chrome task manager.

REQUIREMENTS

- Windows 7, Windows 8, Windows 8.1, or Windows 10. This tutorial guide does not apply to any other operating system.

- An Intel Pentium 4 processor or later that's SSE2 capable (any modern computer should work if you're unsure)

- An internet connection.

- A Google account is <u>highly recommended</u>. Having an account allows you to sync your open tabs, browsing data, and bookmarks across all your devices. It also acts as a single sign-on solution for their many free services. You can sign up for a Google account at ***https://accounts.Google.com/***

INSTALLING CHROME (PREREQUISITE) (By Ali Moghrabi)

This tutorial will walk you through installing Google Chrome on your personal computer using Microsoft Windows. This tutorial is a prerequisite for the rest of this training guide's content. After completion of this tutorial, you will have Google Chrome installed onto your computer.

1. DOWNLOADING GOOGLE CHROME

- Navigate to the Google Chrome download page by typing
  https://www.Google.com/Chrome/ into the URL bar of your default browser.
- Click the **download** button.
- A popup will appear asking you to read and accept their terms of service. Click on the
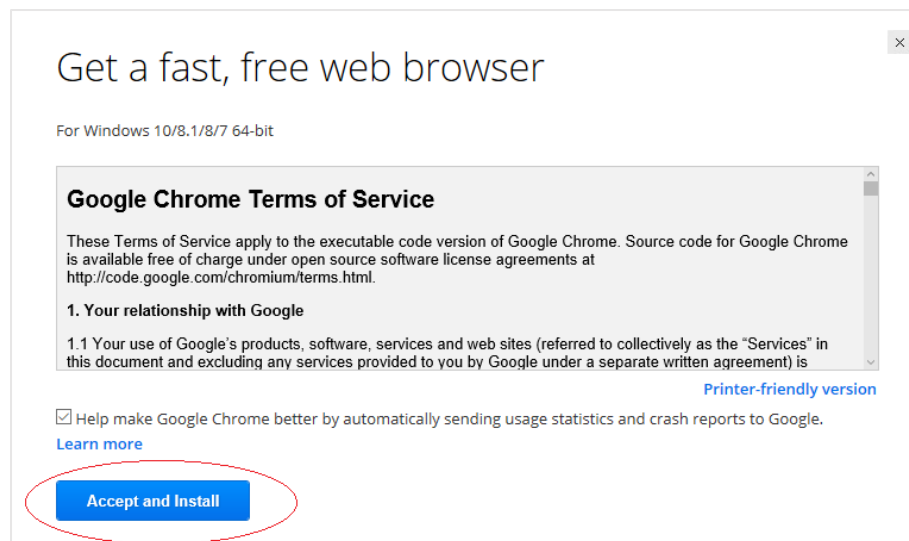 **Accept and Install** button.

Figure 2 Google Chrome's Terms of Service

- Your browser may ask you to save the file, as shown in the next figure. Click Save or Save-As.
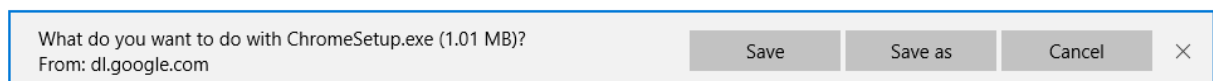

Figure 3 A web browser requesting to save the Google Chrome installer

- Wait until the download has completed and then proceed to the next section.

2. INSTALLING GOOGLE CHROME

- Double click on the installer. Google Chrome will now download additional software components and then begin the installation process. This may take a couple of minutes depending on your internet connection speed. Once the process is complete, Google Chrome will be open automatically. The installation process is complete!
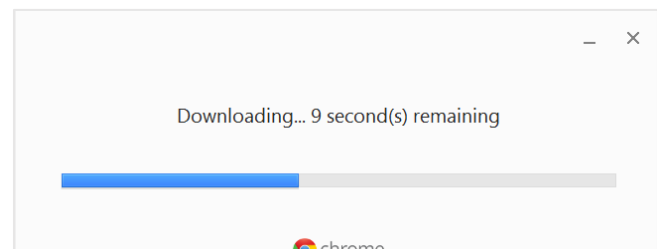

Figure 4 Google Chrome downloading and installing software components

TROUBLESHOOTING

- All troubleshooting problems and solutions can be found on Google's support website: ***https://support.Google.com/Chrome/answer/6284476?hl=en***

SUMMARY

- This tutorial taught you how to download and install Google Chrome and provided additional resources for troubleshooting.

HANDS ON EXERCISES

A. SETTING GOOGLE CHROME AS YOUR DEFAULT BROWSER

You should set Google Chrome as your default browser if you wish to open any web-related files and links in Google Chrome by default.

- Click on the start menu and type "default programs" in the search bar. An application will appear in your search results, as shown in Figure 5. Click on **Default Programs**.
- In the new window, scroll down until you see the Web Browser section.
- Click on the current default browser. From the dropdown menu, select Google Chrome.
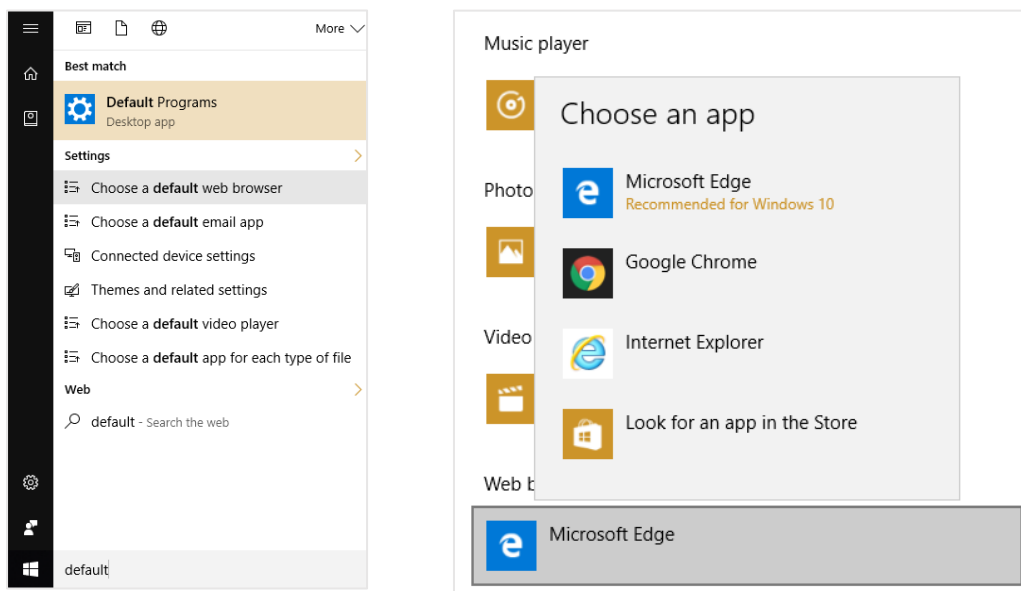

Figure 5 Setting Google Chrome as the default web browser

B. PINNING GOOGLE CHROME TO YOUR TASKBAR

Pinning Google Chrome to your taskbar is easy. It's useful to do if you want a quick-access shortcut to the program.

- Launch Google Chrome if it isn't already open. It will appear in your taskbar.
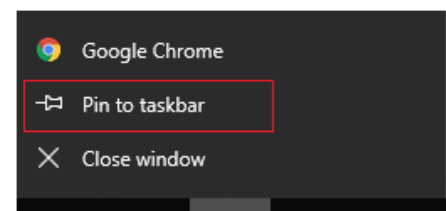- Right click Google Chrome in your taskbar.
- Click on "Pin to taskbar".

Figure 6 Pin Google Chrome to taskbar

SIGNING INTO YOUR GOOGLE ACCOUNT & PROFILE SWITCHING

This tutorial will teach you how to sign into Chrome using your Google account and how to setup multiple profiles.

Signing into your Google account will allow you to save and sync your opened tabs, browser history, bookmarks, downloads and more across your devices.

Profile switching allows you to share your device with multiple people, such as family members. It can also be used to have multiple profiles, such as one for business and one for your personal life. By using Chrome's profile switching feature, your user data will be separated from the other profiles who are also signed in. It's important to note that anyone with access to your device can switch to any user and you should only use this feature with the people you trust.

After completion of this tutorial, you will know how to sign into Chrome using your Google account, as well as how to switch between multiple profiles.

1. SIGNING IN TO CHROME USING YOUR GOOGLE ACCOUNT

- At the top right corner, Click on the 👤 button. A popup will appear.
- Click on the **Sign in to Chrome** button.
- Type in your Google account e-mail address and click next.
- Type in the password for your account.
- A popup will appear after you have successfully signed into your account as shown in the following figure. Click on **OK, Got It** to continue. You should notice that the 👤 icon has been replaced with your name.
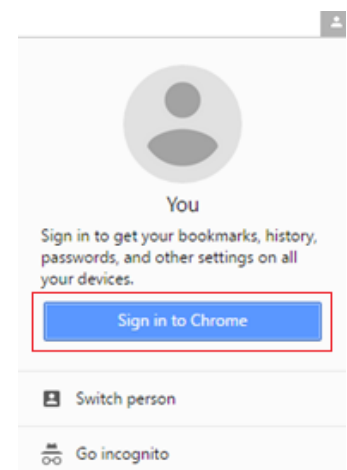

Figure 7 Google account menu

2. ADDING A PERSON

- At the top right corner, click on the 👤 button. If you're already signed in to your Google account, then click on your name.
- Click on **switch person**. A popup window will appear.
- At the bottom, right corner of the popup, click **Add Person.**
- Type in a name for this person. You can also select an avatar for them. Click on **Save.**
- At this point, a new window will have appeared with the name at the top right corner changed to the new person.
- The new person may click on their name and select to sign into the Google account. The steps are the same as the first part of this tutorial.
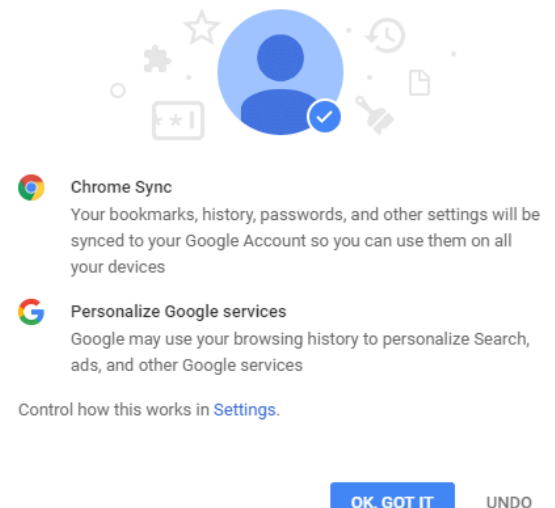

Figure 8 Successfully logging into your Google account prompt

3. SWITCHING PROFILES

- At the top right corner, click on the 👤 button. If you're already signed in to your Google account, then click on your name.
- Click on S**witch Person**. A popup window will appear.
- Select the person you want to switch users to. Upon selecting the person, a new window will appear and they can begin using their account.

  Tip: There's a shortcut to switch profiles! At the top right corner, **right click** on the 👤 button (or your name if you're already signed in.) A popup will appear with profiles you can switch to.

4. REMOVING PROFILES

- At the top right corner, click on the 👤 button. If you're already signed in to your Google account, then click on your name.
- Click on **Switch Person**. A popup window will appear, displaying the profiles you have registered.
- Hover your mouse over the profile you wish to delete. At the top right of the profile, three vertical ellipsis will appear.
- Click on the vertical ellipsis and select **Remove this person**. A warning popup will display indicating what will be permanently deleted from your device. Click on **Remove this person** to remove the profile.
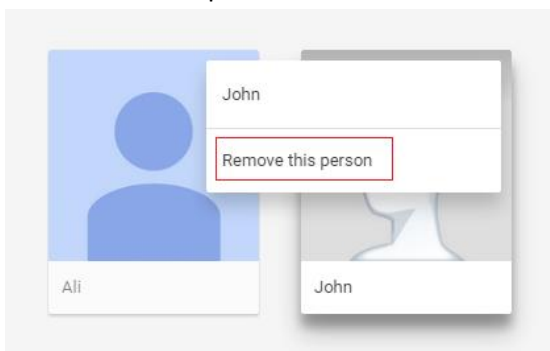

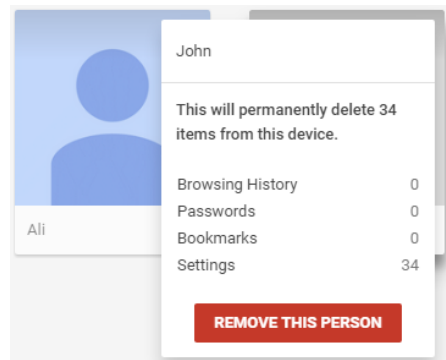Figure 10 Menu after clicking on vertical ellipsis

Figure 9 Confirmation of removing a profile

TROUBLESHOOTING

- All Account related problems and inquiries can be solved by using Google's troubleshooter: ***https://support.Google.com/accounts/troubleshooter/2402620?hl=en***

SUMMARY

- This tutorial taught you how to sign into your Google account in Chrome.
- Upon signing into your account, all activities will be recorded in your account. Signing into another device will have these activities synced, such as new bookmarks and your browsing history.
- How to add, switch, and remove user profiles. These profiles are useful if you're sharing a device amongst trusted friends or family members, or if you want to separate your work and personal data.

CHECK YOUR UNDERSTANDING

Answers to these questions are provided at the end of this page.

1. True or False? The goal of user profiles is to segregate user data between multiple users of your device.

2. Where is the button to manage user profiles located?
   A. There isn't a button. You need to hold down the "S" and "W" key on your keyboard.
   B. By clicking on the three ellipsis in the Chrome toolbar.
   C. By clicking on the 👤 icon located at the top right corner of the window. Or, if you're already signed into your Google account, you need to click your name.
   D. You can't manage user profiles in Chrome. This isn't an available feature.

3. True or False? You don't need to be careful with deleting profiles – you can undo the action if you have accidentally deleted a profile.

4. What is the <u>shortcut</u> to quickly switch user profiles?
   A. Holding down the Shift key and pressing the "S" key, short for "switching".
   B. Right clicking the 👤 icon located at the top right corner of the Chrome window.
   C. There isn't a shortcut. You need to go into Chrome's settings to do this.
   D. By clicking on the 👤 icon and selecting "Switch User"

5. True or False? Each profile can sign into its own Google account. The data can never be mixed between profiles unless the user forgets to switch before browsing.

<u>Answers:</u>
1. True
2. C
3. False
4. B
5. True

BASIC NAVIGATION IN CHROME (By Sufiyan Samnani)

The following section contains information on how to perform basic navigation functions in Chrome such as accessing websites, zooming into a webpage, etc. This section would help you understand how to open new tabs or windows, browse privately using Incognito mode, navigate through webpages, etc.

1. THE OMNIBOX

The text input field at the top of the Google Chrome window is called the Omnibox. The Omnibox input field has both, a web address input and a search function, encompassed within it, hence its name. The Omnibox allows the user to do the following:

- Look up web addresses,
- Search for keywords,
- Add Google Calendar events,
- Set alarms,
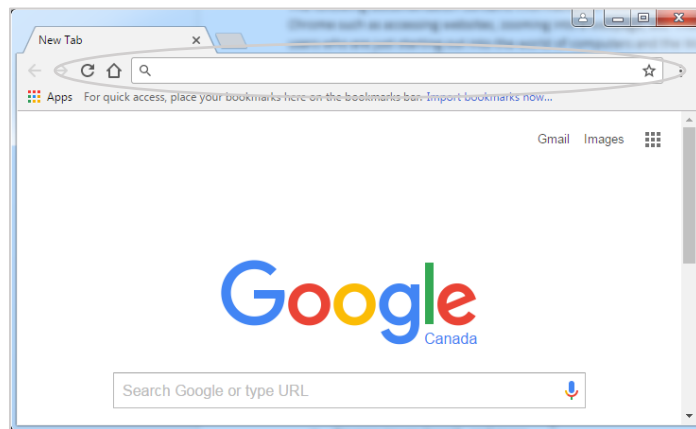- Do a reverse image Search, etc.

Figure 11 The Omnibox

2. NAVIGATION

- ### OPENING A NEW TAB

  Google Chrome supports multi-tab browsing, which allows you to access multiple websites at once. A new browsing tab can be opened in the following three ways:
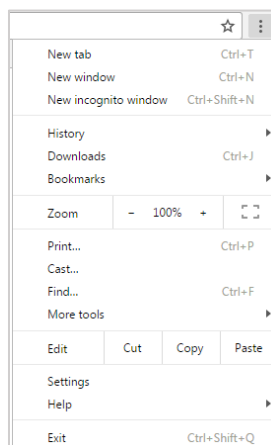

Figure 111 Menu Overflow Button

1. Clicking on the button with three dots next to the Omnibox (⋮) called the "Customize and control Google Chrome button", or more commonly known as the **Menu Overflow** button, and then clicking on **New tab** button.

2. Pressing the Ctrl and T buttons on your keyboard simultaneously.

3. Clicking on the tiny **New tab** button at the end of the list of tabs at the top of the Google Chrome window.
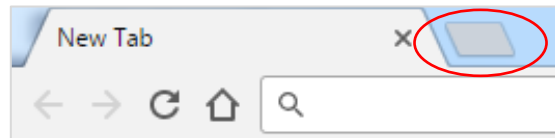

Figure 112 New Tab Button

- OPENING A NEW WINDOW

Google Chrome also allows opening multiple windows at once. A new browsing window can be opened in the following ways:

1. Clicking on the button with three dots next to the Omnibox (the **Menu Overflow** ⋮ button) and then clicking on **New window** button.

2. Pressing the Ctrl and N buttons on your keyboard simultaneously.

- OPENING A NEW INCOGNITO WINDOW

Chrome also allows anonymous browsing, popularly known as **Incognito** browsing. This browsing mode allows the user to browse while no history is stored from the browsing session.
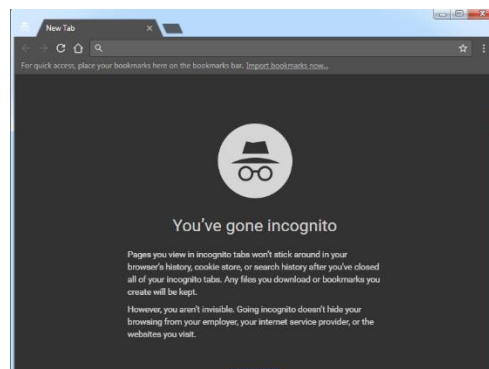

Figure 113 Incognito Window

Incognito mode is recommended to be used on public computers to avoid any privacy concerns. A new incognito mode can be opened in the following three ways:

1. Clicking on the **Menu Overflow** ⋮ button, and then clicking on **New Incognito window** button.

2. Pressing the Ctrl, Shift and N buttons on your keyboard simultaneously.

- BACK/FORWARD BUTTONS

The **Back** button is used to go back to the previously visited page on the current tab. **Right clicking** on the **Back** button brings up a list of all the recently visited pages on the current tab

The **Forward** button is used to move forward again to the page that you were on before clicking on the **Back** button. **Right clicking** on the **Forward** button also brings up a list of all recently visited pages before landing on the current page using the **Back** button.
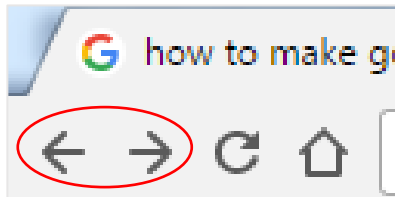

Figure 114 Back/Forward Buttons

- REFRESH BUTTON

The **Refresh** button reloads the currently opened webpage. This button comes handy when there are any errors in loading the webpage or if the webpage didn't load fully.

- HOME BUTTON

The **Home** button loads the home page on the currently opened tab. The homepage can be set in the Settings pane, which is discussed later in this guide.
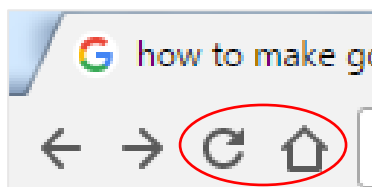

Figure 16 Refresh & Home Buttons

- ZOOM

You can zoom in or out of a webpage in the following two ways:

1. Clicking on the **Menu Overflow** ⋮ button, then clicking on the **+** or **-** Zoom buttons
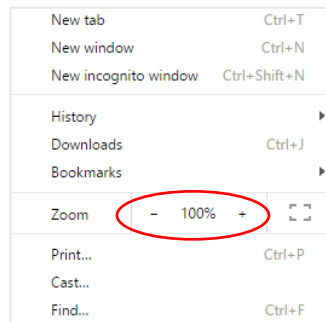

Figure 17 Zoom Buttons

2. Pressing the Ctrl and + keys on the keyboard together for zooming in or the Ctrl and - keys on the keyboard together for zooming out

- FULL SCREEN MODE

The full screen mode can be accessed in the following two ways:

1. Clicking on the **Full Screen** button which resides right next to the Zoom buttons in the **Overflow** ⋮ menu.
2. Pressing the F11 key.

- FINDING IN PAGE

You can search for specific words within a webpage by using the Find function. This can be done in the following ways:

1. Clicking on the **Find** button in the **Overflow** ⋮ menu
2. Pressing the Ctrl and F keys on the keyboard together

After doing either of the above steps, a tiny Find box pops up in the top right corner. Type the word to be searched for in there and hit the Enter key on the keyboard.

Figure 18 Find Box

CHECK YOUR UNDERSTANDING

1. Which of the following is a shortcut to open a new tab?
    A. Ctrl + F
    B. Ctrl + T
    C. Ctrl + Shift + N
    D. Ctrl + W

2. How do you zoom into a webpage?
    A. Type in 'zoom in' or 'zoom out'
    B. Press the + and – keys on the keyboard
    C. Use the Zoom buttons in the Overflow menu
    D. Press the up and down arrow keys on the keyboard

3. Where do you type the word that you're looking for on a page?
    A. In the Omnibox
    B. In the tiny Find box
    C. Look it up on Google
    D. In a Run window

4. How do you switch to Full Screen mode for a webpage?
    A. Clicking on the Maximize button
    B. Clicking on the button for the Chrome window on the taskbar
    C. Clicking on the New Tab button
    D. Pressing the F11 key on the keyboard

5. How do you go back to a specific page that you had opened on the current tab before clicking on a few hyperlinks?
    A. Press the Backspace button on the keyboard
    B. Right click on the Back button and select the specific page
    C. Click on the Back button
    D. Press the Delete button on the keyboard

    Answers:
    1. B
    2. C
    3. B
    4. D
    5. B

BOOKMARKS (By Vishal Chandra)

The Bookmark feature allows you to access all your favorite web pages at one location.

1. SAVE AND VIEW BOOKMARKS

You can save the page you would like to visit again by creating a bookmark.

ADD A BOOKMARK

You can add a Bookmark by following either of these steps.

- On the right side of the address bar, click **Star** ☆.
- At the top right corner of the browser, click ⋮ and go to **Bookmarks** and click on **Bookmark this page**.
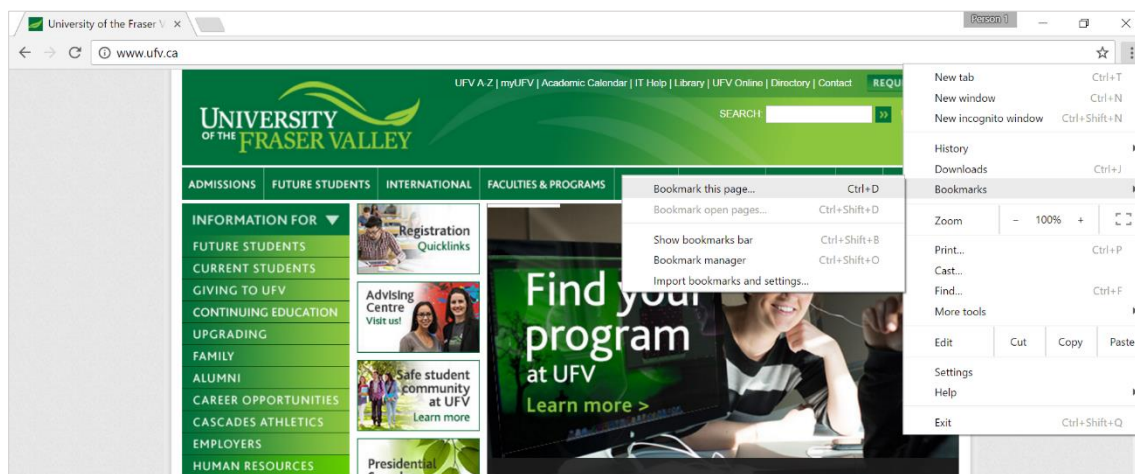- Press **Ctrl + D**.

Figure 159 Add a Bookmark

VIEW YOUR BOOKMARKS

You can view your bookmarks in following places.

- **Bookmark menu**: Click More ⋮ and go to **Bookmarks** to view all the bookmarks.
  Bookmarks bar: To turn on Bookmarks bar, click More ⋮ and go to **Bookmarks** and click on **Show bookmarks bar**. Or use this shortcut, press Ctrl **+ Shift + B**.
- **Bookmark Manager**: Bookmark Manager makes it easy to revisit your bookmarks. It can be accessed by clicking More ⋮ and go to **Bookmarks** and then click on **Bookmark Manager**.
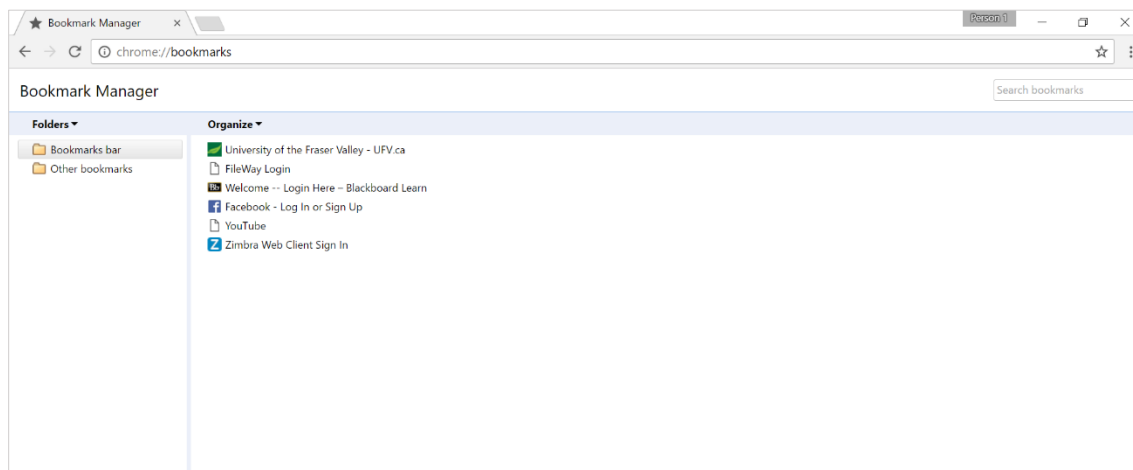
Or use this shortcut, press **Ctrl + Shift + O**.

Figure 20 Bookmark Manager

2. IMPORT OR EXPORT BOOKMARKS

You can import your bookmarks from other browsers into Google Chrome. You can also export your Google Chrome bookmarks by exporting them as HTML files.

IMPORT BOOKMARKS

You can import bookmarks from many sources.

From Firefox, Internet Explorer, or Safari

Follow these steps to import your bookmarks:

1. Open Chrome on your computer.
2. Click More ⋮ .
3. Go to **Bookmarks** and click on **Import Bookmarks and Settings…**
4. From the drop-down menu, select the browser you'd like to import your bookmarks from.
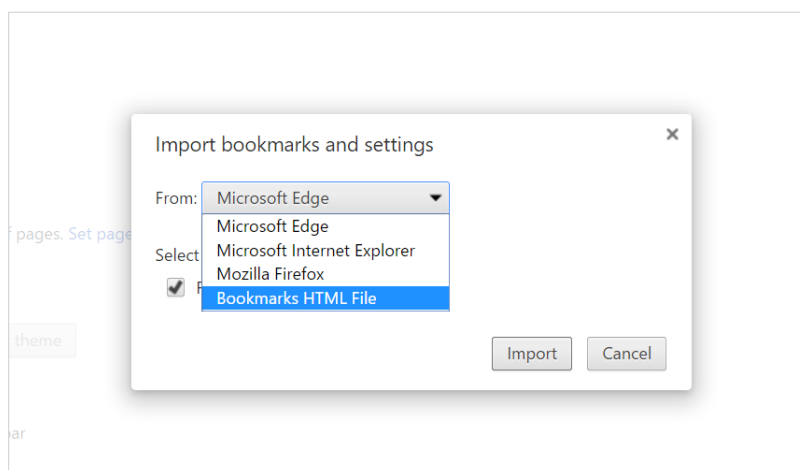5. Click **Import**.
6. Click **Done**.

Figure 21 Import Bookmarks

From HTML File.

1. Open Chrome on your computer.
2. Click More ⋮ .
3. Go to Bookmarks and click on Import Bookmarks and Settings…
4. From the drop-down menu, **Bookmarks HTML File**.
5. Click **Choose File**.
6. Upload your saved HTML File.
7. Click **Done**.

EXPORT BOOKMARKS FROM CHROME

Chrome will export your bookmarks as an HTML file, and then you can import this HTML file into any other browser you want.

1. Open Chrome on your computer.
2. Click More ⋮ .
3. Go to **Bookmarks** and click on **Bookmark Manager**.
4. In Bookmark Manager, click the **Organize** menu.
5. Click on **Export Bookmarks**.

3. MANAGE BOOKMARKS

You can edit, delete, and organize your bookmarked pages to make them easier to find.

EDIT BOOKMARK DETAILS

You can edit your bookmark details like title, name of the bookmark or you can add notes.

1. Open Chrome on your computer.
2. Click More ⋮ .
3. Go to **Bookmarks** and click on **Bookmark Manager**.
4. Select the bookmark you want to edit.
5. Right click on the selected bookmark and click on **Edit**.
6. Edit name or the web address of your bookmark.

DELETE BOOKMARKS

You can delete one or multiple bookmarks at once. Note: Once a bookmark is deleted, you cannot get it back.

1. Open Chrome on your computer.
2. Click More ⋮ .
3. Go to **Bookmarks** and click on **Bookmark Manager**.
4. Select the Bookmark you want to delete.
5. Right click on the selected bookmark and click on **Delete**.
6. Press **Shift +** to delete more than one bookmark.

ORGANIZE BOOKMARKS

In Google Chrome, you can organize your bookmarks and add them in a custom folder.

Create a Bookmark Folder.

1. Open Chrome on your computer.
2. Click More ⋮ .
3. Go to **Bookmarks** and click on **Bookmark Manager**.
4. Click the Down arrow at the top left next to **Folder**.
5. Click on **Add Folder**, and type a name for your folder.
6. Drag your bookmarks to the Folder, press **Shift +** to drag more than one bookmark.

SUMMARY

- In this tutorial, you learned how to bookmark a webpage.
- Importing and exporting bookmarks is possible in Chrome.
- You can edit, delete, organize your bookmarks.

CHECK YOUR UNDERSTANDING

Answers to these questions are provided at the end of this page.
1. True or False? We can only import bookmarks from internet browsers.

2. What is the keyboard shortcut for creating a bookmark?

   a. Ctrl + Shift + O
   b. Ctrl + Shift + D
   c. Ctrl + D
   d. Ctrl + Alt + B

3. True or False? You cannot get your bookmark back even if you accidently delete it.

Answers:
1. False. Bookmarks can be imported from HTML file too.
2. C
3. True.

DOWNLOADS (By Vishal Chandra)

DOWNLOAD A FILE

1. Open Chrome on your computer.
2. Go to the web page where you want to download the file.
3. Right click on the file and click on **Save as.**
4. Browse where you want to save the file, then click **Save.**
5. If webpage has Download button, just click on it.
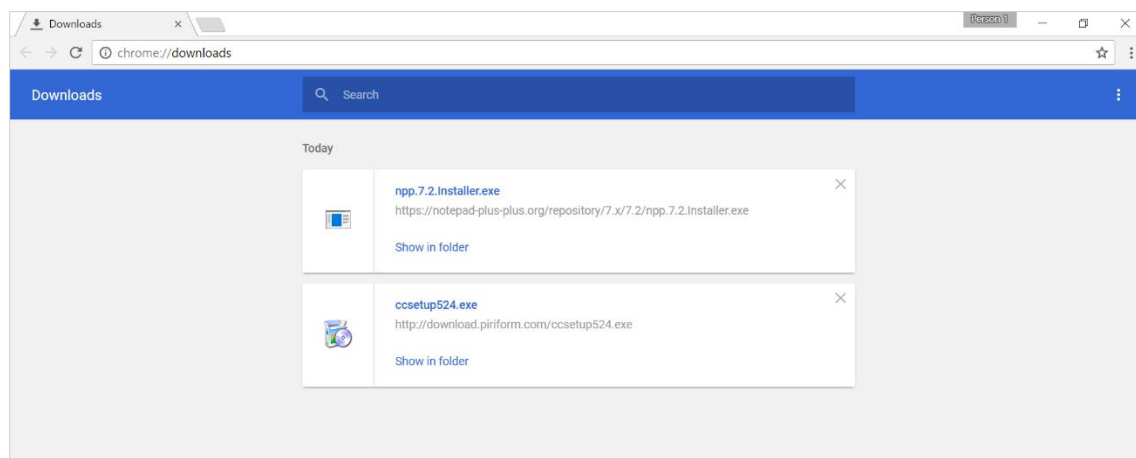6. Press **Ctrl + J** to see the downloads list.

Figure 22 Download List

CHANGE DOWNLOAD LOCATIONS

You can change the default location of your downloads to a specific location.

1. Open Chrome on your computer.
2. Click More ⋮ and click on **Settings**.
3. Click in **Show Advanced Settings** at the bottom.
4. In Downloads section, change your downloads settings.
5. To change the default download location, click in **Change** and then browser the folder where you want your files to be downloaded.
6. If you want Chrome to ask for the download location every time, Check "Ask where to save each file before downloading."
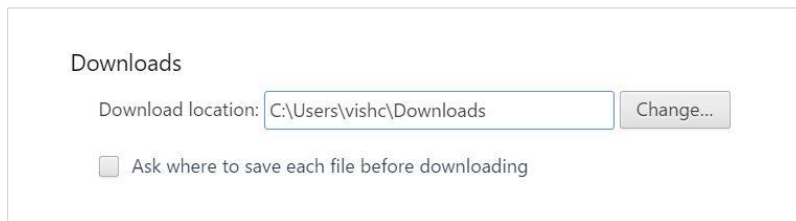
Figure 23 Change Download Location

SUMMARY

- In this tutorial, we learned how to download files from Google Chrome.
- Change default download location of Google Chrome.

HANDS ON ACTIVITY

A. Go to University of Fraser Valley's website and download UFV logo to D:\UFV\Images

- Go to www.ufv.ca and right click on the logo.
- Click ion **Save image as...**
- Browse to the location D:\UFV\Images
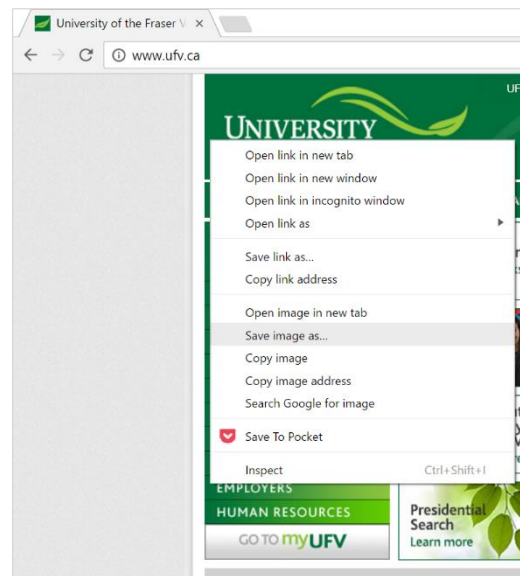- Type the name of the file and click on **Save**
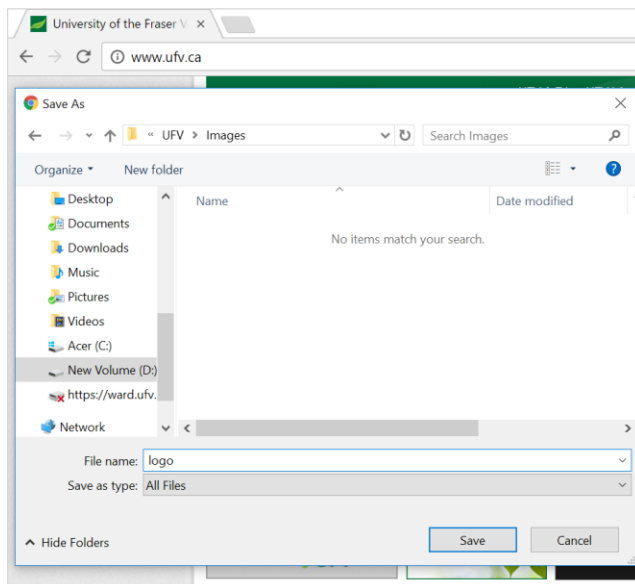

Figure 24 Save image as...

Figure 25 Download Location

HISTORY (By Mohamed Furqaan Attarwala)

- It keeps a track of all the websites that you have visited inside the Chrome browser.
- You can view the **History** tab inside Chrome Browser > Settings.
- It displays all the websites visited arranged as per the recent times.
- If you wish to remove some of the history then you can select the unwanted history by checking the checkbox on the left side to the link, you can select multiple links and you should click on **Remove Selected Items**. It will give you a pop-up saying are you sure you want to remove the deleted the pages from the history you should click on **Remove** if you wish to delete it or **Cancel** if you do not want to delete the links.
- This will delete the selected links permanently from your Chrome browser.
- However, this will only delete the history and not the browsing data.
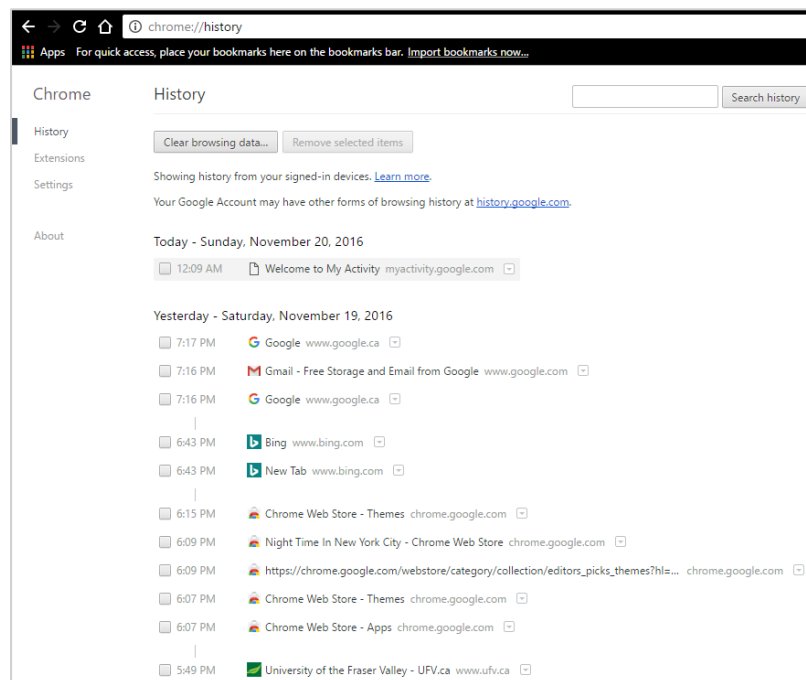

Figure 26 Browsing History

BROWSING DATA (By Mohamed Furqaan Attarwala)

- If you don't only want to remove the history but also wish to remove rest of the data than you should click on **Clear Browsing Data.**
- Clicking on it will give you the popup which will ask you all the data that you want to delete.
- If you want to remove the data, select the check box besides it. However, it is not recommended to store your password anytime on the browser.
- You can select the time from the dropdown list which gives you accessibility to delete of an hour, a day, a month, or the entire data to date. (Note: deleting the data will not delete your downloaded files)
- After selecting all the data, you want to delete and the time from when you wish the data should be deleted click on the button at the bottom of the pop-up **Clear Browsing Data** and that will delete all the data from the Chrome browser.
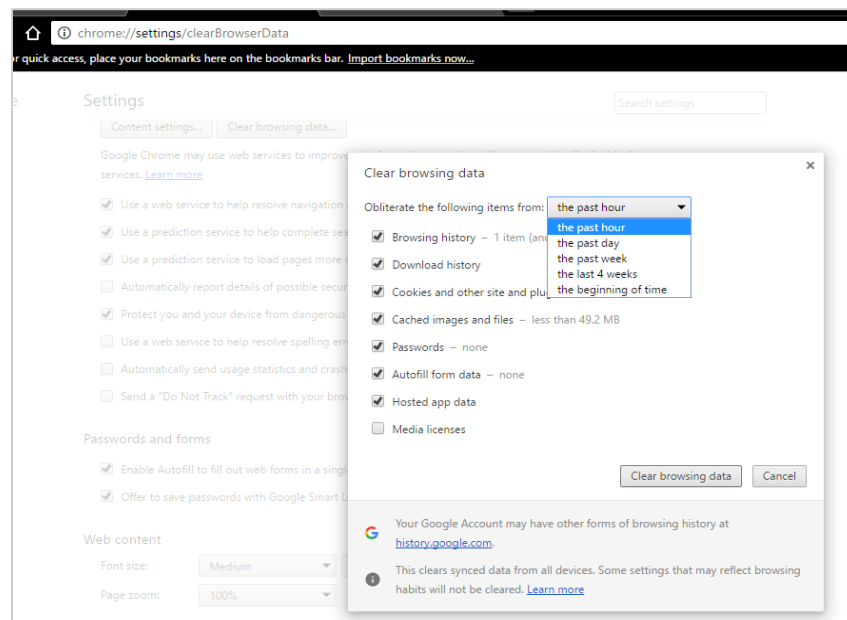

Figure 27 Clearing all browsing data

SETTINGS (By Mohamed Furqaan Attarwala)

ACCESSING SETTINGS IN CHROME

- On your computer, open Chrome.
- At the top right, click ⋮
- You will see number of options click on Settings.

ON STARTUP

There are basically three options provided by Google Chrome browser which can be kept per the user needs. The following are the options below and their description:

1. Open the new tab page: Every time when you open the browser or a new tab you will see the tab page with most visited websites of you with your default search engine search bar.

2. Continue where you left out: Your cookies and data are saved as a session whichever websites you logged into during browsing (e.g. like Facebook) will open again without valid credentials. If you don't want to be automatically signed in to these pages you may select from other two options which are provided.

3. Open a specific page or set of pages: Gives you the ability to add page or group of pages which you may like to visit often. Adding start-up pages are easy

   - Click on **Set Pages**

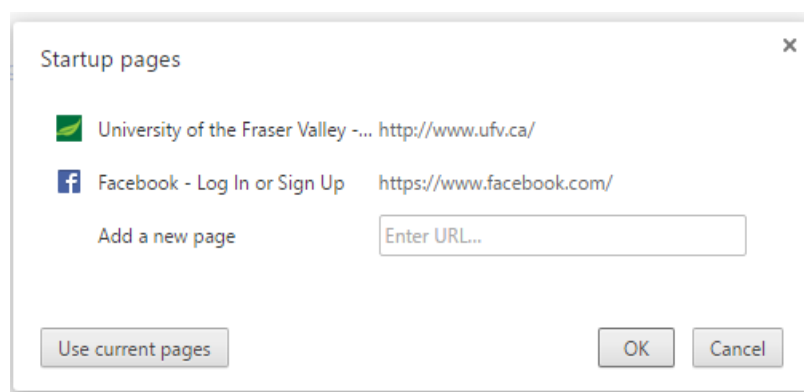   - A popup will appear on the display, enter the URL and click **OK** button to add

Figure 28 Adding Webpages to start-up page

APPEARANCE

In the appearance section, you can setup the look and feel of the browser per your wish.

Get Themes button is used to download themes online. You can select any theme from the new tab which is opened. You can search on the Search bar which is provided on the left top on the window.

- Click on any theme and it will give you the glance of the theme.

- You can apply the theme you like by simply clicking on the **Add To Chrome** button provided in the preview.
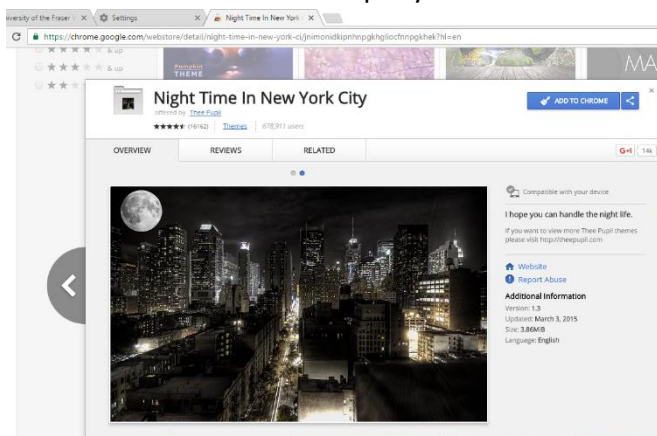
Figure 29 Glance view for a theme

- By clicking on the **Add To Chrome** button the theme will be set for Google Chrome Browser.

- The Show Home Button and Always show the bookmark bar is unchecked by default. You may wish to check it, if you want.

- After checking the **Show Home** button you will see the Home icon beside the reload icon.

- After checking on **Always show the bookmarks bar** you will be able to see the bookmark bar at the top of the page.

- You will see the difference between two snapshots provided. However, the home button and bookmark bar is very good for navigation and is recommended.
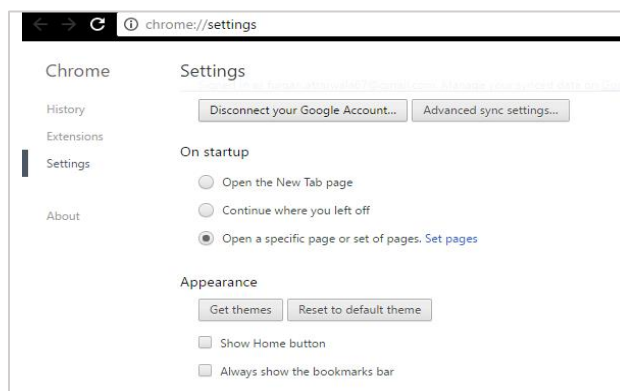

Figure 30 Checkbox options for Appearance

SEARCH

- Under search there are two options provided for setting it up to the user needs.
    1. A dropdown list: From that dropdown list, you can select your default search engine to work for you. If you don't want Google and prefer Bing instead then select Bing from the dropdown list. That will set Bing as the default search engine.

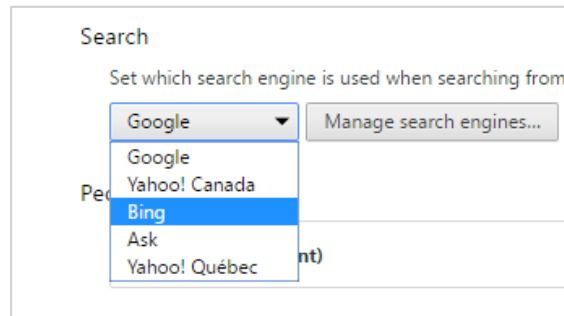- When you will open a new tab, there will be Bing homepage by default.

Figure 31 Setting new search Engine

2. Manage search engines is the second option provided which provide an option for setting up your default search engine. It enables you to add a new search engine of your choice, delete the one which you don't wish to have any more as a search engine
Just double click on the link and it will be your default web search engine.

PEOPLE

- You can create multiple ids for you each having different set of bookmarks and different themes. You may even create one for the guest if any of your friend wish to use your system some times. But they will be able to switch to your profile so give only trusted people.
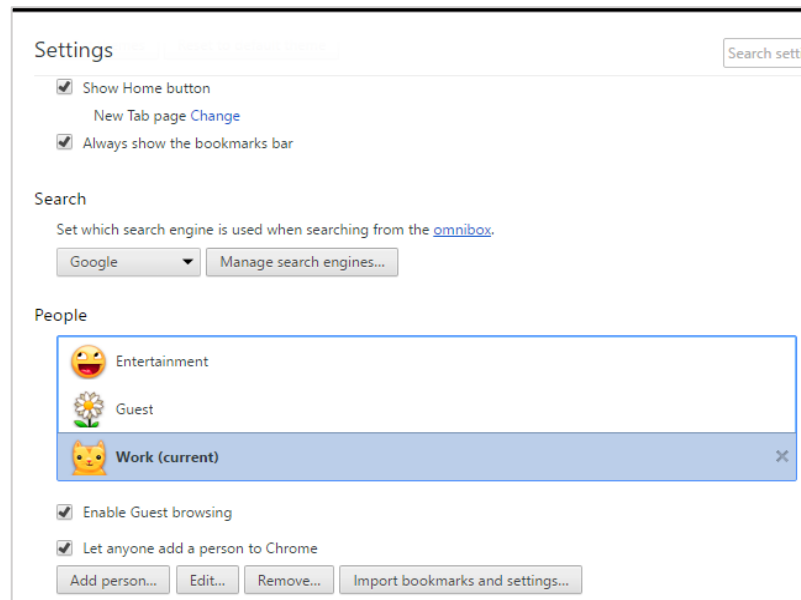- It is easy to create a new user, you can create a new user by clicking on **Add Person**

Figure 32 Add, Edit, Remove Users

- Switching between account is easy all you must do is Click on the tab name at the top of the window. In this case Work.
- After clicking there you will get a popup shown in the picture click on **Switch Person**
- On clicking that you will be provided with all the persons you have made and it will have the settings and data of bookmarks from that user.
- There is option for guest user too, anyone can use that Button provided in the popup for making a guest user and browsing through it.
- You do get an interface of adding a person from there too, by the button provided in the bottom saying **Add a User**. However, you can disable it by unchecking **Let anyone add a person to Chrome** (in Figure xii).
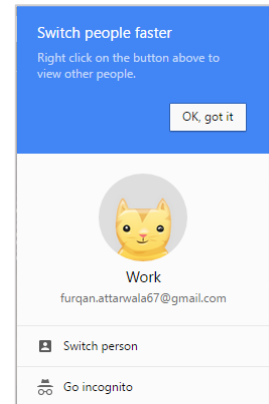

Figure 33 Switching Person

DEFAULT BROWSER

- Making Google Chrome your default browser is recommended if you prefer using Google Chrome over other browsers.
- After making it a default browser every hyperlink which you open on the system will automatically open in Chrome.
- You can make Chrome the default browser by following these steps.
- Click on **Make Google Chrome the default browser** under Google Chrome Settings. It will redirect you to Windows Settings Application.
- Go to web section and click on the one which is already set as default. (Internet Explorer may be set as default)
- Clicking on the default one will give you a pop-up to select the one which you wish to have as default.
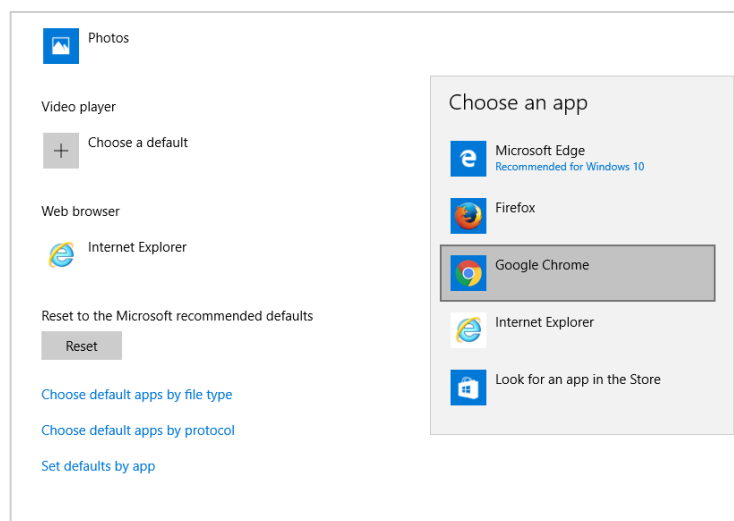- Select Google Chrome and then your default browser will be Google Chrome.

Figure 34 Selecting Google Chrome for default

CHECK YOUR UNDERSTANDING

1. In Chrome browser settings under which section do you enable the 🏠 Icon
    a) People
    b) On Startup
    c) Appearance
    d) Sign in

2. From where do you enable Yahoo! Canada search engine fastest
    a) Import bookmarks and settings
    b) Dropdown list in Search section
    c) Manages search engines
    d) Advance Sync settings

3. True or False. Different Person account can have different appearance and bookmarks

4. True or False. You can select multiple history data and delete it at one click.

5. True or False. When you select the link (such as www.facebook.com) and delete it, it also deletes the passwords saved and the cache files related to it.

Answers:

1. C
2. B
3. True
4. True
5. False

EXTENSIONS (By Vishal Chandra)

You can add extensions to Google Chrome for extra features and functionality that can improve your browsing experience. You can customize Google Chrome by installing extensions on it.

INSTALL AND UNINSTALL EXTENSIONS

Install an extension

Follow these steps to install an extension to Google Chrome:

1. Go to Chrome Web Store.
2. Search the extension you want to install.
3. Click in Add to **Chrome**.
4. You will see a prompt displaying all the data that extension will need access to.
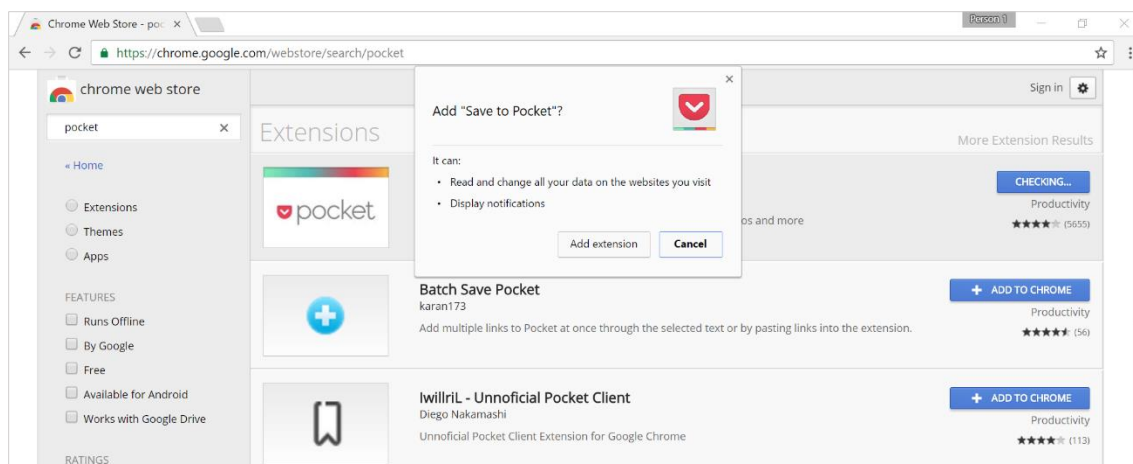5. Click in **Add Extension** to grant the permission.

Figure 35 Add an Extension

To use the installed extension, click on the icon to the right of address bar.

Uninstall an extension

Follow these steps to uninstall an extension from Google Chrome:

1. Open Chrome on your computer.
2. Click More ⋮ .
3. Go to More tools and click on **Extension**.
4. Click on Remove 🗑 , next to the extension you want to uninstall.
5. Click **Remove**.

SUMMARY

- In this tutorial, we learned how to install and uninstall extensions on Google Chrome.

CHECK YOUR UNDERSTANDING

Answers to these questions are provided at the end of this page.

1. True or False? Extension slows down the performance of Google Chrome.

2. Visit Chrome Web Store and list down 3 useful Google Chrome extensions.

3. Which one of these is not an extension?

   a. Office online
   b. Adblocker
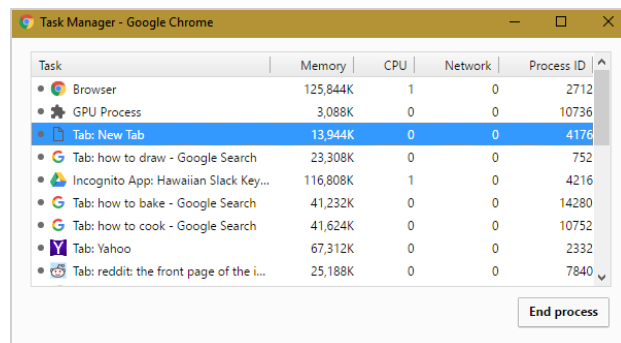   c. History
   d. Zenmate VPN

Answers:

1. False
2. Google Keep for Chrome, Google Translate, SpeedTest by Ookla
3. C

CHROME TASK MANAGER (By Sufiyan Samnani)

The following section contains information on Chrome's in-built task manager which can be used to look at how much resources each process consumes and to end specific tasks. This section would help you understand how Chrome uses CPU resources and learn how to close unresponsive tabs and extensions.

ABOUT CHROME TASK MANAGER

The Chrome Task Manager shows a complete list of all sub-tasks running under Chrome, which includes all webpages and extensions, and shows the resources consumed by each. Right clicking any of the processes allows the user to view more information columns about the resources being used.

Figure 36 Chrome Task Manager

ACCESSING CHROME TASK MANAGER

The Chrome task manager can be accessed by clicking on the **Menu Overflow** ⋮ button, then hovering over the **More tools** option, and clicking on **Task Manager**.

It can also be accessed by pressing the Shift and Esc keys on the keyboard together.

ENDING A TASK

If a task, i.e., a webpage or an extension is using particularly high CPU resources, it can be killed by selecting the task and then clicking on the **End Process** button. Be cautious, ending a task may cause you to lose any unsaved progress.

HANDS-ON EXERCISE

A. END A PROCESS

You should try ending a process with a high resource utilization by following the steps mentioned above.

PROJECT PLAN

Project: Google Chrome Training Tutorial		
Step	**Task**	**Time Estimate**
1	**Plan Training Material** ● Interview trainees to learn their web browsing backgrounds. ● Document skill needs of trainees. ● Define learning and performance objectives of training.	5 hours
2	**Prepare Training Materials** ● Develop outline of topics covered ● Schedule computer lab for beta testing ● Develop hands-on activities and knowledge-based questions ● Find or develop Google Chrome troubleshooting resources ● Collect Google Chrome shortcuts and create a reference sheet.	15 hours
3	**Prepare Evaluation Materials** ● Develop knowledge base and practical tests ● Prepare training book feedback form	3 hours
4	**Beta Test Training Materials** ● Present training manual to two novice testers (3 hours each) ● Analyze and revise materials as needed.	15 hours
Resources Required *Software* ● Google Chrome (available) *Facilities* ● Computer lab (schedule for 3 hours) *Materials* ● Position descriptions of trainees *Personnel* ● Two novice beta testers		

PROJECT GANTT CHART

PROJECT: GOOGLE CHROME TRAINING

ID		Task Name	Duration	Start	T	W	T	F	S	'16 Nov 1: S
1		Plan Training Material	5 hrs	Wed 16-11-09						
2		Prepare Training Materials	15 hrs	Thu 16-11-10						
3		Prepare Evaluation Materials	3 hrs	Thu 16-11-10						
4		Beta Test Training Materials	15 hrs	Fri 16-11-11						