What is Google Keep?
A note-keeping tool made by Google. Take a look starting at the 2:53 minute mark in this video (16 min. total): https://www.youtube.com/watch?v=AG21_yb1JmI

Can my Chromebook get a virus?
Much of the protection you have with a Chromebook comes with using the Cloud – Google Drive and Google Servers have extensive virus protection, and a firewall is already built into your Chromebook.
and
https://www.androidcentral.com/what-makes-chromebook-so-secure
By being sourced in the Linux Kernel for its operating system, Google Chromebooks are still further removed from virus problems.

Google Clipboard Explanation
https://productforums.google.com/forum/#!category-topic/chromebook-central/HA9otp4T0mA
Google’s Clipboard is very different from Microsoft’s Clipboard.

Syncing Contacts in Google Chromebook with Android Phone and other devices.
https://www.youtube.com/watch?v=8vKsiPUAqN8
(2017 5+ minute video on YouTube)

How to Manage Devices with Chrome Device Management
https://www.youtube.com/watch?v=6gvOIC7_fUc
(2017 5+ minute video on YouTube)

Google Chrome Sync
https://www.youtube.com/watch?v=Uh0WeaTEMmM
(6 min. video on YouTube)

Add, Move, Import, & Export Contacts in Google
https://support.google.com/contacts/answer/6118725?hl=en