Hadley

Microsoft Word with a Screen Reader

Navigating

Opens task bar - **Windows key + T**

Opens the view menu (press W again to move to the Switch Windows Submenu) - **Alt + W**

Moves focus to the desktop - **Windows key + D**

Moves focus to the top - **Control + Home**

Moves to next control – **Tab**

Moves to the end of document - **Control + End**

Navigates paragraph to paragraph - **Control + Up/Down arrow**

Moves directly to a folder or document – **press first letter of document or folder**

Moves to the beginning of a line - **Home**

Moves to the end of the line - **End**

Moves character by character - **Left/Right arrow**

Moves word by word - **Control + Left/Right arrow**

Moves sentence by sentence - **Alt + Up/Down arrow**

Moves forward between open applications - **Alt + Tab**

Moves backward between open applications - **Alt + Shift + Tab**

Moves between open word documents - **Control + F6**

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Selecting

Selects the entire document - **Control + A**

Deselects text – **Left/Right Arrow**

Selects a word - **Control + Shift + Arrow key** (press once for each word)

Selects entire paragraph - **Control + Shift + Up/Down arrows**

Selects text from insertion point to the end of the line - **Shift + End**

Selects text from insertion point to the beginning of the line - **Shift + Home**

Selects one word to the right of insertion point - **Control + Shift + right arrow**

Selects multiple words to the right of the insertion point - **Control + Shift + right arrow** (repeatedly)

Selects one word to the left of the insertion point - **Control + Shift + left arrow**

Selects multiple words to the left of the insertion point - **Control + Shift + left arrow** (repeatedly)

Reverses the last command - **Control + Z**

Will “redo” the last action - **Control + Y**

Deselects and reads selected text - **Control + Shift + Right/Left arrow**

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Reading on a Desktop

Reads one word to the right of the insertion point - Control + Right arrow

Reads one word to the left of the insertion point – Control + Left arrow

Reads from the insertion bar to the end of the document - NVDA key + Down arrow

Reads from the insertion bar to the end of the document - JAWS key + Down arrow

Reads what is on the clipboard - NVDA key + C

Reads what is on the clipboard - JAWS key + Shift + Down arrow

Reads the current character - NVDA key + NUMPad 2

Reads the current character - NUMPad 5

Reads current line - JAWS key + Up arrow

Reads current word - NVDA key + NUMPad 5

Reads current word - JAWS key + NUMPad 5

Reads current line - NVDA key + Up arrow

Reads the title of the document - NVDA / JAWS key + T

Reads misspelled word - NVDA key + NUMPad 4

Spells the word - NVDA key + NUMPad 5 (twice in rapid succession)

Spells the word - JAWS key + F7

Silences screen reader - Control

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Reading on a Laptop

Reads one word to the right of the insertion point - Control + Right arrow

Reads one word to the left of the insertion point – Control + Left arrow

Reads from the insertion bar to the end of the document - NVDA key + A

Reads from the insertion bar to the end of the document - JAWS key + A

Reads what is on the clipboard - NVDA key + C

Reads what is on the clipboard - JAWS key + Shift + Down arrow

Reads the current character - NVDA key + period

Reads the current character - JAWS key + comma

Reads current word - NVDA key + Control + period

Reads current word - JAWS key + K

Reads current line - NVDA key + L

Reads current line - JAWS key + I

Reads the title of the document - NVDA / JAWS key + T

Reads misspelled word - NVDA key + Shift + Left arrow

Spells the word - NVDA key + Control + period (twice in rapid succession)

Spells the word - JAWS key + F7

Silences screen reader - Control

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Editing

Changes misspelled word - C

Opens the proofing toolbar - F7

Opens navigation pane - Control + F

Moves to next/previous result of found word - Control + Page Down/Page Up

Opens the find and replace dialog box, with focus on “Go to” - Control + G

Opens the find and replace dialog box, with focus on “Replace” - Control + H

Replaces one occurrence of found word - Alt + R

Replaces all occurrences of found word - Alt + A

Finds next occurrence - Alt + F

Cuts selected text and stores it on the clipboard – Control + X

Copies selected text to the clipboard - Control + C

Pastes text from the clipboard - Control + V

Opens Paste Options, Grouping Menu - Control + V, then Control

Opens Paste Special Dialog box - Control + Alt + V

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Formatting

Makes text bold - Control + B (repeat, or press Control + Space Bar to turn off bold)

Italicizes text – Control + I (repeat, or press Control + Space Bar, to turn off italics)

Underlines text - Control + U (repeat, or press Control + Space Bar, to turn off underline)

Removes all text attributes - Control + Space Bar

Opens font dialog box - Control + D

Brings up font dialog box with focus on size edit field - Control + Shift + P

Closes the dialog box - ESC

Announces font attributes (style, font, point size, color, and attributes, e.g., bold, alignment) - NVDA / JAWS key + F

Aligns text to the left - Control + L

Aligns text to the right - Control + R

Centers text - Control + E

Justifies text - Control + J

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