



MS Word

Word with Screen Reader

Navigation Commands

Shortcut commands help you move around a Word document with ease.

They also let you insert, delete, and copy and paste words. Whether you're writing an email, a letter, or a grocery list, shortcut commands are useful. **Try them out!**

Modifier Keys

These are special keys that, when paired with another key, do certain actions.

Here's the modifier key for **NVDA**:

- On laptops, the **Caps Lock** key
- On desktops, the **Insert** key

Navigating to the Desktop

To go to the desktop: Press the **Windows** key plus the letter **D**.

To go to the top of the desktop: Press **CTRL + Home**.

Finding Documents

1. Press the **first letter** of the document's name.
2. If you hear the name of your document, you're ready to open it. If not, press the **Down arrow** key to move through other documents starting with that letter until you find the one you're looking for.
3. Then press **Enter**.

Reading Documents

4. Go to the top of the document: **CTRL + Home**.
5. Use the Read All command:
 - On laptops, **NVDA + A**
 - On laptops, **JAWS + A**
 - On desktops, **NVDA + Down arrow**

- On desktops, **JAWS + Down arrow**
- 6. To silence the screen reader: **CTRL** key
- 7. To go to the end of a document: **CTRL + End**

Moving Around the Document

Try these shortcuts:

- Next paragraph: **CTRL + Down arrow**
- Previous paragraph: **CTRL + Up arrow**
- End of a line: **End** key
- Beginning of a line: **Home** key
- Previous line: **Up arrow**
- Next line: **Down arrow**
- Current line:
 - On laptops: **NVDA + L**
 - On desktops: **NVDA + Up arrow**
 - On laptops: **JAWS + L**
 - On desktops: **JAWS + Up arrow**

- Next sentence: **ALT + Down arrow**
 - Previous sentence: **ALT + Up arrow.**
 - Next word: **CTRL + Right arrow**
 - Previous word: **CTRL + Left arrow**
 - Current word:
 - On laptops: **NVDA + CTRL + period**
 - On desktops, the number **5** on the number pad
- Tip: Keys on the number pad are called numpad keys.**
- On laptops: **JAWS + K**
 - On desktops: **JAWS + numpad 5**
 - Next character: **Right arrow**
 - Previous character: **Left arrow**
 - Current character:
 - On laptops, **NVDA + period**
 - On desktops, **numpad 2**

- On laptops, **JAWS + comma**
- On desktops, **numpad 5**

Now you know some shortcuts for navigating and reading Word documents. Why not try them out? Then try our workshop on navigating the desktop.

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