



MS Word

Word with Screen Reader

Switching Applications

Shortcut commands let you navigate between different documents and applications.

Maybe you want to cut and paste information from one document into another. Or maybe you're using one document as a reference and want to go back and forth to other documents. Shortcut commands will help. **Try them out!**

Different Methods

There are several ways to navigate between documents:

- through the taskbar
- through the menu bar
- by keyboard shortcuts

Using Keyboard Shortcuts

This is the fastest method, and the easiest with visual impairment.

Open the first document:

1. Go to the desktop: Press the **Windows** key and the letter **D** for desktop.
2. Make sure you're at the top of the desktop: Press **CTRL + Home**.
3. Use first letter navigation: Press the **first letter** of the name of the document.
4. When you hear the name of your document, press **Enter**.

Open the second document:

5. Go to the desktop: **Windows + D**.
6. Use first letter navigation: Press the **first letter** of the name of the document.
7. When you hear the name of the document, press **Enter**.

Now open an application, such as Chrome or another browser:

8. Press the **Windows** key to bring up the Start window.
9. Type in the name of the application. For example, if you want Chrome, type Chrome.
10. Press **Enter**.

Move between the documents and the application:

11. Press **ALT + Tab**. Each time you press **Tab**, the focus changes to a different document or application.

Tip: Keep holding down the Alt key when you press and release the Tab key.

12. When you hear the name of the document or application you want, release both keys.
13. To move forward through the open documents and applications: **Press ALT + Tab**.
14. To move back through the open documents and applications: Press **ALT + Shift + Tab**.

Using the Taskbar

The shortcut **Windows + T** moves the focus to items in the taskbar that are pinned and running:

15. Press the **Windows** key and the letter **T** for **taskbar**. The first open document or application is announced.
16. Press the **arrow** keys to move between items. Press the **Right arrow** to move forward. Press the **Left arrow** to move back.
17. When you hear the name of the document or application you want, press **Enter**.

To move between open Word documents:

18. Press the **CTRL** key, and press and release the **F6** key.
19. Each time you press the **F6** key, the focus is on a different Word document.
20. When you hear the name of the document you want, release both keys.

Using the Menu Bar

To move between documents:

21. Press **Alt + W**. This moves the focus to the View menu.
22. Press the letter **W** again.
23. Now you have a dropdown list with each of the open Word documents. A number is before each title. The most recently opened document is number 1. There are two ways to open a document from this list:
 - Select the document by **number**.
 - Use **arrow** keys to move through the list, and then press **Enter**.

Now you know some ways to navigate between open documents and applications. Why not try them out to see how they work for you? Then try our workshop on selecting text.

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