



NVDA Screen Reader Everyday Tasks

Now that you're familiar with NVDA, you can use it for everyday computer tasks.

You have NVDA sounding the way you want and you know some helpful shortcuts for moving around and reading. Now, you're ready to use your computer with NVDA. **Time to get started!**

Tip: This workshop uses a lot of concepts covered in previous workshops in this series, so it's a good idea to check those out first.

Opening an App

1. Press the **Windows** key to open the **Search** edit field.
2. Type "Word" to search for the **Microsoft Word** app.

Tip: Windows will find any apps containing the letters you type. There may be more than one app, so Windows will pop up a list of suggestions.

Tip: If you don't have Microsoft Office installed, WordPad will come up instead.

3. The **Word** app is at the top of the list. Press **Enter** to open it.

Tip: If you are looking for a different app, use the Down arrow to move through the search results.

Using NVDA with MS Word

4. Press **Enter** to create a new blank document.
5. Press **NVDA + T** to hear, “Document1 Word,” the title of your window.

Tip: Because your document is blank and you haven’t given it a file name yet, your title is just Document1.

6. Type the sentence, “I like typing.” If you set NVDA up to read by word, it reads word-by-word as you type. If you set it up to read by character, each letter is read as you type.
7. Press **NVDA + Up arrow** to read the current line.
8. Hold down the **NVDA key** and tap the **Up arrow** twice, quickly, to read the characters you typed.
9. Press the **Left arrow** to move backward character-by-character.
10. Press **CTRL + Left arrow** to move backward word-by-word.

Tip: There is much more you can do in Word, and Hadley has a great series that covers using MS Word with NVDA. Be sure and check it out to learn about opening and saving documents, spell-checking, changing fonts and formats, and much more.

Using NVDA Shortcuts on a Web Page

11. If your Web browser is open, use the **ALT + Tab** shortcut to switch to that window.
12. If your browser isn't open, search for the app using the **Windows** key to open the search field. Then press **Enter** to open your browser.
13. Type **HadleyHelps.org** in the address bar and press **Enter**.
14. Press **CTRL** to stop NVDA from reading.
15. Press **NVDA + Down arrow** to start reading everything on the page.
16. Press **CTRL** again to stop reading.

Tip: Right now, you're just practicing using some NVDA shortcuts. To take a deep dive into landmarks, links, headings, how to skip to the parts of a page you want, and using NVDA with a browser, check out the series on [getting online with a screen reader](#).

17. Press **NVDA + F12** to hear the time.

18. Press **NVDA** and tap **F12** twice, quickly, to hear the date.

Tip: You can use these same keystrokes everywhere as you create documents, browse the web, access your email, download books, etc. And Hadley has workshops covering these things in detail. Be sure to check them out.

Now you can access your browser and use NVDA keystrokes to navigate the page. Be sure and check out the Technology section of the Hadley website to find lots of options for what to learn next.