

Using Word with Window-Eyes

Microsoft Word is the world's most popular word processing application and can be used to create reports, resumes, electronic books and other types of documents used in home, educational and professional settings.

Window-Eyes offers comprehensive and robust speech and braille access to Microsoft Word and all of its key features.

Learning Objectives

- Learn how to open Word
- Discover how to navigate and read text in a document
- Discover how to quickly spell check a document using hotkeys
- Identify how to select and format text in a document
- Learn how to enable and use Attribute Changes
- Learn how to enable and use Format Alert
- Discover how to access and navigate the ribbon
- Understand the benefits of using Track Changes and Comments

Review Questions

1. The Run dialog can give you quick access to various applications installed on your computer such as Word, Excel, PowerPoint, and more. The Run dialog is very accessible and is always available to you no matter how your computer is configured. That means that you can use this technique on any computer running Windows!
 - a. To open the Run dialog, press WINDOWS KEY-**R**.
 - b. After the Run dialog is opened, type **winword** and press ENTER to open Word.
2. Windows includes a number of helpful keyboard commands for navigating text which can be used in Microsoft Word.

- a. LEFT and RIGHT ARROW can be used to navigate to the previous and next character.
 - b. CONTROL-LEFT ARROW and CONTROL-RIGHT ARROW can be used to navigate to the previous and next word.
 - c. UP and DOWN ARROW can be used to navigate to the previous and next line.
 - d. HOME and END can be used to navigate to the beginning and end of the current line.
 - e. CONTROL-PAGE UP and CONTROL-PAGE DOWN can be used to navigate to the previous and next sentence.
 - f. CONTROL-UP ARROW and CONTROL-DOWN ARROW can be used to navigate by paragraph.
 - g. CONTROL-HOME and CONTROL-END can be used to navigate to the top and bottom of the document.
3. If you want to read an entire document from top to bottom, use the Window-Eyes Read To End hotkey which is CONTROL-SHIFT-R by default. During a Read To End, you can increase the speech rate by pressing U and decrease the speech rate by pressing D. You can also fast forward by line during a Read To End by pressing RIGHT ARROW or rewind by line by pressing LEFT ARROW.
 4. To find the next spelling mistake in a document, press ALT-APOSTROPHE. To find the previous spelling mistake in a document, press ALT-SEMICOLON. Once you find the error, press your APPLICATION KEY to display a context menu containing a list of spelling suggestions. To replace the misspelled word with the currently selected suggestion, just press ENTER.
 5. The modifier key that is used to select text is the SHIFT KEY. You can press this key in combination with other text navigation commands to

select text in your document. If you wish to select all of the text in your document, press CONTROL-A.

6. There are a number of helpful Word shortcuts for formatting text. To make a text selection bold, press CONTROL-B. To make a text selection italicized, press CONTROL-I. To make a text selection underlined, press CONTROL-U. You can access the Font dialog
7. In order to have Window-Eyes identify changes in text attributes such as font, size, color and style automatically, press WINDOWS KEY-A to toggle Attribute Changes on.
8. When the Format Alert option is enabled by pressing Insert-5, Window-Eyes will automatically indicate offsets from the left margin of the current section. Along with indicating if two or more spaces exist on a line, Window-Eyes will also alert you to tab spacing.
9. The ribbon is a new user interface introduced in Office 2007 that replaces the classic menu bar found in older versions of Office. To activate the ribbon from your document, press the ALT. You can use your LEFT and RIGHT ARROW keys to navigate through the available Tab controls. To reach the items found in the lower ribbon of the currently selected Tab control, press TAB. To move sequentially through each item in the lower ribbon, press TAB or SHIFT-TAB. To navigate between groups of items in the lower ribbon, press CONTROL-LEFT and RIGHT ARROW (for Office 2010 and higher).
10. Track Changes and Comments provide the review tools needed for multiple individuals to collaborate on a document. Unlike conventional revision and comments that are written on paper, these electronic tools are fully accessible with Window-Eyes. It is recommended that revisions and comments be configured to be displayed in balloons when working with a screen reader.