

## Reading Microsoft Word Documents Training Webinar

1. To read a document from where the cursor is located to the end, press Control-Shift-R
  
2. To increase the reading speed during read-to-end, press U. To decrease the speed, press D.
  
3. To navigate throughout a document using Microsoft commands, do the following:
  - A. Next/previous character: Right or left arrow key
  - B. Next/previous word: Control-right or left arrow key
  - C. Next/previous paragraph: Control-down or up arrow key
  
4. To read information around the cursor, do the following (with number lock turned off):
  - A. Current character: Control-Numpad 4
  - B. Current word: Control-Numpad 6
  - C. Current sentence: Control-Numpad 2
  - D. Current line: Control-Numpad 5
  - E. Current paragraph: Control-Numpad 8
  
5. To read text using the mouse, do the following:
  - A. Route the mouse pointer to the cursor by pressing Insert-Numpad +.
  - B. Read current sentence under the mouse pointer: Insert-Numpad 2.
  - C. Read previous sentence under the mouse pointer: Insert-Numpad 1.
  - D. Read next sentence under the mouse pointer: Insert-Numpad 3.
  
6. To navigate by spelling or grammar errors, do the following:
  - A. Next spelling/grammar error: Alt-apostrophe.
  - B. Previous spelling/grammar error: Alt-semi colon.
  
7. To turn Format Alert on, press Control-Alt-Shift-F.
  
8. Two apps for advanced users of Window-Eyes include:
  - A. Word Navigation
  - B. Word Advanced Features (previously known as MS Word)