

Reading Microsoft Word Documents Training Webinar

1. To read a document from where the cursor is located to the end, press _____ - _____ - ____.

2. To increase the reading speed during read-to-end, press _____. To decrease the speed, press _____.

3. To navigate throughout a document using Microsoft commands, do the following:
 - A. Next/previous character:
 - B. Next/previous word:
 - C. Next/previous paragraph:

4. To read information around the cursor, do the following:
 - A. Current character:
 - B. Current word:
 - C. Current sentence:
 - D. Current line:
 - E. Current paragraph:

5. To read text using the mouse, do the following:
 - A. Route the mouse pointer to the cursor by pressing _____ _____.
 - B. Read current sentence under the mouse pointer:
 - C. Read previous sentence under the mouse pointer:
 - D. Read next sentence under the mouse pointer:

6. To navigate by spelling or grammar errors, do the following:
 - A. Next spelling/grammar error:
 - B. Previous spelling/grammar error:

7. To turn Format Alert on, press _____ + _____ + _____ + _____.

8. Two apps for advanced users of Window-Eyes include:
 - A. Word Navigation
 - B. Word Advanced Features (previously known as MS Word)