

Using Window-Eyes with Microsoft Excel Webinar Worksheet Answers

1. To move from one column to the next/previous column, press Tab or Shift-Tab. To move from one row to the next/previous row, press Enter or Shift-Enter.

2. To move between worksheets, press Control-Page Up or Control-Page Down.

3. If you want to insert a sheet into the workbook, press Alt-H-I-S.. If you want to delete a sheet from the workbook, press Alt-H-D-S.

4. To have Window-Eyes read a comment that is in a cell, press Alt-Shift-C.

5. To have Window-Eyes read the formula of the current cell, press Alt-Shift-F.

6. To create a row or column header, press Alt-Shift-H.

7. To monitor a specific cell, press Alt-Shift-M.

8. The following keystrokes will also be helpful when using Microsoft Excel:
 - A. Element Properties: Insert-E.
 - B. Page Navigation: Insert-Tab.