

Working with Word 2013 and Window-Eyes: Part 1

Word Keyboard Shortcuts

- Alt: Activates the Ribbon (press again to return to document area)
 - Left/Right: moves to previous/next Tab control in Ribbon
- Tab: moves to the next item in the Lower Ribbon
- Shift-Tab: moves to the previous item in the Lower Ribbon
- Control-Left/Right: moves between item groups in the Lower Ribbon
- Alt-F: File tab (backstage view)
- Control-O: open file
- Control-S: save file (performs save as if the file is untitled)
- Left/Right: move cursor by character
- Up/Down: move cursor by line
- Control-Left/Right: move cursor to previous/next word
- Control-Up/Down: move cursor to previous/next paragraph
- Home/End: move cursor to beginning/end of line
- Control-Home/End: top and bottom of document

Window-Eyes Hotkeys

- Control-Shift-R: read to end
 - Left/Right: skip backward/forward by line during read to end
 - U/D: increase/decrease speech rate during read to end
- Control-NumPad 5: read current line
- Control-NumPad 4: read current character
- Control-NumPad 6: read current word (press twice to spell)
- Control-NumPad 2: read current sentence
- Alt-Apostrophe: next spelling/grammar error
- Alt-Semicolon: previous spelling/grammar error