Working with Word 2013 and Window-Eyes: Part 2

Microsoft Word is the most popular word processor in the world and offers a rich feature set allowing users to edit and create professional quality documents and also includes a number of tools for document collaboration. This worksheet is a supplemental resource for the Word 2013 part 2 webinar and includes the training's learning objectives as well as several review questions designed to help reinforce helpful tips and best practices for working with Word 2013 and Window-Eyes.

Learning Objectives

- Identify what information is available via the Speak Summary hot key
- Learn how to use the Page Navigation dialog to review and navigate among various elements in a document
- Learn how to successfully navigate a document with columns
- Learn how to use the Element Properties dialog to display additional information about the current document element
- Learn how to use Attribute Changes to automatically identify changes in text font, size, color and style
- Learn how to use Format Alert to identify when text is indented or when there are extra spaces in a document
- Learn how to use the Comments feature to add accessible annotations to a document
- Learn how to use Track Changes and Revisions to aid document editing and collaboration

Review Questions

1. What information is provided when you press the Speak Summary Window-Eyes hotkey while in a document?

   Answer: current page number, any header and footer info, column info, view mode, and document name (pressing a second time will provide

the element count for document elements such as comments, hyperlinks, revisions, objects, etc.)

2. What is the default Window-Eyes hotkey to display the Page Navigation dialog?

   Answer: Insert-Tab

3. What document elements can the Page Navigation dialog list and what are the corresponding accelerator keys to list each element?

   Answer: comments (Alt-M), hyperlinks (Alt-H), bookmarks (Alt-B), footnotes (Alt-F), endnotes (Alt-E), objects (Alt-J), revisions (Alt-R), form fields (Alt-O), spelling errors (Alt-L), grammatical errors (Alt-G)

4. If Window-Eyes announces that you are in a multi column section of a document, what Window-Eyes hot keys should you use to read the document line by line to ensure that text in the other columns is not skipped?

   Answer: Alt-Comma and Alt-Period (previous and next line)

5. What is the default hot key to display the Element properties dialog?

   Answer: Insert-E

6. What information is provided by the Element Properties dialog?

   Answer: font size, text color, text attributes, font name, style, line spacing, justification, borders, shading, text orientation

7. If you want Window-Eyes to automatically announce changes in font name, font style, font size and font color, what feature should you toggle on and what is the default hot key to do so?

   Answer: Attribute Changes (Windows-A)

8. If you want Window-Eyes to automatically announce if two or more spaces exist on a line, offsets from the left margin and tab spacing, what feature should you toggle on and what is the default hot key to do so?

   Answer: Format Alert (Insert-5)

9. What is the sequence of keyboard shortcuts to add a new comment into the current document and what key can you press to leave the comment balloon and return to the document?

   Answer: Alt-R, C to insert a comment, ESC to leave the comment

10. Once you place focus on a section of text in the document associated with a comment using the Page Navigation dialog, how can you edit or delete the comment?

    Answer: Open the context menu by pressing the Applications key (or Shift-F10), Down Arrow to Edit Comment or Delete Comment and press Enter.

11. What is the sequence of keyboard shortcuts to toggle Track Changes?

    Answer: Alt-R, G

12. What are the Window-Eyes hot keys for navigating to revisions?

    Answer: Alt-Left Bracket and Alt-Right Bracket (previous and next)

13. Once you place focus on a revision in the document associated using the Page Navigation dialog or hot keys, how can you accept or reject the revision?

    Answer: Open the context menu by pressing the Applications key (or Shift-F10), Down Arrow to Accept or Reject <revision type> and press Enter.