

Working with Word 2013 and Window-Eyes: Part 1

Microsoft Word is the most popular word processors 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 training webinar and includes the learning objectives, keystrokes as well as several review questions to help reinforce helpful tips and best practices for working with Word 2013 and Window-Eyes.

Learning Objectives

- Identify the Start Screen and understand its purpose
- Identify the Ribbon and understand its purpose
- Review how to access and navigate the Ribbon
- Learn how to configure Word to not show the Start Screen at startup
- Learn how to configure Word to don't show the Backstage view when opening and saving documents
- Review how to open and save documents
- Review how to navigate through a document
- Learn how to use the Read To End command
- Learn how to read relative to the cursor
- Learn how to spell check a document using Window-Eyes hot keys

Review Questions

1. When in the document area in Word, what key can you press to move to the Ribbon?

Answer: Alt

2. What are the default Tabs controls displayed in the Ribbon?

Answer: Home, Insert, Design, Page Layout, References, Mailings, Review, View

3. What is the name of the view that is displayed when you open the File tab?

Answer: Backstage

4. What sequence of keystrokes do you press to access Options?

Answer: Alt-F, T

5. Under the General category in Options, what checkbox should you uncheck to make Word display a blank document on application startup?

Answer: Show the Start Screen when the application starts

6. After selecting a Tab control in the Ribbon, what key is used to move into the Lower Ribbon and is also used to move sequentially through the items in the Lower Ribbon?

Answer: Tab

7. What keyboard shortcut do you press to move to the next/previous group of items in the Lower Ribbon?

Answer: Control-Left/Right

8. Under the Save category in Options, what checkbox should you uncheck to make Word display the Open/Save file dialog when you press Control-O or Control-S?

Answer: Don't show the Backstage when opening or saving documents

9. What is the sequence of keyboard shortcuts to open the Save As dialog?

Answer: Alt-F, A, B

10. What is the Window-Eyes hot key for Read to End?

Answer: Control-Shift-R

11. If you need for Window-Eyes to repeat the last line spoken during a Read to End, what key can you press?

Answer: Left Arrow

12. What is the Window-Eyes hot key to read the current sentence?

Answer: Control-NumPad 2

13. What are the Window-Eyes hot keys for next/previous spelling or grammar error?

Answer: Alt-Semicolon/Apostrophe

14. After locating a spelling error a document, what key do you press to open a context menu containing a list of spelling suggestions?

Answer: Applications key

15. What Window-Eyes hot key can you press to spell the current suggestion in the context menu?

Answer: Control-NumPad 5 (pressed twice)