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## Basic Windows Commands

Windows key opens the start button

Windows key + e brings up windows File explorer

Windows key + M minimizes all open applications

Windows key + r brings up the run dialog box

Windows key + t moves to the task bar

Windows key + b moves to the system tray

Windows key + d shows desktop

Windows key + up arrow maximizes the active window

Windows key + down arrow minimizes the active window

Windows key + left arrow will move active window to cover half of the screen vertically to the left of the monitor. You may have to press the command more than once.

windows key + right arrow will move the active window to cover the right half vertically of the monitor. You may have to press the command more than once to make this happen.

## File management

Ctrl + N Opens a new document.

Ctrl + O brings up the open dialog box

Ctrl+ s brings up the save dialog box or saves the currently name document.

Ctrl+ W closes the current document.

Ctrl+ f12 brings up the open dialog box

F12 brings up the save as dialog box.

Ctrl+ P brings up the print dialog box

Ctrl-F2 = Opens print preview.

Ctrl + F6 toggles between all open Word documents ignoring all other applications

Ctrl-F1 = Hides/reveals the ribbon.

Ctrl-Enter = Page break.

F7 = Spelling and Grammar

Shift-F7 = Thesaurus

## Cursor Movement keys

Home key moves to the start of the current line of text  
Ctrl + home moves to the top of the current document  
End key moves to the far right of the current line of text  
Ctrl + end moves cursor to the very end of the document  
Left arrow. Moves to the left one character at a time  
Right arrow. Moves one character to the right.  
Ctrl + left arrow. Moves one word to the left.  
Ctrl + right arrow Moves to the right one word.  
Up arrow moves up one line  
Down arrow moves down one line  
Ctrl + up arrow moves up one paragraph  
Ctrl + down arrow moves down one paragraph  
Page up moves up one screen  
Page down moves down one screen  
Ctrl + page up moves up one printed page  
Ctrl + page down moves down one printed page

## Selection Key Commands

Ctrl + a selects entire document  
Shift + ctrl + end selects text from current cursor position to end of document  
Shift + ctrl + home selects text to the top of the document from current cursor position  
Shift + home selects text from cursor position to start of line  
Shift + end selects text from cursor position to end of line  
Shift + left arrow selects one character to the left.  
Shift + right arrow selects one character to the right.  
Shift + Ctrl + left arrow selects one word to the left.  
Shift + ctrl + right arrow selects one word to the right.  
Shift + up arrow selects previous line of text  
Shift + down arrow selects next line of text  
Shift + ctrl + up arrow selects previous paragraph

Shift + ctrl + down arrow selects next paragraph

Shift + page up selects previous screen of text

Shift + page down selects next screen of text

Shift + ctrl + page up selects previous printed page of text

Shift + ctrl + page down selects next printed page of text

## Text alignment commands

Ctrl + e centers selected text

Ctrl + l left aligns selected text

Ctrl + j justifies selected text

Ctrl + r right aligns selected text

Ctrl + q sets alignment to default (left alignment)

## Undo and redo commands

Ctrl + z undoes last action

Ctrl + y is a redo of the last action

## Text formatting commands

**Ctrl + b toggles bold on and off for selected text**

*Ctrl + I toggles italics on and off for selected text*

Ctrl + u toggles underline on and off for selected text

Ctrl + shift + w underlines only the words for the text selected

Ctrl + shift + d double underlines the selected text

Ctrl + d brings up the font dialog box

Ctrl + shift + p brings up font dialog box with focus set to size list box

Ctrl + shift + f brings up font dialog box with focus set to font type list

Ctrl + right bracket increases the font size by one point with each press of the command

Ctrl + left bracket decreases the font size by one point with each press of the command

Ctrl + shift + period increases the size of the font by the number of preset point sizes with each press of the command

Ctrl + shift + comma decreases the size of the font by the number of preset point sizes with each press of the command

Ctrl + shift + a toggles all uppercase on and off for selected text

Ctrl + shift + k toggles small caps on and off for selected text

Ctrl-Equal sign Subscript.

Ctrl-Plus = Superscript.

Ctrl-T inserts a hanging indent.

Ctrl -shift -t removes the hanging indent

Ctrl + m creates a right indent. The indent increases with each press of the command

Shift + F3 toggles the selected text as follows.

First letter to upper case

All letters to upper case

All letters to lower Case

Shift + alt + Up arrow will allow you to move the paragraph up with each press of the command

Shift + alt + down arrow will allow you to move the paragraph down with each press of the command

## Heading Creation

Ctrl + alt + number row 1 creates a heading at level one for the selected text

Ctrl + alt + number row 2 creates heading level two for selected text

Ctrl + alt + number row 3 creates level three heading for the selected text

Ribbon Layout

## Verbal Diagram for the Ribbon in Word 2016

### Home tab

#### Clipboard group

Paste button (Alt H V)

Cut button (Alt H X)

Author: greg green

Copy button (Alt H C)  
Format Painter (Alt H Z L)  
Office Clipboard ... button (Alt H F O)

### Font group

Font: edit combo (Alt H F F)  
Font Size: edit combo (Alt H F S)  
Grow Font button (Alt H F G)  
Shrink Font button (Alt H F K)  
Change Case submenu (Alt H 7)  
Clear Formatting button (Alt H E)  
Bold button (Alt H 1)  
Italic button (Alt H 2)  
Underline split button (Alt H 3)  
Strikethrough button (Alt H 4)  
Subscript button (Alt H 5)  
Superscript button (Alt H 6)  
Text Effects and Typography submenu (Alt H F T)  
Text Highlight Color split button (Alt H I)  
Font Color split button (Alt H F C)  
Font ... button (Alt H F N)

### Paragraph group

Bullets split button (Alt H U)  
Numbering split button (Alt H N)  
Multilevel List submenu (Alt H M)  
Decrease Indent button (Alt H A O)  
Increase Indent button (Alt H A I)  
Sort ... button (Alt H S O)  
Show All non-print marks button (Alt H 8)  
Align Left button (Alt H A L)

Center button (Alt H A C)  
Align Right button (Alt H A R)  
Justify button (Alt H A J)  
Line and Paragraph Spacing submenu (Alt H K)  
Shading split button (Alt H H)  
Borders split button (Alt H B)  
Paragraph ... button (Alt H P G)

### Styles group

Styles button (Alt H L)  
Styles ... button (Alt H F Y)

### Edit group

Find split button (Alt H F D)  
Replace ... button (Alt H R)  
Select submenu (Alt H S L)

## Insert tab

### Pages group

Cover Page submenu (Alt N V)  
Blank Page button (Alt N N P)  
Page Break button (Alt N B)

### Tables group

Table submenu (Alt N T)

### Illustrations group

Pictures ... button (Alt N P)  
Online Pictures ... button (Alt N F)  
Shapes submenu (Alt N S H)  
SmartArt ... button (Alt N M)  
Chart ... button (Alt N C)  
Screenshot button (Alt N S C)

### Apps group

Store button (Alt N A S)



My Apps split button (Alt N A P)

Wikipedia button (Alt N A 1)

## Media Group

Online Video ... button (Alt N N V)

## Links group

Hyperlink ... button (Alt N I)

Bookmark ... button (Alt N K)

Cross-reference ... button (Alt N R F)

## Comments group

Comment button (Alt N L)

## Header & Footer group

Header submenu (Alt N H)

Footer submenu (Alt N O)

Page Number submenu (Alt N N U)

## Text group

Text Box submenu (Alt N X)

Quick Parts submenu (Alt N Q)

WordArt submenu (Alt N W)

Drop Cap submenu (Alt N R C)

Signature Line split button (Alt N G)

Date and Time ... button (Alt N D)

Object ... split button (Alt N J)

## Symbols group

Equation split button (Alt N E)

Symbol submenu (Alt N U)

## Design tab

### Document Formatting group

Themes submenu (Alt G T H)

Style Set button (Alt G S)

Colors submenu (Alt G T C)

Fonts submenu (Alt G T F)  
Paragraph Spacing submenu (Alt G P S)  
Effects submenu (Alt G T E)  
Set as Default button (Alt G D)

### Page Background group

Watermark submenu (Alt G P W)  
Page Color submenu (Alt G P C)  
Page Borders ... button (Alt G P B)

## Layout tab

### Page Setup group

Margins submenu (Alt P M)  
Orientation submenu (Alt P O)  
Size submenu (Alt P S Z)  
Columns submenu (Alt P J)  
Breaks (Alt P B)  
Line Numbers submenu (Alt P L N)  
Hyphenation submenu (Alt P H)  
Page Setup ... button (Alt P S P)

### Paragraph group

Indent Left edit combo (Alt P I L)  
Indent Right edit combo (Alt P I R)  
Spacing Before edit combo (Alt P S B)  
Spacing After edit combo (Alt P S A)  
Paragraph ... button (Alt P P G)

### Arrange group

Position submenu (Alt P P O)  
Wrap Text submenu (Alt P T W)  
Bring Forward split button (Alt P A F)  
Send backward split button (Alt P A E)  
Selection Pane ... button (Alt P A P)

- Align submenu (Alt P A A)
- Group submenu (Alt P A G)
- Rotate submenu (Alt P A Y)

## References tab

### Table of Contents group

- Table of Contents submenu (Alt S T)
- Add Text submenu (Alt S A)
- Update Table ... button (Alt S U)

### Footnotes group

- Insert Footnote button (Alt S F)
- Insert Endnote button (Alt S E)
- Next Footnote split button (Alt S O)
- Show Notes button (Alt S H)
- Footnote and Endnote Dialog ... button (Alt S Q)

### Citations and Bibliography group

- Insert Citation submenu (Alt S C)
- Manage Sources ... button (Alt S M)
- Style: edit combo (Alt S L)
- Bibliography submenu (Alt S B)

### Captions group

- Insert Caption ... button (Alt S P)
- Insert Table of Figures ... button (Alt S G)
- Update Table button (Alt S V)
- Cross-reference ... button (Alt S R F)

### Index group

- Mark Entry ... button (Alt S N)
- Insert Index ... button (Alt S X)
- Update Index button (Alt S D)

### Table of Authorities group

- Mark Citation ... button (Alt S I)

Insert Table of Authorities ... button (Alt S R T)

Update Table button (Alt S R U)

## Mailings tab

### Create group

Envelopes ... button (Alt M E)

Labels ... button (Alt M L)

### Start group

Start Mail Merge submenu (Alt M S)

Select Recipient submenu (Alt M R)

Edit Recipient List ... button (Alt M D)

### Write and Insert Fields group

Highlight Merge Fields button (Alt M H)

Address Block ... button (Alt M A)

Greeting Line button (Alt M G)

Insert Merge Field split button (Alt M I)

Rules submenu (Alt M U)

Match Fields ... button (Alt M T)

Update Labels button (Alt M B)

### Results group

Preview Results button (Alt M P)

First button (Alt M Q)

Previous button (Alt M M)

Record: (Alt M W)

Next button (Alt N X)

Last button (Alt N V)

Find Recipient ... button (Alt M J)

Check for Errors ... button (Alt M K)

### Finish group

Finish and Merge submenu (Alt M F)

## Review tab

### Proofing group

Spelling and Grammar button (Alt R S)

Define button (Alt R I)

Thesaurus ... button (Alt R E)

Word Count button (Alt R W)

### Language group

Translate sub menu (Alt R L)

Language submenu (Alt R U)

### Comments group

New Comment button (Alt R C)

Delete split button (Alt R D)

Previous button (Alt R V)

Next button (Alt R N)

Show Comments button (Alt R K)

### Tracking group

Track Changes split button (Alt R G)

Display for Review combo box (Alt R T D)

Show Markup submenu (Alt R T M)

Reviewing Pane split button (Alt R T P)

Changing Tracking Options ... button (Alt R O)

### Changes group

Accept and Move to Next split button (Alt R A)

Reject and Move to Next split button (Alt R J)

Previous button (Alt R F)

Next button (Alt R H)

### Compare

Compare submenu (Alt R M)

### Protect group

Block Authors split button (Alt R P B)

Restrict editing button (Alt R P E)

## View tab

### Views group

Read Mode button (Alt W F)

Print Layout button (Alt W P)

Web Layout button (Alt W L)

Outline button (Alt W U)

Draft button (Alt W E)

### Show group

Ruler check box (Alt W R)

Gridlines check box (Alt W G)

Navigation Pane check box (Alt W K)

### Zoom group

Zoom ... button (Alt W Q)

100% button (Alt W J)

One Page button (Alt W 1)

Multiple Pages button (Alt W 2)

Page Width button (Alt W I)

### Window group

New Window button (Alt W N)

Arrange All button (Alt W A)

Split button (Alt W S)

View Side by Side button (Alt W B)

Synchronous Scrolling button (Alt W V S)

Reset Window Position button (Alt W T)

Switch Windows submenu (Alt W W)

### View Macros

View Macros split button (Alt F8)

## Add-Ins tab

### Commands group

Send to Bluetooth button (Alt X Y 2)

Ctrl + shift + m decreases the right indent with each press of the command

## JAWS Commands For Word

Shift + alt + L places all incorrect spelled words in a dialog box

JAWS key + shift + G places all sentences with a grammatical error in a dialog box

JAWS key + ctrl + w places all words in a dialog box by the number of times used in the document in descending order

JAWS key + F will speak the current formatting of the document at the cursor location

JAWS key + F +F will place the formatting information at the current cursor location into a dialog box. At this point you can use your reading keys to review the information.

JAWS key + Z will turn on quick keys. This will allow you to move thru the document using various letters such as H to move from Heading to heading, or T to find tables etc. press the command a second time to exit quick keys mode

JAWS key + space bar + A will turn on Text Analyzer this will allow you to move thru the document one line at a time to review and correct any errors. Invoke the command a second time to turn off Text Analyzer

JAWS key + R will turn on Research it. If you have a word selected you can then get the definition of that word

JAWS key + number row 4 brings up a list of special characters to choose from. Such as trade mark sign, copy right sign etc.

JAWS key + space bar + c will bring up a dialog box with all the items that are currently on the clip board

JAWS key + W will bring up a window with commands that are useful for the current active application

Jaws key + ctrl +F will bring up the JAWS find dialog box. Fill in the search string and press alt + f to find the first occurrence of the string then JAWS key + F3 to continue searching the remainder of the document.

Jaws key + insert key will tell you exactly where the cursor is on the current line. Very useful when you are not sure where you will be typing text.

Jaws key + delete key will read all items on the status bar.