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# BACKGROUND AND RATIONALE

## Disclaimer Information

### Disclaimer

#### General

We have extracted the keyboard shortcuts contained in this document from the Microsoft Office document, "Keyboard shortcuts for Microsoft Word." We have duplicated this information for ease of access, but have not verified that the keystrokes are compatible with JAWS or MAGic. The keyboard shortcuts described in this document refer to the U.S. QWERTY keyboard layout. For keyboard shortcuts in which you press two or more keys simultaneously, we show the keys to press separated by a plus sign (+). For keyboard shortcuts in which you press one key immediately followed by another key, we show the keys to press separated by a comma (,).

**Note**: This material focuses only on keystrokes relevant to Microsoft Office Word 2010. For keystrokes that are common throughout the Microsoft Office 2010 Suite, see the following training document, **“Keystrokes Common Throughout the Microsoft Office 2010 Suite”** located on the Office of Learning (OL) [Visual Impairment Curriculum](http://learning.ba.ssa.gov/OL/ewd/JAWSCurriculum.asp) page.

# Objective 1:

## Word 2010 Keyboard Shortcuts

### Common Tasks in Microsoft Office Word 2010

#### General

Create a nonbreaking space = CTRL+SHIFT+SPACEBAR

Create a nonbreaking hyphen = CTRL+SHIFT + HYPHEN

Make letters bold = CTRL+B

Make letters italic = CTRL+I

Make letters underline = CTRL+U

Decrease font size one value = CTRL+SHIFT+<

Increase font size one value = CTRL+SHIFT+>

Decrease font size 1 point = CTRL+[

Increase font size 1 point = CTRL+]

Remove paragraph or character formatting = CTRL+SPACEBAR

Copy the selected text or object = CTRL+C

Cut the selected text or object = CTRL+X

Paste text or an object = CTRL+V

Paste special = CTRL+ALT+V

Paste formatting only = CTRL+SHIFT+V

Undo the last action = CTRL+Z

Redo the last action = CTRL+Y

Open the Word Count Dialog box = CTRL+SHIFT+G

### Working with Documents and Web Pages

#### Create, View, and Save Documents

Create a new document of the same type as the current or most recent document = CTRL+N

Open a document = CTRL+O

Close a document = CTRL+W

Split the document window = ALT+CTRL+S

Remove the document window split = ALT+SHIFT+C or ALT+CTRL+S

Save a document = CTRL+S

#### Find, Replace, and Browse through Text

Open the Navigation task pane to search document = CTRL+F

Repeat find (after closing Find and Replace window) = ALT+CTRL+Y

Replace text, specific formatting, and special items = CTRL+H

Go to a page, bookmark, footnote, table, comment, graphic, or other location = CTRL+G

Switch between the last four places that you have edited = ALT+CTRL+Z

Open a list of browse options. Press the ARROW KEYS to select an option, and then press ENTER to browse through a document by using the selected option = ALT+CTRL+HOME

Move to the previous browse object (set in browse options) = CTRL+PAGE UP

Move to the next browse object (set in browse options) = CTRL+PAGE DOWN

#### Switch to another View

Switch to Print Layout view = ALT+CTRL+P

Switch to Outline view = ALT+CTRL+O

Switch to Draft view = ALT+CTRL+N

#### Outline View

Promote a paragraph = ALT+SHIFT+LEFT ARROW

Demote a paragraph = ALT+SHIFT+RIGHT ARROW

Demote to body text = CTRL+SHIFT+N

Move selected paragraphs up = ALT+SHIFT+UP ARROW

Move selected paragraphs down = ALT+SHIFT+DOWN ARROW

Expand text under a heading = ALT+SHIFT+PLUS SIGN

Collapse text under a heading = ALT+SHIFT+MINUS SIGN

Expand or collapse all text or headings = ALT+SHIFT+A

Hide or display character formatting = the slash (/) key on the numeric keypad

Show the first line of body text or all body text = ALT+SHIFT+L

Show all headings with the Heading 1 style = ALT+SHIFT+1

Show all headings up to Heading n = ALT+SHIFT+n

Insert a tab character = CTRL+TAB

#### Print and Preview Documents

Print a document = CTRL+P

Switch to Print Preview = ALT+CTRL+I

Move around the preview page when zoomed in = ARROW KEYS

Move by one preview page when zoomed out = PAGE UP or PAGE DOWN

Move to the first preview page when zoomed out = CTRL+HOME

Move to the last preview page when zoomed out = CTRL+END

#### Review Documents

Insert a comment = ALT+CTRL+M

Turn change tracking on or off = CTRL+SHIFT+E

Close the Reviewing Pane if it is open = ALT+SHIFT+C

#### Full Screen Reading View

Note: Some screen readers may not be compatible with Full Screen Reading view.

Go to beginning of document = HOME

Go to end of document = END

Go to page n = n (number), ENTER

Exit Reading Layout View = ESC

#### References, Footnotes, and Endnotes

Mark a table of contents entry = ALT+SHIFT+O

Mark a table of authorities entry (citation) = ALT+SHIFT+I

Mark an index entry = ALT+SHIFT+X

Insert a footnote = ALT+CTRL+F

Insert an endnote = ALT+CTRL+D

#### Work with Web Pages

Insert a hyperlink = CTRL+K

Go back one page = ALT+LEFT ARROW

Go forward one page = ALT+RIGHT ARROW

Refresh = F9

### Edit and Move Text and Graphics

#### Delete Text and Graphics

Delete one character to the left = BACKSPACE

Delete one word to the left = CTRL+BACKSPACE

Delete one character to the right = DELETE

Delete one word to the right = CTRL+DELETE

Cut selected text to the Office Clipboard = CTRL+X

Undo the last action = CTRL+Z

Cut to the Spike = CTRL+F3

#### Copy and Move Text and Graphics

Open the Office Clipboard = Press ALT+H to move to the Home tab, and then press F, O

Copy selected text or graphics to the Office Clipboard = CTRL+C

Cut selected text or graphics to the Office Clipboard = CTRL+X

Paste the most recent addition or pasted item from the Office Clipboard = CTRL+V

Move text or graphics once = F2 (then move the cursor and press ENTER)

Copy text or graphics once = SHIFT+F2 (then move the cursor and press ENTER)

When text or an object is selected, open the Create New Building Block dialog box = ALT+F3

When the building block — for example, a SmartArt graphic — is selected, display the shortcut menu that is associated with it = SHIFT+F10

Cut to the Spike = CTRL+F3

Paste the Spike contents = CTRL+SHIFT+F3

Copy the header or footer used in the previous section of the document = ALT+SHIFT+R

#### Insert Special Characters

A field = CTRL+F9

A line break = SHIFT+ENTER

A page break = CTRL+ENTER

A column break = CTRL+SHIFT+ENTER

An em dash = ALT+CTRL+MINUS SIGN

An en dash = CTRL+MINUS SIGN

An optional (soft) hyphen = CTRL+HYPHEN

A nonbreaking hyphen = CTRL+SHIFT+HYPHEN

A nonbreaking space = CTRL+SHIFT+SPACEBAR

The copyright symbol = ALT+CTRL+C

The registered trademark symbol = ALT+CTRL+R

The trademark symbol = ALT+CTRL+T

An ellipsis = ALT+CTRL+PERIOD

A single opening quotation mark = CTRL+` (GRAVE), ` (GRAVE)

A single closing quotation mark = CTRL+' (APOSTROPHE), ' (APOSTROPHE)

Double opening quotation marks = CTRL+` (single quotation mark), SHIFT+' (single quotation mark)

Double closing quotation marks = CTRL+' (single quotation mark), SHIFT+' (single quotation mark**)**

An AutoText entry = ENTER (after you type the first few characters of the AutoText entry name and when the ScreenTip appears)

#### Insert Characters using Character Codes

Insert the Unicode character for the specified Unicode (hexadecimal) character code. For example, to insert the euro currency symbol (€), type 20AC, and then hold down ALT and press X. The character code, ALT+X

Find out the Unicode character code for the selected character = ALT+X

Insert the ANSI character for the specified ANSI (decimal) character code. For example, to insert the euro (€) currency symbol, hold down ALT and press 0128 on the numeric keypad. ALT+ the character code (on the numeric keypad)

#### Select Text and Graphics

Select text by holding down SHIFT and using the ARROW KEYS to move the cursor

#### Extend a Selection

Turn extend mode on = F8

Select the nearest character = F8, and then press LEFT ARROW or RIGHT ARROW

Increase the size of a selection = F8 (press once to select a word, twice to select a sentence, and so on)

Reduce the size of a selection = SHIFT+F8

Turn extend mode off = ESC

Extend a selection one character to the right = SHIFT+RIGHT ARROW

Extend a selection one character to the left = SHIFT+LEFT ARROW

Extend a selection to the end of a word = CTRL+SHIFT+RIGHT ARROW

Extend a selection to the beginning of a word = CTRL+SHIFT+LEFT ARROW

Extend a selection to the end of a line = SHIFT+END

Extend a selection to the beginning of a line = SHIFT+HOME

Extend a selection one line down = SHIFT+DOWN ARROW

Extend a selection one line up = SHIFT+UP ARROW

Extend a selection to the end of a paragraph = CTRL+SHIFT+DOWN ARROW

Extend a selection to the beginning of a paragraph = CTRL+SHIFT+UP ARROW

Extend a selection one screen down = SHIFT+PAGE DOWN

Extend a selection one screen up = SHIFT+PAGE UP

Extend a selection to the beginning of a document = CTRL+SHIFT+HOME

Extend a selection to the end of a document = CTRL+SHIFT+END

Extend a selection to the end of a window = ALT+CTRL+SHIFT+PAGE DOWN

Extend a selection to include the entire document = CTRL+A

Select a vertical block of text = CTRL+SHIFT+F8, and then use the ARROW KEYS; press ESC to cancel selection mode

Extend a selection to a specific location in a document = F8+ARROW KEYS; press ESC to cancel selection mode

#### Select Text and Graphics in a Table

Select the next cell's contents = TAB

Select the preceding cell's contents = SHIFT+TAB

Extend a selection to adjacent cells = Hold down SHIFT and press an arrow key repeatedly

Select a column = Use the ARROW KEYS to move to the column's top or bottom cell, and then do one of the following:

* Press SHIFT+ALT+PAGE DOWN to select the column from top to bottom
* Press SHIFT+ALT+PAGE UP to select the column from bottom to top

Extend a selection (or block) = CTRL+SHIFT+F8, and then use the ARROW KEYS; press ESC to cancel selection mode

Select an entire table = ALT+5 on the numeric keypad (with NUM LOCK off)

#### Move through your Document

One character to the left = LEFT ARROW

One character to the right = RIGHT ARROW

One word to the left = CTRL+LEFT ARROW

One word to the right = CTRL+RIGHT ARROW

One paragraph up = CTRL+UP ARROW

One paragraph down = CTRL+DOWN ARROW

One cell to the left (in a table) = SHIFT+TAB

One cell to the right (in a table) = TAB

Up one line = UP ARROW

Down one line = DOWN ARROW

To the end of a line = END

To the beginning of a line = HOME

To the top of the window = ALT+CTRL+PAGE UP

To the end of the window = ALT+CTRL+PAGE DOWN

Up one screen (scrolling) = PAGE UP

Down one screen (scrolling) = PAGE DOWN

To the top of the next page = CTRL+PAGE DOWN

To the top of the previous page = CTRL+PAGE UP

To the end of a document = CTRL+END

To the beginning of a document = CTRL+HOME

To a previous revision = SHIFT+F5

After opening a document, to the location you were working in when the document was last closed = SHIFT+F5

#### Move around in a Table

To the next cell in a row = TAB

To the previous cell in a row = SHIFT+TAB

To the first cell in a row = ALT+HOME

To the last cell in a row = ALT+END

To the first cell in a column = ALT+PAGE UP

To the last cell in a column = ALT+PAGE DOWN

To the previous row = UP ARROW

To the next row = DOWN ARROW

#### Insert Paragraphs and Tab Characters in a Table

New paragraphs in a cell = ENTER

Tab characters in a cell = CTRL+TAB

### Character and Paragraph Formatting

#### Copy Formatting

Copy formatting from text = CTRL+SHIFT+C

Apply copied formatting to text = CTRL+SHIFT+V

#### Change or Resize the Font

**Note**: The following keyboard shortcuts do not work in Full Screen Reading mode.

Open the Font dialog box to change the font = CTRL+SHIFT+F

Increase the font size = CTRL+SHIFT+>

Decrease the font size = CTRL+SHIFT+<

Increase the font size by 1 point = CTRL+]

Decrease the font size by 1 point = CTRL+[

#### Apply Character Formats

Open the Font dialog box to change the formatting of characters = CTRL+D

Change the case of letters = SHIFT+F3

Format all letters as capitals = CTRL+SHIFT+A

Apply bold formatting = CTRL+B

Apply an underline = CTRL+U

Underline words but not spaces = CTRL+SHIFT+W

Double-underline text = CTRL+SHIFT+D

Apply hidden text formatting = CTRL+SHIFT+H

Apply italic formatting = CTRL+I

Format letters as small capitals = CTRL+SHIFT+K

Apply subscript formatting (automatic spacing) = CTRL+EQUAL SIGN

Apply superscript formatting (automatic spacing) = CTRL+SHIFT+PLUS SIGN

Remove manual character formatting = CTRL+SPACEBAR

Change the selection to the Symbol font = CTRL+SHIFT+Q

#### View and Copy Text Formats

Display nonprinting characters = CTRL+SHIFT+\* (asterisk on numeric keypad does not work)

Review text formatting = SHIFT+F1 (then access the text with the formatting you want to review)

Copy formats = CTRL+SHIFT+C

Paste formats = CTRL+SHIFT+V

#### Set the Line Spacing

Single-space lines = CTRL+1

Double-space lines = CTRL+2

Set 1.5-line spacing = CTRL+5

Add or remove one line space preceding a paragraph = CTRL+0 (zero)

#### Align Paragraphs

Switch a paragraph between centered and left-aligned = CTRL+E

Switch a paragraph between justified and left-aligned = CTRL+J

Switch a paragraph between right-aligned and left-aligned = CTRL+R

Left align a paragraph = CTRL+L

Indent a paragraph from the left = CTRL+M

Remove a paragraph indent from the left = CTRL+SHIFT+M

Create a hanging indent = CTRL+T

Reduce a hanging indent = CTRL+SHIFT+T

Remove paragraph formatting = CTRL+Q

#### Apply Paragraph Styles

Open Apply Styles task pane = CTRL+SHIFT+S

Open Styles task pane = ALT+CTRL+SHIFT+S

Start AutoFormat = ALT+CTRL+K

Apply the Normal style = CTRL+SHIFT+N

Apply the Heading 1 style = ALT+CTRL+1

Apply the Heading 2 style = ALT+CTRL+2

Apply the Heading 3 style = ALT+CTRL+3

### Close the Styles Task Pane

#### General

1. If the Styles Task Pane is not selected, press F6 to select it
2. Press CTRL+SPACEBAR
3. Use the ARROW KEYS to select Close, and then press ENTER

### Insert and Edit Objects

#### Insert an Object

1. Press ALT, N, J, and then J to open the Object dialog box
2. Do one of the following:

* Press DOWN ARROW to select an object type, and then press ENTER to create an object
* Press CTRL+TAB to switch to the Create from File tab, press TAB, and then type the file name of the object that you want to insert or browse to the file

#### Edit an Object

1. With the cursor positioned to the left of the object in your document, select the object by pressing SHIFT+RIGHT ARROW
2. Press SHIFT+F10
3. Press the TAB key to get to Object name, press ENTER, and then press ENTER again

#### Insert SmartArt graphics

1. Press and release ALT, N, and then M to select SmartArt
2. Press the ARROW KEYS to select the type of graphic that you want
3. Press TAB, and then press the ARROW KEYS to select the graphic that you want to insert
4. Press ENTER

#### Insert WordArt

1. Press and release ALT, N, and then W to select WordArt
2. Press the ARROW KEYS to select the WordArt style that you want, and then press ENTER
3. Type the text that you want
4. Press ESC to select the WordArt object, and then use the ARROW KEYS to move the object
5. Press ESC again to return to the document

### Mail Merge and Fields

#### Perform a Mail Merge

**Note**: You must be on the Mailings tab to use these keyboard shortcuts.

Preview a mail merge = ALT+SHIFT+K

Merge a document = ALT+SHIFT+N

Print the merged document = ALT+SHIFT+M

Edit a mail-merge data document = ALT+SHIFT+E

Insert a merge field = ALT+SHIFT+F

#### Work with Fields

Insert a DATE field = ALT+SHIFT+D

Insert a LISTNUM field = ALT+CTRL+L

Insert a PAGE field = ALT+SHIFT+P

Insert a TIME field = ALT+SHIFT+T

Insert an empty field = CTRL+F9

Update linked information in a Microsoft Office Word source document = CTRL+SHIFT+F7

Update selected fields = F9

Unlink a field = CTRL+SHIFT+F9

Switch between a selected field code and its result = SHIFT+F9

Switch between all field codes and their results = ALT+F9

Run GOTOBUTTON or MACROBUTTON from the field that displays the field results = ALT+SHIFT+F9

Go to the next field = F11

Go to the previous field = SHIFT+F11

Lock a field = CTRL+F11

Unlock a field = CTRL+SHIFT+F11

### Using the Language Bar

#### Handwriting Recognition

Switch between languages or keyboard layouts = Left ALT+SHIFT

Display a list of correction alternatives = WINDOWS KEY+C

Turn handwriting on or off = WINDOWS KEY+H

Turn Japanese Input Method Editor (IME) on 101 keyboard on or off = ALT+~

Turn Korean IME on 101 keyboard on or off = Right ALT

Turn Chinese IME on 101 keyboard on or off = CTRL+SPACEBAR

#### User Tips:

You can choose the key combination for switching between languages or keyboard layouts in the Advanced Key Setting dialog box. To open the Advanced Key Setting dialog box, right-click the Language bar, and then access Settings. Under Preferences, access Key Settings.

The WINDOWS KEY is available on the bottom row of keys on most keyboards.

### Function Key Reference

#### Function Keys

Get Help or visit Microsoft Office.com = F1

Move text or graphics = F2

Repeat the last action = F4

Choose the Go To command (Home tab) = F5

Go to the next pane or frame = F6

Choose the Spelling command (Review tab) = F7

Extend a selection = F8

Update the selected fields = F9

Show KeyTips = F10

Go to the next field = F11

Choose the Save As command = F12

#### SHIFT+Function Key

Start context-sensitive Help or reveal formatting = SHIFT+F1

Copy text = SHIFT+F2

Change the case of letters = SHIFT+F3

Repeat a Find or Go To action = SHIFT+F4

Move to the last change = SHIFT+F5

Go to the previous pane or frame (after pressing F6) = SHIFT+F6

Choose the Thesaurus command (Review tab, Proofing group) = SHIFT+F7

Reduce the size of a selection = SHIFT+F8

Switch between a field code and its result = SHIFT+F9

Display a shortcut menu = SHIFT+F10

Go to the previous field = SHIFT+F11

Choose the Save command = SHIFT+F12

#### CTRL+Function Key

Expand or collapse the Ribbon = CTRL+F1

Choose the Print Preview command = CTRL+F2

Cut to the Spike = CTRL+F3

Close the window = CTRL+F4

Go to the next window = CTRL+F6

Insert an empty field = CTRL+F9

Maximize the document window = CTRL+F10

Lock a field = CTRL+F11

Choose the Open command = CTRL+F12

#### CTRL+SHIFT+Function Key

Insert the contents of the Spike = CTRL+SHIFT+F3

Edit a bookmark = CTRL+SHIFT+F5

Go to the previous window = CTRL+SHIFT+F6

Update linked information in an Office Word 2010 source document = CTRL+SHIFT+F7

Extend a selection or block = CTRL+SHIFT+F8, and then press an ARROW KEY

Unlink a field = CTRL+SHIFT+F9

Unlock a field = CTRL+SHIFT+F11

Choose the Print command = CTRL+SHIFT+F12

#### ALT+Function Key

Go to the next field = ALT+F1

Create a new Building Block = ALT+F3

Exit Office Word 2010 = ALT+F4

Restore the program window size = ALT+F5

Move from an open dialog box back to the document, for dialog boxes such as Find and Replace that support this behavior = ALT+F6

Find the next misspelling or grammatical error = ALT+F7

Run a macro = ALT+F8

Switch between all field codes and their results = ALT+F9

Display the Selection and Visibility task pane = ALT+F10

Display Microsoft Visual Basic code = ALT+F11

#### ALT+SHIFT+Function Key

Go to the previous field = ALT+SHIFT+F1

Choose the Save command = ALT+SHIFT+F2

Display the Research task pane = ALT+SHIFT+F7

Run GOTOBUTTON or MACROBUTTON from the field that displays the field results = ALT+SHIFT+F9

Display a menu or message for an available action = ALT+SHIFT+F10

Choose Table of Contents button in the Table of Contents container when the container is active

#### CTRL+ALT+Function Key

Display Microsoft System Information = CTRL+ALT+F1

Choose the Open command = CTRL+ALT+F2

### JAWS Keystrokes for Word

#### Navigation Quick Keys

To turn on Navigation Quick Keys, press INSERT+Z. This keystroke toggles Navigation Quick Keys on and off. Press ALT+DELETE to determine if Navigation Quick Keys are enabled. You can use the SHIFT key in combination with most of the Navigation Quick Keys to move to the previous element type of that document. For example, while the A keystroke moves to the next grammatical error, the SHIFT+A keystroke will jump to the previous grammatical error in a Word document. You cannot use the Navigation Quick Keys A and M while you are using the Say All command. When you open a Ribbon, menu, or dialog box in Word, JAWS automatically turns off Navigation Quick Keys. You can always change the current Quick Key value using the Navigation Quick Key Manager.

Next Grammatical Error = A

Next Bookmark = B

Next Endnote = D

Next Form Field = F

Next Graphic = G

Next Heading = H

Next Misspelled Word = M

Next Comment = N

Next Footnote = O

Next Paragraph = P

Next Revision (when using Track Changes) = R

Next Section = S

Next Table = T

Next Word in Word Index List = W

Move forward out of a table or list = >

Move backward out of a table or list = <

Next Page = SPACEBAR

Previous Page = BACKSPACE

#### Formatting

Move to style bar = CTRL+SHIFT+S

Select next heading style = ALT+SHIFT+RIGHT ARROW

Select prior heading style = ALT+SHIFT+LEFT ARROW

Point Size = CTRL+SHIFT+P

Insert and Overtype mode = ALT+CTRL+I

Copy formatting of selected text = CTRL+SHIFT+C

Paste Formatting = CTRL+SHIFT+V

#### Informational Keystrokes

Say character formatting = INSERT+F

Say font color = INSERT+5

Say line and column = INSERT+DELETE

Say cursor position = ALT+DELETE

Describe border of text = ALT+SHIFT+B

Convert shape to text readable by JAWS = ALT+SHIFT+C

Say Word version = CTRL+INSERT+V

Say language in use = ALT+CTRL+A

Read misspelled word and suggestion = INSERT+F7

Announce Comment = ALT+SHIFT+APOSTROPHE

Announce Footnotes or Endnotes = ALT+SHIFT+E

Say Current Scheme Name = ALT+INSERT+Q

Open Virtual Viewer and view list of comments, footnotes, endnotes, or revisions in current document = WINDOWS Key+SEMICOLON

#### Lists

List bookmarks = INSERT+ALT+B

List comments = CTRL+SHIFT+APOSTROPHE

List endnotes = INSERT+SHIFT+E

List footnotes = INSERT+SHIFT+F

List grammatical errors = INSERT+SHIFT+G

List headings = INSERT+F6

List hyperlinks = INSERT+F7

List inline objects = CTRL+SHIFT+O

List revisions = INSERT+SHIFT+R

List smart tags = INSERT+ALT+SHIFT+S

List spelling errors = ALT+SHIFT+L

#### Tables

Read table column = WINDOWS Key+PERIOD

Read next column = WINDOWS Key+ALT+RIGHT ARROW

Read prior column = WINDOWS Key+ALT+LEFT ARROW

Say column title = ALT+1

Note: This is a Table Layer keystroke. You must first press INSERT+SPACEBAR, followed by T to make the table layer active. You can then press ALT+1 to read the first cell in the column.

Read table row = WINDOWS Key+COMMA or WINDOWS Key+NUM PAD 5

Read next row = WINDOWS Key+ALT+DOWN ARROW

Read prior row = WINDOWS Key+ALT+UP ARROW

Say row title = ALT+INSERT+SHIFT+R

Say first cell in row = ALT+7

**Note**: This is a Table Layer keystroke. You must first press INSERT+SPACEBAR, followed by T to make the table layer active. You can then press ALT+7 to read the first cell in the column.

Select first cell in a table = INSERT+CTRL+T

Toggle revision detection on or off = INSERT+ALT+R

#### Forms

Move focus to first field in a form = CTRL+INSERT+HOME

Read Field Contents = CTRL+INSERT+NUM PAD 5

Select a field = INSERT+F5

Create Custom Label = CTRL+INSERT+TAB

#### Outline View

Show Heading 1 = ALT+SHIFT 1

Show Heading 2 = ALT+SHIFT 2

Show Heading 3 = ALT+SHIFT 3

Show Heading 4 = ALT+SHIFT 4

Show Heading 5 = ALT+SHIFT 5

Show Heading 6 = ALT+SHIFT 6

Show Heading 7 = ALT+SHIFT 7

Toggle between all headings only = ALT+SHIFT+A

Heading to Prior Level = ALT+SHIFT+LEFT ARROW

Heading to Next Level = ALT+SHIFT+RIGHT ARROW

Move Heading Up = ALT+SHIFT+UP ARROW

Move Heading Down = ALT+SHIFT+DOWN ARROW

#### Marking a Place in a Document

Set Marked Place = CTRL+WINDOWS Key+K

Return to Marked Place = Windows Key+K

Select Text Between Marked Place and Cursor Position = INSERT+SPACEBAR, M

# glossary

## Office Word 2010 Glossary

### Office Word 2010 Glossary

#### Office Word 2010

**Building Block**: A building block, a new feature in Office Word, is a predesigned piece of content that you can insert into a document repeatedly instead of recreating each time.

**Digital Signature**: An electronic signature that you can use to authenticate the identity of the signatory of documents. You can also use a digital signature to ensure that the original content of documents is unchanged.

**Document Inspector Dialog Box**: A dialog box used to check all the options you require to finalize your document.

**Document Map**: A feature that lists the section headers defined in a document.

**Edit**: An option that you can use to change the view of a document from the read mode to the edit mode.

**Equation Builder**: An out-of-the-box feature available in Office Word 2010 that you can use to insert and format equations.

**Full Screen Reading**: An additional viewing option that provides better onscreen readability.

**Inspect Document**: A feature that you can use to remove text that is not required, metadata, and hidden text, or any confidential information from a document.

**Quick Styles**: A gallery of predefined styles that you can use to quickly apply formatting styles to the selected text in a document.

**Reading Tools**: Additional tools available in Full Screen Reading. You can use Reading Tools to search for words from various reference sources, add comments to selected text, and display a Document Map.

**Table Templates**: A collection of various formats or styles of tables that you can use for creating tables or for quickly applying to existing tables.

**Tri-pane Review Panel**: A pane that displays the source document, the changed version, and a merged view of both these documents when you compare multiple versions of a document by using the Compare feature.

**View Options**: A feature available on the status bar that facilitates better onscreen readability.

# FEEDBACK SHEET

Request to the instructor:

As you use this training package, please document errors, omissions, and revisions and notify us of any required editing. At the completion of this segment, you should mail this form to the address on the next page.

**Source of report:**

Location of training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timeframes:**

How much time did it take to present this material?

**Topics:**

Is there any material in the lesson that is covered but not relevant to your position that we should remove? If so, what?

Can you identify any topic not covered in this lesson that should be included?

**Complexity level:**

Are there any lessons that appear either too simple or too complex? Which ones? Why?

**Testing:**

How would you rate the usefulness of the tests and exercises?

1 2 3 4 5

Irrelevant Adequate Quite Helpful

Please note your corrections below or attach a photocopy of corrected pages.

Page # Correction Needed

**Comments:**

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