

Lesson 2 Accessibility Keyboard Shortcuts

Keyboard Shortcuts

Keyboard shortcuts can be used to quickly select and execute task,e.g. Copying text and lasting elsewhere in the document. You can also create your own shortcuts to help improve efficiency. The following explains how to create a keyboard shortcut:-

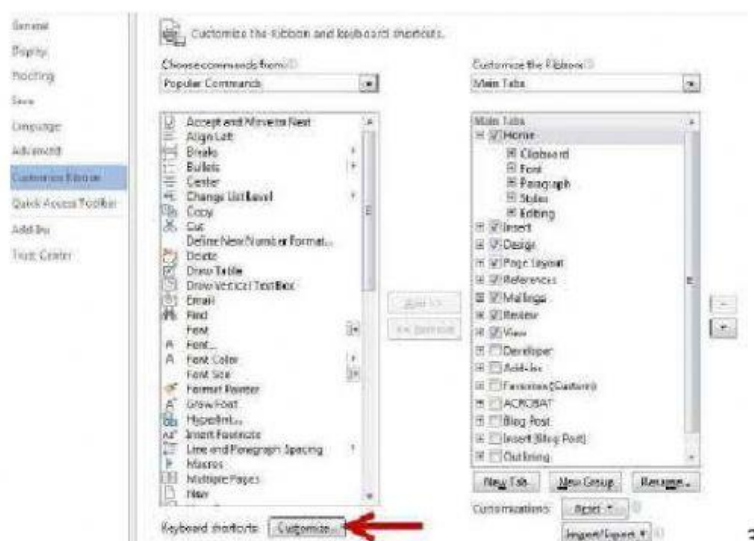
1. *Right-click* on any blank area within the **Ribbon** (1)



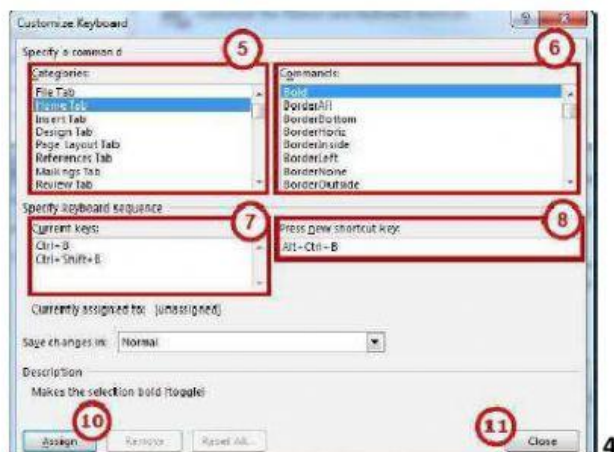
2. A context sensitive menu will appear. Click on **Customize the Ribbon**. (2)



3. The *Word Options- Customize the Ribbon* window will appear. Next to **Keyboard Shortcuts** click *Customize*.(3)



4. The *Customize Keyboard* will appear. (4)



5. In the Categories box, select the category that contains the command you wish to assign a keyboard shortcut, e.g. The tab where you would find the desired command) See above picture.

6. In the Command box, select the command that you want to assign a keyboard shortcut to. See above picture.

7. If a keyboard shortcut is already assigned to the command, it will appear in the Current keys box. See picture above.

8. If there is no shortcut assigned to the command, place your cursor in the Press new shortcut key box. See picture above.

9. Press the **key combination** that you want to assign to this command, (e.g. **Alt+Ctrl+B**). If you receive a message that the combination that you select is already assigned to another command, try a different combination. See picture above.

10. Click the **Assign** button. See picture above.

11. Click the **Close** button. See the above picture.

Additional Keyboard Shortcuts.

The following are some used keyboard shortcuts in Word 2013.

Function	Shortcut	Description
Bold	CTRL + B	Makes the text bold
Italic	CTRL + I	Italicizes the text
Underline	CTRL + U	Underlines the text
Copy	CTRL + C	Standard keyboard shortcut for copying anything. Applicable across Windows
Cut	CTRL + X	Instead of making a copy, removes the text from the current location and copies it to the clipboard, from where it can be pasted into another location
Paste	CTRL + V	Pastes anything from the clipboard into your current location
Redo	CTRL + Y	Repeats the last action
Undo	CTRL + Z	Undo the last action
Select All	CTRL + A	Selects all text on the page. Useful for copy-pasting entire documents
Save As	F12	Opens the 'Save As' dialog box
Open	CTRL + O	Opens an existing document
New	CTRL + N	Creates a new document
Print	CTRL + P	Opens the Print dialog box
Find/Replace	F5	Opens the find/replace/go-to dialog box
Spell Check	F7	Opens the spell check
Insert Link	CTRL + K	Inserts a link at the current location
Move to Document End	CTRL + End	Moves cursor to the end of the document
Move to Document Start	CTRL + Home	Moves cursor to the beginning of the document
Single Line Spacing	CTRL + 1	Changes line-spacing to single space
Double Line Spacing	CTRL + 2	Changes to double line spacing

Using the Keyboard to Navigate the Ribbon.

Some users may prefer using the keyboard as they work with Microsoft Word. Access Keys allow you to control each button on the ribbon with the keyboard. The following instructions explain how to use Access Keys.

1. Press the **Alt** key on the keyboard.
2. You will see *letters* and *numbers* appear next to the tabs and commands on the ribbon (1)



3. Press the corresponding number/letter on your keyboard to select that option. For example, if you select the letter “H” for the Home tab, the tab will become selected and you will see additional letter and number options for each command on the selected tab. (2)



4. Continue to **press letters** or **numbers** to navigate and select your desired command.

Note: If a separate window opens in Word, use the tab key to move the cursor throughout the window and Shift+Tab to move backwards. If checkboxes are available, the space bar will allow you to place a check mark.

Questions

1. Give the steps for making keyboard shortcuts?

2. Give 5 keyboard shortcuts that you think will be important for your work from the list?

3. How do you use the Keyboard to Navigate the Ribbon? Give detail steps