























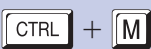














The following commands were covered in this book.














All of the commands have speech function accessibility, with the proper Office setup. See **Help>Speech Functions>Accessibility** in any Microsoft Office application for instructions.





















Function	Button	Ribbon	Keyboard Shortcuts	Application
Accept Suggested Changes		Review>Changes>Accept and Move to Next		Word
Address Block		Mailings>Write & Insert Fields>Address Block		Word
Align Center		Home>Paragraph>Center	CTRL + E	Word
Align Justified		Home>Paragraph>Justify	CTRL + J	Word
Align Left		Home>Paragraph>Align Text Left	CTRL + L	Word
Align Right		Home>Paragraph>Align Text Right	CTRL + R	Word
Arrange Windows		View>Window>Arrange All		Word
AutoFit Table Contents		Layout>Cell Size>AutoFit>AutoFit Contents		Word
Bibliography Style		References>Citations & Bibliography>Style		Word
Bold		Home>Font>Bold	CTRL + B	Word
Bookmark		Insert>Links>Bookmark		Word
Borders		Home>Paragraph>Border		Word
Brightness		Picture Tools>Format>Adjust>Brightness		Word
Bullets		Home>Paragraph>Bullets		Word
Change Case		Home>Font>Change Case		Word
Change Styles		Home>Styles>Change Styles		Word




Function	Button	Ribbon	Keyboard Shortcuts	Application
Chart		Insert>Illustrations>Chart		Word
Check Box Field		Developer>Controls>Legacy Tools>Legacy Forms>Check Box Field		Word
Clear Formatting		Home>Font>Clear Formatting		Word
Clip Art		Insert>Illustrations>Clip Art		Word
Clip Art Layout Options		Format>Arrange>Text Wrapping		Word
Close a Document		Office>Close	CTRL + W or CTRL + F4	Word
Close a Window		Office>Close	CTRL + W or CTRL + F4	Word
Column Break		Page Layout>Page Setup>Breaks>Column		Word
Columns in a Document		Page Layout>Page Setup>Columns		Word
Combine Documents		Review>Compare>Combine		Word
Compare Documents		Review>Compare>Compare		Word
Compress Pictures		Picture Tools>Format>Adjust>Compress Pictures		Word
Contrast		Picture Tools>Format>Adjust>Contrast		Word
Copy		Home>Clipboard>Copy	CTRL + C	Word
Create a New Document		Office>New	CTRL + N	Word
Create a New File		Office>New	CTRL + N	Word
Crop		Picture Tools>Format>Size>Crop	CTRL + N	Word
Cut		Home>Clipboard>Cut	CTRL + X	Word

Function	Button	Ribbon	Keyboard Shortcuts	Application
Date & Time		Header & Footer Tools> Design>Insert>Date & Time		Word
Decrease Indent		Home>Paragraph> Decrease Indent	 +  + 	Word
Delete Table Columns		Layout>Rows & Columns> Delete>Delete Columns		Word
Delete Table Rows		Layout>Rows & Columns> Delete>Delete Rows		Word
Demote Text to Lower Level		Outlining>Outline Tools> Demote		Word
Dialog Box Launcher				Word
Draft View		View>Document Views> Draft View		Word
Drop Cap		Insert>Text>Drop Cap		Word
Drop Down Field		Developer>Controls>Legacy Tools>Drop Down Field		Word
Edit Header		Insert>Header & Footer>Header>Edit Header		Word
Envelope		Mailings>Create>Envelopes		Word
Exit Word		Office>Exit Word		Word
Field		Insert>Text>Quick Parts>Field		Word
Find		Home>Editing>Find	 + 	Word
Find a Synonym		Review>Proofing>Thesaurus	 + 	Word
Finish & Merge		Mailings>Finish>Finish & Merge		Word
Font		Home>Font>Font		Word
Font Color		Home>Font>Font Color		Word
Font Size		Home>Font>Font Size		Word
Footer		Insert>Header & Footer>Footer		Word









Function	Button	Ribbon	Keyboard Shortcuts	Application
Format Painter		Home>Clipboard> Format Painter		Word
Formula		Table Tools>Layout>Data> Formula		Word
Full Screen Reading		View>Document Views> Full Screen Reading		Word
Header		Insert>Header & Footer> Header		Word
Help		Microsoft Office Word Help		Word
Highlight Text		Home>Font>Text Highlight Color		Word
Hyperlink		Insert>Links>Hyperlink		Word
Increase Indent Level		Home>Paragraph> Increase Indent		Word
Increase List Level		Home>Paragraph> Increase List Level		Word
Insert Below		Table Tools>Layout>Rows & Columns>Insert Below		Word
Insert Caption		References>Captions>Insert Caption		Word
Insert Index		Reference>Index>Insert Index		Word
Insert Object		Insert>Text>Object		Word
Insert Symbol		Insert>Symbols>Symbol		Word
Insert Table Row Above		Layout>Rows & Columns>Insert Above		Word
Italic		Home>Font>Italic		Word
Left Tab		View>Show/Hide>Ruler		Word
Legacy Tools		Developer>Controls> Legacy Tools		Word
Line Spacing		Home>Paragraph> Line Spacing		Word
Mail Merge Wizard		Mailings>Start Mail Merge>Start Mail Merge		Word

Function	Button	Ribbon	Keyboard Shortcuts	Application
Margins		Page Layout>Page Setup>Margins		Word
Mark Citation		References>Tab of Authorities>Mark Citation	 +  + 	Word
Mark Entry		References>Index>Mark Entry	 +  + 	Word
Merge Table Cells		Table Tools>Layout>Merge>Merge Cells		Word
Multilevel List		Home>Paragraph>Multilevel List		Word
New Comment		Review>Comments>New Comment		Word
New Page		Insert>Pages>Blank Page		Word
New Style		Home>Styles>Change Styles>New Style		Word
Numbering		Home>Paragraph>Numbering		Word
Object		Insert>Text>Object		Word
Open a Document		Office>Open	 + 	Word
Open a File		Office>Open	 + 	Word
Orientation		Page Layout>Page Setup>Orientation		Word
Page Background Color		Page Layout>Page Background>Page Color		Word
Page Borders		Page Layout>Page Background>Page Borders		Word
Page Break		Insert>Pages>Page Break	 + 	Word
Page Color		Page Layout>Page Background>Page Color		Word
Page Number		Insert>Header & Footer>Page Number		Word
Paste		Home>Clipboard>Paste	 + 	Word
Paste All		Home>Clipboard>Paste All	 + 	Word

Function	Button	Ribbon	Keyboard Shortcuts	Application
Paste Special		Home>Clipboard>Paste>Paste Special		Word
Position		Page Layout>Arrange>Position		Word
Print		Office>Print	CTRL + P	Word
Print Layout View		View>Document Views>Print Layout	CTRL + ALT + P	Word
Print Preview		Office>Print>Print Preview		Word
Promote Text to Heading Level 1		Outlining>Outline Tools>Promote to Heading Level 1		Word
Protect Document		Review>Protect>Protect Document		Word
Quick Parts		Insert>Text>Quick Parts		Word
Recolor		Picture Tools>Adjust>Recolor		Word
Reject Suggested Changes		Review>Changes>Reject and Move to Next		Word
Remove Split in Window		View>Window>Remove Split		Word
Repeat		Quick Access Toolbar>Redo	CTRL + Y	Word
Replace		Home>Editing>Replace	CTRL + H	Word
Reviewing Pane				Word
Right Tab		View>Show/Hide>Ruler		Word
Rotate		Picture Tools>Arrange>Rotate		Word
Save		Office>Save	CTRL + S	Word
Save As		Office>Save As	F12	Word
Select All		Home>Editing>Select>Select All		Word
Select Recipients		Mailings>Start Mail Merger>Select Recipients		Word

Function	Button	Ribbon	Keyboard Shortcuts	Application
Shade Tables		Design>Table>Styles>Shading		Word
Show Markup		Review>Tracking>Show Markup		Word
Show Nonprinting Characters		Home>Paragraph>Show/Hide	CTRL + *	Word
Show Source		Review>Compare>Show Source Documents		Word
Signature Line		Insert>Text>Signature Line		Word
SmartArt		Insert>Illustrations>SmartArt		Word
Sort		Home>Paragraph>Sort		Word
Spelling and Grammar		Review>Proofing>Spelling & Grammar	F7	Word
Split Cells		Table Tools>Layout>Merge>Split Cells		Word
Split Window		View>Window>Split		Word
Start Mail Merger		Mailings>Start Mail Merge>Start Mail Merge		Word
Start Word		Start>Programs>Microsoft Office>Microsoft Office Word 2007		Word
Styles		Home>Styles>Change Styles		Word
Switch Between Open Windows		View>Window>Switch Windows>[Name of Window]	SHIFT + F6	Word
Symbol		Insert>Symbols>Insert Symbol		Word
Table		Insert>Tables>Table		Word
Table Align Center		Table Tools>Layout>Alignment>Align Center		Word
Table Borders		Table Tools>Design>Table Styles>Borders		Word

Function	Button	Ribbon	Keyboard Shortcuts	Application
Table of Authorities		References>Table of Authorities>Insert Table of Authorities		Word
Table of Contents		References>Table of Contents		Word
Table of Figures		References>Captions>Insert Table of Figures		Word
Table Properties		Table Tools>Layout>Table>Properties		Word
Table Styles		Design>Table Styles>More		Word
Template		Developer>Templates>Document Template		Word
Text Box		Insert>Text>Text Box		Word
Text Direction		Table Tools>Layout>Alignment>Text Direction		Word
Text Form Field		Developer>Controls>Legacy Tools>Legacy Forms>Text Form Field		Word
Text to Table		Insert>Tables>Table>Convert Text to Table		Word
Text Wrapping		Page Layout>Arrange>Text Wrapping		Word
Theme		Page Layout>Themes>Themes		Word
Theme Color		Page Layout>Themes>Colors		Word
Theme Font		Page Layout>Themes>Fonts		Word
Thesaurus		Review>Proofing>Thesaurus	SHIFT + F7	Word
Track Changes		Review>Tracking>Tracking Changes	CTRL + SHIFT + E	Word
Underline		Home>Font>Underline		Word
Undo		Quick Access Toolbar>Undo	CTRL + Z	Word
Update Index		References>Index>Update Index		Word

Function	Button	Ribbon	Keyboard Shortcuts	Application
Update Table of Contents		References>Table of Contents>Update Table		Word
View Side By Side		View>Window>View Side by Side		Word
Watermark		Page Layout>Page Background>Watermark		Word
Web Layout View		Page Layout>Document Views>Web Layout		Word
Windows Side by Side		View>Window>View Side by Side		Word
Word Count		Review>Proofing>Word Count		Word
WordArt		Insert>Text>WordArt		Word
Zoom In or Out		View>Zoom>Zoom		Word