Hadley

Navigation Commands Sample

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Hello, my name is Vikki Vaughan. Today we'll discuss using shortcut commands to navigate within a Word document. Moving around a document to insert, delete, copy, and paste words is a task that we do in many different applications. Whether we're writing an email, typing out our grocery list, or writing a letter, the ability to move quickly around a document is an essential skill that makes word processing more efficient. Thankfully, there are handy shortcut commands to assist us in quickly moving to a desired location in our document.

In our previous video, Navigating the Desktop, we discussed modifier keys. These are special keys on our keyboard that, when paired with second or even third key, execute desired commands. Today, we'll be using modifier keys as part of our shortcut commands to navigate and read our Word document.

- [Ed] Now that you've had a chance to learn a bit with us, we'd like to learn more about you. Your name, email address, how you heard about Hadley, and your relationship to vision loss.

Learning more will give us a better understanding of how to personalize Hadley just for you. And don't worry, everything you share with us online will be kept safe and secure. Of course if you prefer to talk through these questions, we're just a phone call away at 800-323-4238.

Taking these few steps saves your preferences so you can continue right where you left off and track your progress every time you log on. Plus, it connects you to the Hadley community and helps sustain our funding to keep Hadley free of charge. And last but not least, it gives you direct access to experts like me. Now, where were we?