Hadley

Switching Applications Sample

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Hello, my name is Vikki Vaughn. Today, we will discuss using shortcut commands to navigate between applications. As we discussed in our previous videos, Navigating the Desktop and Navigation Commands, the ability to move within a document is an essential skill that makes word processing more efficient.

In those videos, we learned a variety of shortcut commands that allow us to quickly move to a desired location within a document. There are also times when it's helpful to move between documents.

We might be multitasking and need to navigate between documents to copy and paste information. We might also be using one document as a reference and need to quickly switch between other word processing documents. Often, there are several commands that accomplish the same task.

- [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?