Hadley

Undo Redo Sample

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Hello, my name is Vikki Vaughan. Today we will discuss using shortcut commands to select an entire Word document. We will also examine how to reverse actions using the Undo and Redo commands.

For most of us, the word processor is one of the most frequently used applications in our daily lives. One of the advantages to using a word processing application like Word is that we can use simple keystroke commands to manipulate text. We can also change the appearance of the entire document, to give it a more polished and professional look.

The first step in the editing process is selecting the text. After selecting your text, we have many choices. We can change the font, color, size, and style of the text. We can place emphasis on certain words with various attributes, such as bold or italics.

- [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?