# Word 365 Desktop Edition with SuperNova and Dolphin ScreenReader Hotkey Summary

### Details:

Source: <https://learn.yourdolphin.com>

Published: March, 2024

Supports: SuperNova and Dolphin ScreenReader Version 23.0.

### Introduction

This is a free supplementary document available from the [Dolphin Learning Zone](https://learn.yourdolphin.com). It is part of the Microsoft Word 365 Desktop Edition with SuperNova and Dolphin ScreenReader support pages.

This document contains the keyboard commands you use to complete many popular tasks in Word 365, alongside the SuperNova and Dolphin ScreenReader hotkeys that may assist.

### Enhance Word with sounds

You can enhance your experience using Word by enabling sounds. When enabled, sounds will reinforce many of the common actions you perform such as deleting, cutting, pasting, and actions like autocorrection, opening task pane, and closing task pane.

When enabled, the sound effects are used in all Microsoft Office apps irrespective of the app you chose to turn them on.

To enable sounds:

1. Open Excel, Outlook, PowerPoint, or Word.
2. Open the "File" menu and select "Options" (ALT + F, T).
3. Select the "Accessibility" category.
4. Select "Provide feedback with sound" check box (ALT + S).
5. TAB to and select a sound scheme. You can choose between two different sound schemes: Modern and Classic.
6. Select the "OK" button.

### Hotkey conflicts

You may experience a hotkey conflict with some of the stated keyboard commands. If you are unfamiliar with resolving hotkey conflicts, please visit Resolving hotkey conflicts with Apps.

|  |  |  |
| --- | --- | --- |
| Command | Desktop NumPad Set  | Laptop Universal Set |
| Pass next key to application | LEFT CONTROL + 7 | CAPS LOCK + 3 |
| Toggle hotkeys on off | LEFT CONTROL + 8 | LEFT SHIFT + CAPS LOCK + 3 |

### Open, saving, printing, and closing documents

|  |  |
| --- | --- |
| **Command** | **Hotkey** |
| Create a new document | CONTROL + N |
| Open the "Open" dialog box | CONTROL + F12 |
| Open the "Save As" dialog box | F12 |
| Save changes to the current document | CONTROL + S |
| Open the "Print" options  | CONTROL + P |
| Switch to next open document | CONTROL + F6 |
| Close the current document | CONTROL + F4 or CONTROL + W |
| Close Word | ALT + F4 |

### Navigating UI elements including Ribbon, Task Pane, and Status Bar

|  |  |
| --- | --- |
| **Command** | **Hotkey** |
| Move focus to next main element | F6 |
| Move focus to previous main element | SHIFT + F6 |
| Move focus to the Ribbon tab | ALT or F10 |
| Move focus to a specific Ribbon tab | ALT + Ribbon tab key (for example ALT + H to move to the Home tab, ALT + N to move to the Insert tab, etc. |
| Open the context menu | SHIFT + F10 or APPLICATION KEY |
| Move focus to the previous group in the Ribbon | CONTROL + LEFT ARROW |
| Move focus to the next group in the ribbon | CONTROL + RIGHT ARROW |
| Explore commands | Arrow Keys or TAB / SHIFT + TAB |
| Move focus to the Quick Search box to enable searching for Ribbon commands | ALT + Q |
| Close Task Pane | Press F6 to move focus to the Task Pane, then CONTROL + SPACEBAR to open the task pane menu, and select "Close" |

### Useful SuperNova and Dolphin ScreenReader commands when navigating the Ribbon, Task Pane, and Status Bar

|  |  |  |
| --- | --- | --- |
| Command | Desktop NumPad Set  | Laptop Universal Set |
| Speak focus | NUMPAD 0 | CAPS LOCK + UP ARROW |
| Speak additional focus information, describes help text and shortcut key for current Ribbon command | LEFT SHIFT + NUMPAD 0 | LEFT CONTROL + CAPS LOCK + UP ARROW |
| Speak shortcut key | LEFT SHIFT + NUMPAD PERIOD | LEFT CONTROL + CAPS LOCK + LEFT ARROW |
| Speak status bar information | NUMPAD 2 | CAPS LOCK + PAGE DOWN |
| List commands in the Quick Access Toolbar | CAPS LOCK + Q | CAPS LOCK + Q |

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Tip: The shortcut key for a Ribbon tab, and the descriptive text for Ribbon commands, are automatically announced when using a High Verbosity Scheme. You can adjust your Speech Verbosity Scheme by pressing CAPS LOCK + EQUALS or, if you are using the Laptop Universal hotkey set, press CAPS LOCK + V.

To change your Braille Verbosity Scheme, press LEFT SHIFT + CAPS LOCK + EQUALS OR, if you are using the Laptop universal Hotkey Set, press LEFT CONTROL + CAPS LOCK + V.

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### Navigating and selecting text commands

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| --- | --- |
| **Command** | **Hotkey** |
| Move focus to previous / next character | LEFT / RIGHT ARROW |
| Move focus to previous / next word | CONTROL + LEFT / RIGHT ARROW |
| Move focus to previous / next line | UP / DOWN ARROW |
| Move focus to previous / next paragraph | CONTROL + UP / DOWN ARROW |
| Move focus to start of line | HOME |
| Move focus to end of line | END |
| Select a character | Position the focus to the left of the character and press SHIFT + RIGHT ARROW |
| Select a word | Position the focus to the left of the word and press CONTROL + RIGHT ARROW |
| Select a line | Position the focus at the start of the line and press SHIFT + DOWN ARROW |
| Select a paragraph | Position the focus at the start of the paragraph and press SHIFT + CONTROL + DOWN ARROW |
| Select all | CONTROL + A |
| Enable Selection Mode | F8 |
| Extend selection when using Selection Mode | Arrow Keys |
| Extend unit selection such as word, sentence, and paragraph when using Selection Mode | F8 multiple times |
| Cancel Selection Mode | ESCAPE |

### Useful SuperNova and Dolphin ScreenReader commands when editing, navigating, and selecting text

|  |  |  |
| --- | --- | --- |
| Command | Desktop NumPad Set  | Laptop Universal Set |
| Cycle typing modes | CAPS LOCK + SEMI COLON | CAPS LOCK + 2 |
| Speak character | NUMPAD 4 | CAPS LOCK + LEFT ARROW |
| Speak word | NUMPAD 5 | CAPS LOCK + RIGHT ARROW |
| Speak line | Numpad 6 | CAPS LOCK + UP ARROW |
| Speak line to focus | Left shift + numpad 1 | CAPS LOCK + HOME |
| Speak line from focus | LEFT SHIFT + NUMPAD 2 | CAPS LOCK + END |
| Speak sentence | CAPS LOCK + NUMPAD 4 | LEFT CONTROL + LEFT SHIFT + CAPS LOCK + S |
| Speak paragraph | CAPS LOCK + NUMPAD 5 | LEFT CONTROL + LEFT SHIFT + CAPS LOCK + P |
| Speak selection | NUMPAD 1 | LEFT SHIFT + CAPS LOCK + DOWN ARROW |
| Read document using Read from here | NUMPAD PLUS | CAPS LOCK + DOWN ARROW |
| When using Read from here, pause / restart reading | SPACEBAR | SPACEBAR |
| Exit Read from here | ESCAPE | ESCAPE |

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Tip: Speak keys provide additional output when pressed multiple times, for example, pressing the Speak character hotkey twice means the character is spelt phonetically, a third press describes the character’s font attributes, and a fourth press states the character’s Unicode value.

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### Useful SuperNova and Dolphin ScreenReader Quick Navigation keys

Quick Navigation Keys enable you to jump to specific elements in a document. Adding the SHIFT key enables you to jump to the previous element. SuperNova and Dolphin ScreenReader will say "not found" when no matches are located in the direction you are searching.

**Popular Quick Navigation Keys**

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Move focus to the next heading | CAPS LOCK + H |
| Move focus to the next table | CAPS LOCK + T |
| Move focus to the next graphic | CAPS LOCK + G |
| Move focus to the next link | CAPS LOCK + K |
| Move focus to the next list | CAPS LOCK + L |
| Move focus to the next list item within a list | CAPS LOCK + I |

**More Quick Navigation Keys for Word**

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Move focus to Bookmark | CAPS LOCK + A |
| Move focus to Comment | CAPS LOCK + C |
| Move focus to Footnote or Endnote | CAPS LOCK + F |
| Move focus to Text Box | CAPS LOCK + M |
| Move focus to Revision | CAPS LOCK + R |
| Move focus to Section break | CAPS LOCK + Z |
| Move focus to next paragraph | CAPS LOCK + P |
| Move focus to next normal style paragraph | CAPS LOCK + N |
| Move focus to next paragraph presented in a different style | CAPS LOCK + D |
| Move focus to next object of any type | CAPS LOCK + O |

Note: SuperNova and Dolphin ScreenReader also include Quick Navigation Keys for Word form elements. These are CAPS LOCK + B for button, CAPS LOCK + E for edit box, and CAPS LOCK + X for check box. However, Word forms have significant accessibility barriers, and it is recommended alternative form types be considered for use. You can learn more by visiting [Accessible Digital Documents (external link)](https://accessible-digital-documents.com/blog/you-cant-make-microsoft-word-forms-accessible-enough/).

### Working with text

Word includes a wealth of keyboard commands that make working with text a productive experience when using the keyboard. In most cases, the stated hotkeys require you to make a selection prior to applying the hotkey.

|  |  |
| --- | --- |
| **Command** | **Hotkey** |
| Change the case of text | SHIFT + F3. Repeated presses of this hot key will cycle through the separate ways the capital letter style can be applied including uppercase, lowercase, and initial case |
| Capitalise all letters | CONTROL + SHIFT + A |
| Insert an optional hyphen | CONTROL + MINUS |
| Insert a non-break hyphen | CONTROL + SHIFT + MINUS |
| Insert a non-break space  | CONTROL + SHIFT + SPACEBAR |
| Insert the current date | SHIFT + ALT + D |
| Insert the current time | SHIFT + ALT + T |
| Insert the copyright symbol | CONTROL + ALT + C |
| Insert the REGISTRATION symbol | CONTROL + ALT + R |
| Insert the trademark symbol | CONTROL + ALT + t |
| Insert a blank equation | ALT + EQUALS |
| Copy text | CONTROL + C |
| Cut text | CONTROL + X |
| Paste text | CONTROL + V |
| Copy text formatting | CONTROL + SHIFT + C |
| Paste text formatting | CONTROL + SHIFT + V |
| Undo | CONTROL + Z |
| Redo | CONTROL + Y |

### Formatting text and paragraphs

Word includes keyboard commands that enable you to change the formatting of text quickly and easily from the keyboard.

|  |  |
| --- | --- |
| **Command** | **Hotkey** |
| Make text bold | CONTROL + B |
| Make text italic | CONTROL + I |
| Make text underlined | CONTROL + U |
| Make Text subscript | CONTROL + EQUALS |
| Make text superscript | CONTROL + SHIFT + EQUALS |
| Left align a paragraph | CONTROL + L |
| Centre a paragraph | CONTROL + E |
| Justify a paragraph | CONTROL + J |
| Right align a paragraph | Control + r |
| Single line space a paragraph | CONTROL + 1 |
| One-and-a-half-line space a paragraph | CONTROL + 5 |
| Double line space a paragraph | CONTROL + 2 |
| Full Left align indentation | CONTROL + M |
| Hanging indentation | CONTROL + T |
| Reset paragraph style back to default values | CONTROL + Q |
| Reset character style back to default values | CONTROL + SPACEBAR |

### Useful SuperNova and Dolphin ScreenReader commands for reviewing text formats

|  |  |  |
| --- | --- | --- |
| Command | Desktop NumPad Set  | Laptop Universal Set |
| Speak character attributes | NUMPAD 4 (on third press) | CAPS LOCK + LEFT ARROW (on third press) |
| Speak additional focus information about paragraph formatting | LEFT SHIFT + NUMPAD 0 | LEFT CONTROL + CAPS LOCK + UP ARROW |

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Tip: You can automate the announcement of style changes through the "Text Style Announcements" dialog box in the SuperNova and Dolphin ScreenReader Control Panel. You may find this useful when proof-reading a document for formatting changes.

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### Applying popular inbuilt styles

Word includes keyboard commands that enable you to quickly apply its own inbuilt styles to paragraphs. The use of Styles ensures your document has a consistent look and feel when being viewed.

|  |  |
| --- | --- |
| **Command** | **Hotkey** |
| Apply Heading 1 Style to the current paragraph | CONTROL + ALT + 1 |
| Apply Heading 2 Style to the current paragraph | CONTROL + ALT + 2 |
| Apply Heading 3 Style to the current paragraph | CONTROL + ALT + 3 |
| Apply Normal Style to the current paragraph | CONTROL + SHIFT + N |
| Apply List Bullet Style to the current paragraph | CONTROL + SHIFT + L |

### Adjusting lists and tables

You can reorder, promote, and demote the order of the bullet and numbered items in a list without the necessity to cut and paste using keyboard commands. You can also use the same keyboard commands to adjust the position of rows in tables.

|  |  |
| --- | --- |
| **Command** | **Hotkey** |
| Move list item or table row up | SHIFT + ALT + UP ARROW |
| Move list item or table row down | SHIFT + ALT + DOWN ARROW |
| Promote list item | SHIFT + ALT + LEFT ARROW |
| Demote list item | SHIFT + ALT + RIGHT ARROW |

### Working with tables

As mentioned in the previous section, you can re-order rows in a table by pressing SHIFT + ALT + UP / DOWN ARROW. The following keyboard commands can also be used in tables.

|  |  |
| --- | --- |
| **Command** | **Hotkey** |
| Navigate cell content | Arrow Keys |
| Select content in next cell | TAB |
| Select content in previous cell | SHIFT + TAB |
| Go to first cell in column | ALT + page up |
| Go to last cell in a column | ALT + PAGE DOWN |
| Go to first cell in row | ALT + HOME |
| Go to last cell in row | ALT + END |
| Go to cell above | CONTROL + ALT + UP ARROW |
| Go to cell below | CONTROL + ALT + DOWN ARROW |
| Go to cell left | CONTROL + ALT + LEFT ARROW |
| Go to cell right | CONTROL + ALT + RIGHT ARROW |
| Select entire row | Position focus at start of row and press SHIFT + ALT + END |
| Select entire column | Position focus at start of column and press SHIFT + ALT + PAGE DOWN |
| Delete all content in a table | Select table and press DELETE |
| Delete table | Select table and press BACKSPACE |

### Useful SuperNova and Dolphin ScreenReader commands for reading tables

If you are using a Medium or High Verbosity Scheme, and the table is correctly defined as a table with headings in your document (see Table Design tab in the Ribbon), then SuperNova and Dolphin ScreenReader will automatically read row and column headings as you navigate the table.

SuperNova and Dolphin ScreenReader also includes useful Speak keys you can use when working in tables.

|  |  |  |
| --- | --- | --- |
| **Command** | **Desktop NUMPAD Hotkey Set** | **Laptop Universal Hotkey Set** |
| Speak row and column headings | NUMPAD 3 | SHIFT + CAPS LOCK + LEFT ARROW |
| Speak column | CAPS LOCK + NUMPAD 6 | SHIFT + CAPS LOCK + RIGHT ARROW |
| Speak column from current cell | CAPS LOCK + NUMPAD PERIOD | SHIFT + CAPS LOCK + PAGE DOWN |
| Speak column to current cell | CAPS LOCK + NUMPAD 3 | SHIFT + CAPS LOCK + PAGE UP |
| Speak row | CAPS LOCK + NUMPAD 0 | SHIFT + CAPS LOCK + UP ARROW |
| Speak row from current cell | CAPS LOCK + NUMPAD 2 | SHIFT + CAPS LOCK + END |
| Speak row to current cell | CAPS LOCK + NUMPAD 1 | SHIFT + CAPS LOCK + HOME |

### Other useful SuperNova, Dolphin ScreenReader, and Word keyboard commands

Here is a list of assorted commands you may find helpful when working in Word.

|  |  |
| --- | --- |
| **Command** | **Hotkey** |
| Change to Draft View | CONTROL + ALT + N |
| Change to Print Layout View | CONTROL + ALT + P |
| Insert manual page break | CONTROL + ENTER |
| Insert manual column break | Control + shift + enter |
| Toggle Track Changes on off | CONTROL + SHIFT + E |
| Add a comment | CONTROL + ALT + M |
| Post a threaded comment | CONTROL + ENTER |
| Move focus from comment box to document window | ALT + F12 |
| Spell check a document | F7 |
| Move to next spelling error in document and open context menu | ALT + F7 |
| Look up current word in Thesaurus | SHIFT + F7 |
| Open the "Find" option | CONTROL + F |
| Open the "Go to" option | CONTROL + G |
| Open the "Replace" option | CONTROL + H |
| Continue your search in the document window with the browse next command | CONTROL + PAGE DOWN |
| Continue your search in the document window with the browse previous command | CONTROL + PAGE UP |
| Open SuperNova and Dolphin ScreenReader Item Finder to view a list of links, headings, tables, etc. in the document | CAPS LOCK + TAB |