

Microsoft Office 2010 with JAWS and MAGic, an Introduction

In this module we will look at the Ribbon and several other features in Microsoft Office 2010. Most of the menus in Office have been replaced by what is now called a ribbon. The Office menu, formerly the File menu, now opens in a new environment for Office 2010 called the Backstage View. The Office Backstage view is where you manage your files and the data about them. It is where you do things TO a file, as opposed to doing things IN a file.

NOTE: Even though the menus have been replaced by the ribbon, there are still many of the dialog boxes you might be familiar with in Office products. You just have to know how to get to them. One way is to use Dialog Launchers, mentioned further in this module. However, if you still remember the keystrokes from previous versions of Office that you pressed to do certain tasks, those keystrokes still work, in most cases. The problem is that if you don't remember the keystrokes, you won't have the menus to fall back on. I'll talk more about this later.

In Outlook® 2007 menus were only present in the main Outlook program window, and the ribbons were present in individual Outlook message windows. In Outlook 2010 the entire program has been ribbonized.

Description of the Screen for Microsoft Word 2010, an Overview

The screen consists of the following items, from top to bottom:

- Title bar
- The Ribbon
 - The upper part of the ribbon, what would be row two of the screen, consists of Ribbon Tabs. These consist of File, Home, Insert, Page Layout, References, Mailings, and so on. The ribbon changes depending on the program and tasks at hand.
 - The lower part of the ribbon, what would be rows three through six, approximately, consists of Ribbon Groups for whatever ribbon tab is active.
- Body of the application

- And Status bar
 - The status bar can be customized with a right mouse click.
 - There is also a zoom slider located on the right side of the status bar.
- Occasionally you may also find one or more Task Panes open, depending on the task at hand.

Moving to Different Parts of the Screen in Office 2010

I'll talk more about the ribbon and other things in more detail a little later. First, I want to talk about navigation within the different parts of a typical Office 2010 program, including moving from the document area to a task pane, the status bar, the ribbon, and so on. A couple of keystrokes you should remember include:

- Move between different sections, **F6** or **SHIFT+F6**
- Close a task pane if it is open, **CTRL+SPACEBAR**, and then choose **Close** in the context menu that appears.

EXERCISE: Open Microsoft Word 2010 and follow along with the instructor.

1. Type a sentence or a couple of words in the document to get started.
2. Now, let's open the Apply Styles task pane. You can do it quickly by pressing **CTRL+SHIFT+S**. The Apply Styles task pane opens with focus in the Style Name edit combo box, on the word Normal, in my case. I'm not going to apply any styles now, but the object is to show you how to move around in this environment.
3. Press the **F6** key. Focus moves from the apply styles task pane to the Status Bar at the bottom of the page. You can press **RIGHT** or **LEFT ARROW** to move across the status bar. For example, I first landed on the page number button. Press **RIGHT ARROW** and you move to the Word count button. Keep going and, eventually, you'll come back to the Page Number button. Since these are buttons, you can press **ENTER** on any of them to perform certain tasks.
4. Press **F6** again and you move to the Ribbon. Much more time will be spent discussing the ribbon. For now, just press **F6** again. Focus moves to the document edit area again.

So, that's how to navigate the big picture of what might appear on the screen. Use **F6** or **SHIFT+F6** to move with the keyboard to the different areas. If you're using the mouse, of course, you can just point and click.

For now, press **F6** again until you land back on the apply styles task pane. When you do, press **CTRL+SPACEBAR** to open a context menu of choices and then press **ENTER** on Close to close it. Focus returns to the document.

NOTE: You don't have to have a task pane open to move around to the different parts of the screen. You can use the same keystrokes to do this without having a task pane open. However, many times one or more task panes will open when you are working in Microsoft Office 2010 and you need to know how to get to them. Once focus has moved to them, of course, you can press **TAB** or use your arrow keys to navigate to the different controls within them, depending on the task at hand.

The Ribbon

I think of the ribbon almost like a multi-page dialog box. The upper ribbon tabs stick up behind the ribbon except for the current one, which is in the foreground. When you click on one of the ribbon tabs, it comes into the foreground and the lower part of the ribbon changes to groups of buttons and controls specific to that particular tab. Unlike a multi-page dialog box, however, you cannot press **CTRL+TAB** to move from one ribbon tab to another. To move to the upper ribbon, just press the **ALT** key by itself and you move to the first tab for whatever program happens to be running. Then you can press **ARROW** keys to move left and right across the upper ribbon tabs. Remember, as you do this, the lower ribbon changes to the task at hand.

EXERCISE: Let's take a look at the ribbon in Microsoft Word 2010. Open Word 2010 if you have it and follow along.

NOTE: If you want to use the JAWS Virtual Ribbon menu feature follow the steps below to enable it.

1. Press **INSERT+F2** to open the list of JAWS managers.
2. Press **S** until you find Settings Center in the list, and then press **ENTER** to open it.

3. Press **CTRL+SHIFT+D** to open the default settings for JAWS. The title bar should indicate the default settings are opened.
4. Type in the letters **r i b**. The tree view of settings center changes and filters out everything except for the virtual ribbon menu feature.
5. Press **DOWN ARROW** to move to Use Virtual Ribbon Menu in the tree view.
6. Press **SPACEBAR** to check the check box for using the virtual ribbon menus.
7. Press **TAB** to move to the OK button, and activate it with the **SPACEBAR**. Settings center closes and your changes are saved.

Now, let's look at the ribbon in Word.

1. Press the **ALT** key to move to the Home tab of the ribbon in Word. I hear MAGic or JAWS say "virtual ribbons, home tab."
2. Press **RIGHT ARROW** to move to the right across the upper ribbon. You hear things like the Insert tab, Page Layout tab, References tab, Mailings tab, Review tab, View tab, and some of you may hear other ones, depending on what you've got installed.
3. Continuing to the right I hear the following: Minimize the Ribbon button, Microsoft Word Help button, minimize, restore, and close buttons (these are for the document itself, not the main program). Pressing **RIGHT ARROW** from there, the focus wraps around to the left side of the screen to the File tab and then back to the Home tab. I'm going to press **ESC** to get out of the ribbon.

File Tab and the Backstage View

The File tab is located in the upper left corner of the program window on what would be row two of the screen. Clicking or otherwise accessing the File tab opens the backstage view. You can access it from the keyboard by pressing **ALT+F**. Let's take a look at it. Go ahead and press the keystroke **ALT+F**. The backstage view has several parts to it. On the left side is something that resembles a vertical menu. Use the **DOWN ARROW** to move through the items here. As focus moves down or up these items, the area on the right side of the screen sometimes changes. JAWS will identify this to you by announcing the word TAB as if it were a horizontal multi page dialog box.

The backstage view is usually divided into two or three sections:

- The left section consists of menu items you may be familiar with as well as tabs. When you press **ENTER** on these a typical dialog box usually appears.
 - Save
 - Save As
 - Save as Adobe PDF
 - Open
 - Close
 - Options
 - Exit
- The left section also consists of tabs in addition to menu items. When focus moves to one of these tabs, the information on the right side of the screen changes accordingly.
 - Info tab (Permissions, Prepare for Sharing, Versions)
 - Recent tab (Recent Documents, Recent Places)
 - New tab (Templates)
 - Print tab (Print button, Copies, Printer combo box, Settings)
 - Save & Send tab (Send Using, File Types, Send As)
 - Help tab (Support, Tools, Version information)
- The sections on the right side of the screen change when you move to one of the tabs in the left section. There can be one main window on the right, or there can be, most often, two or more columns of material there.

NOTE: Word, Excel, and PowerPoint all have the same items listed in the left side of the backstage view. Outlook is slightly different but behaves in a similar fashion.

To get out of the backstage view, press **ESC** or click on the Home tab of the ribbon.

Split Buttons

You may hear the term "split buttons" when working in Office 2010. Visually, these may appear to be split in half by a thin line, or they may have a small arrow in them pointing to the right or pointing down, that looks like a submenu graphic button. Typical behavior is for the primary part of the button to do what you might normally expect for that item. Activating the other part, usually the arrow or the submenu, gives a couple of different options and things you might not use as often, but may find useful. If you use a mouse, click either the main part or the submenu graphic and see what they do. If you're using the keyboard,

press **ENTER** to activate the main button and the **SPACEBAR** to activate the submenu to find out what they do.

For example, using a mouse to click the main part of the Paste split button just causes whatever is on the clipboard to be pasted to the document at the current cursor location. If you click the bottom part of this particular split button, a context menu appears with the following choices:

- Keep source formatting
- Merge formatting
- Keep text only
- Paste special
- Set default paste

NOTE: In Office 2010 it appears that both **ENTER** and **SPACEBAR** are activating the submenu as opposed to the primary task. There currently does not appear to be a way to access the separate parts of the split buttons independently using only the keyboard. This happens even without JAWS running.

Tab Order and Pinning Documents in the Backstage View

There is also a tab order in the backstage view. You can press **TAB** or **SHIFT+TAB** to move forward or backwards through the different choices, in addition to using the arrow keys. If you are in the left side of the file menu, for example, on the word Recent, press **RIGHT ARROW**, focus moves to the right side of the menu into a middle column where the recent documents are located. To the right of this column is another column titled Recent Places.

In the Recent Documents pane the default is to show up to 25 most recent documents. To the right of each document is a push pin. These push pins are discussed in just a moment. In the Recent Places pane the default is to show up to 25 recent places, such as folders, help, or web files. To the right of each recent place is a push pin. The point I make here is that in this part of the backstage view one could press **TAB** 100 times before you get back to the beginning tab where Recent is. Each document (or place) is a tab stop and each pin is a tab stop.

NOTE: Remember, the right hand side of the backstage view automatically updates when you hear focus is on an item in the

left pane called a tab. If focus is on one of the menu items in the left pane, you press **ENTER** and a dialog box will usually appear in a separate window.

If you don't have anything listed here in the recent documents pane, try creating or opening several documents and then open the menu again. As you open new documents or create new ones and save them, the most recent document becomes the number one in the list. So number one is the most recent document open, number two was the one opened prior to that, and so on.

Just to the right of each document in the list is a graphic representation of a push pin. If you are on a document in the recent document list, press **TAB** and you move to the push pin for that document. MAGic and JAWS give you the following message:

Pin this item to the list, button.

As the recent documents list eventually gets filled up, documents at the bottom disappear to make room for the new ones at the top. Pinning a document here causes it to remain in this list. The pinned documents appear at the top of the list in alphabetical order, where they reside until you unpin them. Unfortunately, you cannot use first letter navigation in the recent documents list.

NOTE: You can use a keystroke to open the recent documents IF you know what number the document is. The keyboard sequence is **ALT+F** followed by **R**, followed by the document number **1, 2, 3, etc.** The most recent document is normally at the top of the list, unless you have pinned documents there. So if you know the number of each of the pinned documents, you can access them quickly. Also, if you know you have three pinned documents, and you have modified another document more recently, you know you can open it by pressing **ALT+F, R, 4.**

Press **ENTER** to push the pin in. When you come back to this button later, MAGic and JAWS read it as follows:

Unpin this item from the list, button pressed. You can hear this now by pressing **INSERT+TAB.**

NOTE: The numbers for numbered documents in the recent document list, which are in reality, access keys to jump to them quickly, only go from one to nine. After number nine, Office starts using

letter combinations such as YA, YC, YY2, etc. You can also adjust the total number of how many recent documents Office keeps in this list by going to the Word or Excel Options > Advanced dialog box.

KeyTips and Keyboard Navigation of the Ribbon

When you press the **ALT** key and begin navigating in the ribbon, keyboard indicators, called keytips, appear. Visually, KeyTips remind me of Scrabble pieces. They look like a small block with a letter on them. Actually, though, sometimes a single KeyTip block can have more than one letter, it just depends. So, how do they work?

When you press the **ALT** key, KeyTips appear on all of the upper ribbon tabs. In Microsoft Word, they are:

- Home, H
- Insert, N
- Page Layout, P
- References, S
- Mailings, M
- Review, R
- View, W
- Add Ins, X

In Excel, they are almost the same except for a couple of different tabs:

- Home, H
- Insert, N
- Page Layout, P
- Formulas, M (this KeyTip takes you to the Mailings tab in Microsoft Word)
- Data, A
- Review, R
- View, W
- Add Ins, X

Pressing any of the KeyTips once they are activated on the upper ribbon causes that tab to come into the foreground if it is not already there. In addition, those KeyTips on the upper ribbon disappear and are then replaced by KeyTips on the lower ribbon. If you know the KeyTip to jump to

a particular button or control on the lower ribbon, great, just press that KeyTip or combination of KeyTips to access it. If not, you can navigate through the lower ribbon by pressing **TAB** or **SHIFT+TAB**.

NOTE: When using the virtual ribbon menus with JAWS you cannot use the keytips built in to Word. Instead, you use the arrow keys or first letter navigation.

In earlier versions of Word, you could go to the Format menu by pressing **ALT+O** and then to Paragraph (**P**) and the paragraph dialog box would open, with the focus in the alignment combo box. Guess what? You can still do it that way in Office 2010, provided you remember the exact keystrokes. You won't get any menus to help you remember.

EXERCISE: Type the keystrokes I just mentioned in Word 2010.

1. First, press **ALT+O**. What happens? A dialog box pops up with those keystrokes in it. The dialog box reads, "Office Access Key: ALT, O, Continue typing the menu key sequence from an earlier version of Office, or press Escape to cancel."
2. It is waiting for you to finish typing in the letter **P**, but there's not a menu to help you out if you don't remember. I'll go ahead and press **P** now. The familiar Paragraph dialog box opens and focus is in the alignment combo box. Basically, this is the same Paragraph dialog box as in previous versions of Office, but of course, it may have some new controls. Otherwise, you'll find it very familiar. I'll press **ESCAPE** to get out of this dialog box.

Finally, if you remember the direct hot keys for actions you can perform, for example, text alignment in earlier versions of Word, you can still use those as well. They are:

- **CTRL+E** to center text
- **CTRL+L** to align text left

What it boils down to is this -- if you remember keystrokes for accomplishing a given task in previous versions of Office, you can generally still use them. However, you won't get any assistance or help if you don't remember them. If you DON'T remember them, you'll just have to learn how to do each task in the new way with the ribbon. It is going to take everyone a little time to figure out the new way, no matter if you are using a screen reader, a screen magnification program, or not. This is not an

accessibility issue for screen reader users or screen magnification users. It's a learning issue for everyone.

Moving From One Ribbon Group to Another with the Keyboard

The controls on the lower ribbon are grouped together by function. For example, on the Home tab there are the following groups:

- Clipboard
- Font
- Paragraph
- Styles
- Editing

If you are not using the JAWS virtual ribbon menu feature, as you press **TAB** on the lower ribbon, you eventually move from one group to another. Each group may be composed of one or more rows of buttons, icons, and various controls. When pressing **TAB** or using the **ARROW Keys** there is no indication of when you move from one group to another. This is one of the primary reasons Freedom Scientific created the virtual ribbon menus. When you are using them, you stay confined to the group as if it were a submenu. This gives you a much more predictable user experience and lessens the learning curve.

Collapsing or Minimizing the Ribbon

One thing you might want to do is collapse, or minimize, the ribbon. This still leaves the upper ribbon tabs visible, but hides the lower part of the ribbon, where the ribbon groups are, from view. If you press a KeyTip to move to one of the ribbon tabs or if you click with a mouse on one of the ribbon tabs the lower ribbon opens again. This is a nice way to get more work area on the screen if you need or want it. It can give you about three rows of extra space that your document can now use. The keystroke to do this is **CTRL+F1**. This is a toggle keystroke, so pressing it again is a toggle that brings the lower ribbon into view or not, depending on how it was set originally.

NOTE: Collapsing the ribbon currently does not work with JAWS 12 and later if you are using the virtual ribbon menus. I recommend leaving the ribbon in the expanded state for now. If you are not

sure if the ribbon is collapsed or expanded, follow along with the steps below to find out.

1. Press **ALT** to go to any tab of the ribbon.
2. Press **RIGHT ARROW** to move to the right across the ribbon tabs. Eventually you will find a button that will say one of the following:
 - Minimize the ribbon button. If you hear this, the ribbon is maximized. Just press **ESC** to get out of the ribbon and leave it as it is.
 - Minimize the ribbon button, **pressed**. This means that the ribbon is minimized. Press **ENTER** on this button to maximize the ribbon. The ribbon maximizes and focus returns to the program document area.

Conquering the QAT - The Quick Access Toolbar

The Quick Access Toolbar, pronounced "cat," is actually located on the title bar, or the top row of the screen, over on the left side. Buttons that typically are found on the QAT might include the following, depending on the program in use:

- Save, KeyTip number 1
- Undo, KeyTip number 2
- Repeat, KeyTip number 3
- Previous Item (found in Outlook)
- Next Item (found in Outlook)

There may also be other buttons present by default on the QAT, again, depending on the program in use. This will also depend on whether the QAT has been customized previously.

You can move to the QAT with the keyboard or you can click one of the shortcut buttons there with a mouse. The QAT can be customized; you may add or delete the buttons to suit your needs. Since I already know the keystrokes for Save, **CTRL+S**, Undo **CTRL+Z**, and Repeat **CTRL+Y** my own preference is to delete these and add new ones that I want to use. For example, in Outlook 2010, if I am in an incoming message that has an attachment and I want to save the attachment, I have added the Save Attachment button to the QAT. Likewise, if I am in a new message I am creating or forwarding, I have customized the QAT for composing messages to include the Attach File button.

Even though you may be able to find buttons in different groups on the ribbon and access them with a mouse or with the keyboard, adding those you use most often to the QAT makes them easier to find. Especially if they are not on the default ribbon tab and are initially hidden from view under a tab in the background.

Let's add a button to the QAT to see how it's done in Microsoft Word. The process of adding items to the QAT is the same in all Office applications.

Adding an Item to the QAT in Microsoft Word

1. I have Microsoft Word 2010 open.
2. If you're using the keyboard, move to the button on the ribbon that you want to add to the QAT. Let's use the button for inserting a table in Word.
3. I'll press **ALT** followed by **N** to move to the Insert tab of the ribbon. It is hidden behind the Home tab, just to the right of it. If you're using a mouse, just click the Insert tab to bring it into the foreground.
4. The table button is in the Tables group, the second group from the left. Using the keyboard, press **TAB** until you reach the Tables drop down grid. If you're using a mouse, just hang on for a second.
5. Once you reach the table button with the keyboard, press the **APPLICATION Key**. That's normally the third key to the right of the spacebar. Mouse users just right click on the button. In either case, a context menu opens. If you are not sure where the application key is you may also use the keystroke **SHIFT+F10** to get the context menu.
6. Choose "Add to Quick Access Toolbar." It becomes the last number in the QAT in that particular program. Since I did not delete the other three buttons there, it is now the fourth button on the QAT.

Accessing Items on the QAT

There are three basic methods to access the items on the QAT, depending on which application you are running and how you use the computer:

- Click one of the buttons on the QAT using the left mouse button.
- Press **ALT** followed by **NUMBER**, where NUMBER represents the KeyTip number of the item on the QAT. In the example we used here for the Word table button, it is number 4 on the QAT, so it can be accessed by pressing **ALT+4**.

- In Outlook, JAWS scripts take priority over numbers on the QAT when you are reading an incoming message or when you are composing an outgoing message.
 - **ALT+1** = From
 - **ALT+2** = Sent date
 - **ALT+3** = To
 - **ALT+4** = CC
 - **ALT+5** = Subject
 - **ALT+6** = BCC
 - **ALT+7** = signed by
 - **ALT+8** = label
 - **ALT+9** = attachments

In Outlook 2010 when reading incoming messages or composing outgoing messages you will need to manually move to the QAT to access the buttons there. Here are the steps to do that in any Office 2010 program, including Outlook:

1. Press **ALT** by itself to move to the Home tab of the ribbon. If you move to a different tab, which is possible if you were last working on a different tab in the ribbon, just press **LEFT ARROW** until you reach the Home tab.
2. The QAT is directly above the Home tab. Press **UP ARROW** to move directly to it. Focus moves to one of the buttons on the QAT. Some of these buttons can have several different states, depending on what you have been doing in the application you are using. For example, you may find the Repeat button in the "can't repeat" state if you have done nothing yet that can be repeated, or the Undo button in the "can't undo" state if you have done nothing yet that can be undone.
3. Press **LEFT** or **RIGHT ARROW** until you find the button you want to access. Pressing **ENTER** on this would activate the button and return focus to the document.

EXERCISE: Let's test this in Word. Follow along with the instructor to insert a table into Word using the button you just added to the QAT.

1. If you are not there already, switch to or open Microsoft Word 2010. Make sure you are in a practice document where you can insert a table.
2. Press **ALT+4** to access the fourth button on the QAT, the insert table button. A grid opens that reads 1x1 table. This is a grid that

changes as you right arrow and down arrow to include the number of columns and rows for the table you want to insert into the document. As you move in the grid, a table with the corresponding number of rows and columns appears in the document. It is updated dynamically in the document as you move in the grid.

3. I am going to choose a 3x3 table, or three columns and three rows. Press **ENTER** and focus returns to the document. The cursor is in the first row and first column of the table.

Removing an Item from the QAT

1. Press **CTRL+END** to get out of the table you just inserted into the document. If you are just joining in this part of the lesson, make sure that the cursor is on a blank line in the document (i.e. not in a table).
2. Press **ALT** to move to the Home tab of the ribbon. If focus is on a different tab, just press **LEFT ARROW** until you find the Home tab of the ribbon.
3. Press **UP ARROW** to move to the QAT.
4. I just moved to the Repeat button on the QAT with the keyboard. It does not matter which button you are on for the purposes of this demonstration.
5. Next, press the **APPLICATION Key**. Those of you who are using a mouse, just right click any button on the QAT.
6. Notice that one of the choices in the menu now is "Remove from Quick Access Toolbar." I'm not going to do it now, but it's very easy to accomplish. I'll press **ESCAPE** twice to get out of the menu and the QAT for now. Focus returns to the document area.

Alternatively, you can go to the Options dialog box for whatever Office program you are using and choose the Customize category. In this dialog box page you find a couple of list boxes, one with a list of possible candidates to add to the QAT and another with a list of items currently on the QAT. Next to the list for the QAT there is also an UP or DOWN button to rearrange the items on the QAT.

Contextual Tabs

Switch back to Microsoft Word if you are not already there, and then move the cursor into the table we created earlier. It does not matter where you are in the table.

When the cursor entered the table, the ribbon above also changed. A new set of tabs has appeared to the right of what was the last item on the

ribbon before now. These are called Contextual Tabs, and they contain new buttons and tasks directly related to the table where the insertion point is. This is the Table Tools Contextual Tab section. It has actually caused two new tabs to appear on the ribbon that were not there before. They are a Design tab and a Layout tab, and focus is in the Design tab. Follow along as we explore this a little further.

1. Press **ALT** to move to the ribbon.
2. Press **RIGHT ARROW** until you find the Design tab. This is the first of the two contextual tabs for the table.
3. Press **TAB** to move to the Design tab lower ribbon. Focus moves to the Table Style Options group on the lower ribbon.
4. Press **TAB** several times until focus moves to the table styles button, drop down grid.
5. Keyboard users, press **ENTER** to activate this. Mouse users join us in the next section.

Galleries

If you are using the keyboard, what has now appeared on the screen is called a Gallery, with types of tables with shading and different color choices available. If you move around with the keyboard, you're highlighting a choice in the grid, but at the same time, the actual table in the document is dynamically updating to show what it looks like. Pretty cool! If you are using a mouse, the gallery is available on the ribbon, just to the right of the table styles button. As you hover the mouse pointer over one of the choices in the gallery, the table in the document updates in real time to show you how it looks with that style. For mouse users only one row shows up currently, but there are scroll bar buttons to the right of the available choices on the ribbon that let you scroll up and down for more possibilities. I'll press **DOWN ARROW**, and **RIGHT ARROW**, and **DOWN ARROW**.

Make a selection of one of these items by pressing **ENTER**. The table gallery closes and focus returns to the table in the document. The contextual tabs for the table are still open on the ribbon because focus is still in the table. As soon as you move the cursor out of the table, the ribbon returns to normal. The contextual tab and galleries disappear. However, whenever I move back into the table, those contextual tabs and galleries become available on the ribbon again. For now, I'm just going to press **ESCAPE** a couple of times to get completely out of the gallery and the ribbon.

Dialog Launchers

I mentioned earlier that you can still get to more-or-less familiar dialog boxes if you know how to. One way is to use dialog launchers. These don't appear everywhere on the ribbon, but when they do they are usually located in the lower right corner of any particular ribbon group. Using the JAWS virtual ribbon menus it will be the last item in a submenu for a group before focus wraps back to the top of the submenu. For an example, let's look at Microsoft Excel for a minute.

EXERCISE: Open Microsoft Excel if you don't already have it open. When I use Excel I often need to format groups of numbers. In Excel 2010, using the ribbon, here's how I might do it:

1. First, select the range of cells to format and then press **ALT** followed by **H** to move to the Home tab.
2. Press **TAB** several times until you find format cell number button menu in the Number group. It is the seventh control of seven controls in this group.
3. Mouse users click the button in the bottom right corner of the group. Keyboard users just press **ENTER** to open the Format Cells multi page dialog box.
4. When you are finished press **ESC** to close the Format Cells dialog box. Focus returns to the worksheet area of Excel.

Finally, guess what? If you need this dialog box often, you might consider adding it to the QAT to make it easier to find.

"About" Information

Where do you find the About information, such as the version number of Office you are using? It's found in the backstage view under the Help tab.

1. Go to the Office button by pressing **ALT+F**.
2. Press **DOWN ARROW** to move to the Help tab, or press **H** to move directly to the Help tab.
3. Press **TAB** until you reach the link that reads "Additional Version and Copyright Information," and then activate it by pressing **ENTER**. The About Microsoft Excel dialog box opens.
4. The About dialog box contains read-only text. The version number is in an area where the cursor cannot move. In order to read it, you need to use the JAWS cursor. First, press **INSERT+NUM PAD**

- MINUS** to route the JAWS cursor to the About window. If you are using a laptop keyboard layout, press **CAPS LOCK+LEFT BRACKET**. The JAWS cursor (mouse pointer) moves into the About window and the JAWS voice changes to a slightly lower pitch if you are using the Eloquence synthesizer.
5. Press **PAGE UP** to move to the top of the window.
 6. Begin pressing **DOWN ARROW** to read and you find the version number information beginning at about two or three lines down. You can navigate by word, character, line, or however you want to read the text there.
 7. When you are finished reading the version number, press **NUM PAD PLUS** to turn on the PC cursor again. Laptop layout users press **CAPS LOCK+SEMICOLON**.
 8. Finally, press **ESC** to close the About Microsoft Excel dialog box.

When you're finished with this module go ahead and press **ALT+F4** to close Microsoft Word and Excel and just answer "no" if asked to save any changes.

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