Commands list

Below are the commands in this unit that you should memorize. Knowing these will save you significant time and effort later. As always, feel free to write these down and/or make flashcards for yourself.

Font

Open font dialog box, control d

Announce formatting, JAWS key F

Bold, control B

Italicize, control i

Underline, control u

Alignment

Left align, control l

Right align, control r

Center, control e

Justify, control j

Spacing

Single space, control 1

1.5 space, control 5

Double space, control 2

Spellcheck

Start spellcheck, F7

Read word in context, JAWS Key C

Change, c

ignore, i

change all, l

ignore all, g

Other

Find, control f

Replace, control h

JAWS find in Word, JAWS key control f