**24 Aug**

1. ~~Ctrl + shift + right arrow then select a word from word document and echo the word.~~
2. For Mongol Dip Short-cut always try to use insert key.
3. When you delete a character using backspace key then say the character you delete.
4. Say Current location of any file, folder, directory using short-cut key: you can use insert + t.
5. ~~Ctrl + shift + down arrow then select a Para from word document and echo the Para.~~
6. Shift+ down arrow then selects full line from any document and echo the line.
7. Read from full stop to next full stop: Jaws uses alter + down arrow for it.
8. ~~Control + End then go to bottom of the file.~~ But read the last line.
9. To read total file text- Insert+ down arrow key(control end use last).
10. ~~Don’t need to echo when press right, left, up, down key.~~
11. Make a short-cut for stop Mongol Dip Browser. When you press the short-cut then open a dialogue box and show confirmation message are you sure to off Mongol Dip Software.
12. For edit any file, folder from Mongol Dip Browser then need to read the current file, folder name text char by char, line by line, and word by word.
13. Make a short-cut for echo the information of page layout, border boundary information.

**25 Aug**

**QA for Browser**

1. ~~When press tab in Mongol Dip Browser then echo three times like My Desktop My Desktop My Desktop. It’s not need // now read only two time~~
2. In Mongol Dip Browser if there has any DVD drive or pen drive in driver location then say that this is DVD drive or pen drive.
3. Say Current location of any file, folder, directory using short-cut key: you can use insert + t. (To read title bar)
4. In Mongol Dip browser if you entry in a new location then don’t need to say the location. You make a short-cut key if anyone wants to know the location.
5. Make a short-cut key to detect current cursor position and focus file name.
6. Keep a search option in Mongol Dip Browser.
7. Detect Num Lock is on or off.
8. Short-Cut list is preferred for Mongol Dip Browser is given below:

|  |  |  |
| --- | --- | --- |
| **Events** | **Current Mongol Dip Short-cut Keys** | **They Preferred Short-cut Keys** |
| To know any keyboard key name | Press the desire key | same |
| ~~Instruction How To Use Mongol Dip~~ | ~~Press Ctrl + Numpad 0 or Ctrl + D0~~ | ~~F1~~ |
| To Select File/Folder from current link | Press ->/<-/up/down key | same |
| To Open/Execute/Enter current selected File/Folder | Press Enter | same |
| To Browse link such as My computer, My document, Desktop, Music | Press Tab | same |
| To Terminate Any Opening Application | Press Altr + F4 | same |
| To Search File In Current Location From Your Computer | Press F1 | F2 |
| ~~To Hear Today’s Date & Time~~ | ~~Press F3~~ | ~~Insert (must be disable) +F12~~ |
| ~~To Shut-Down Computer~~ | ~~Press F11~~ | ~~Insert + F4~~ |
| ~~To Open New Microsoft Word Document~~ | ~~Press Ctrl + 1~~ | ~~Ctrl + W~~ |
| ~~To Open New Text Editor Document~~ | ~~Press Ctrl + 2~~ | ~~Ctrl + T~~ |
| ~~To Open New Excel Document~~ | ~~Press Ctrl + 4~~ | ~~Ctrl + E~~ |
| ~~To Open New PowerPoint Document~~ | ~~Press Ctrl + 5~~ | ~~Ctrl + P~~ |
| ~~To Open E-mail Sending & Receiving Window~~ | ~~Press Ctrl + 3~~ | ~~Ctrl + M~~ |
| Copy File/Folder | Press Ctrl + c | same |
| Paste File/Folder | Press Ctrl+v | same |
| Delete File/Folder | Press Delete | same |
| To Increase Speaker Volume | Press Ctrl + D9 or Press + | Ctrl + Numpad(+) key |
| To Decrease Speaker Volume | Press Ctrl + D8 or Press - | Ctrl + Numpad(-) key |
| To Increase Speech Speed | Press Ctrl + D7 or Press \* | Ctrl + Alter + Pageup |
| To Decrease Speech Speed | Press Ctrl + D6 or Press / | Ctrl + Alter + Pagedown |
| ~~To Add a new Folder~~ | ~~Press Ctrl + n~~ | ~~Ctrl + F~~ |
| To on-off Speaker Sound | Press Space key | Same |

1. Make a Short-cut key for normal speed and speech. Suppose normal speed = 5, speech = 10. Use Insert + Esc for it.
2. Make an instruction file from Bangla & English Instruction which is said by speaker.
3. When setup any software from windows then give direction to install software.
4. When open a new document then say the title all the time.
5. E-mail will be perfect if below features will add

* When type password then say \*. Don’t say the password.
* Word by word, Character by char, Para by Para read from E-mail
* Reply, Forward, Attachment file option
* Inbox, Sent items, Address book, Spam must be accessible.

1. Add start menu in browser to make browser perfect for user.

**26 Aug**

**QA for Word**

1. Omit the option when press up, down key to say the line number. You can make an option for hearing line number: Insert + Delete. With column number.
2. ~~If there has a blank line then say Blank~~.
3. Read the current cursor position word again using short cut key: Insert + Numpad 5.
4. Distinguish between spelling B or V, we can use a word for each character all time. B for Ball or V for Vocal this will say when press shortcut key Numpad 5
5. ~~When open a file by typing WinWord from start menu then always say the title of the document~~
6. To say taskbar- insert+ page down
7. When insert table then say initial row column set in dialogue box of Microsoft word. When press up or down key then echo the changing value.
8. Short-Cut list is preferred for Microsoft Word document is given below:

|  |  |  |
| --- | --- | --- |
| **Events** | **Current Mongol Dip Short-cut Keys** | **They Preferred Short-cut Keys** |
| Instruction How To Use Word Document | Press Ctrl + Numpad 0 or Ctrl + D7 | Insert + H |
| To Listen One Character From Left | Press Left Arrow | Same |
| To Listen One Character From Right | Press Right Arrow | Same |
| To Listen One Word From left | Press Ctrl + Right Arrow | Same |
| To Listen One Word From Right | Press Ctrl + Left Arrow | Same |
| To Listen One Up Paragraph | Press Ctrl + Up Arrow | same |
| To Listen One Down Paragraph | Press Ctrl + Down Arrow | Same |
| To Listen Current Page Number, Current Text Font Size, Current Text Font Name Instruction | Press F2 | Insert + F |
| To Detect Table Cell Position | Press Tab/Up. |  |
| Line Number of Document | Press Up or Down Key | Omit the feature |
| Title of current focus document | New Feature | Insert + T |
| To create new office Document | Press Ctrl + n / N | Same |
| To Save Currently Working Word document | Press Ctrl + S | Same |
| To Save only existing Current working Word document with exit | Press Altr + F4 | Same |

1. ~~Echo row 1 column 1 instead of row is 1 column is 1.~~
2. When entry in a table then echo table number and table description.
3. If table cell is blank then echo blank.
4. To say a character still cursor : Numpad 5
5. To say a word still cursor : Insert + Numpad 5
6. To say a paragraph still cursor : Ctrl + Numpad 5
7. To spell a word still cursor : Insert + Numpad 5(twice)
8. To echo current cursor character ascii : Numpad 5(thrice).
9. To echo page setup info such as Page A4 size, Landscape or prostate, Left 1 inch, right 2 inch etc : Insert + F1.
10. Must access Dialogue box, combo box, Multi dialogue box etc. In word when insert table box then it does not say in the row or column option which score is initially written. If you increase or decrease then also not say.

**QA for Excel**

1. Access every cell perfectly. Example: XFD cell.
2. If press backspace in edit mode then echo the character you remove now. Echo only c instead of deletes c. It’s disgusting.
3. If press delete in edit mode then echo the character you remove now. Echo only c instead of deletes c. It’s disgusting.
4. If you press = in excel cell then echo Typing the formula and press enter
5. Short-Cut list is preferred for Microsoft Excel is given below:

|  |  |  |
| --- | --- | --- |
| **Events** | **Current Mongol Dip Short-cut Keys** | **They Preferred Short-cut Keys** |
| Detect current selected cell position & it’s text | Using Up, Down, Right, Left, Tab keys | same |
| To select current selected all rows | Press Shift + Space key | same |
| To select current selected all columns | Press Ctrl + Space key | same |
| Sheet Instruction | Press Ctrl + Shift + PageUp / PageDown key | same |
| To Know Current Cell Top Header\ Column Title | Press Ctrl + E key | Same |
| Current cell 1st to 4th row text | Press Ctrl + D8 key | Same |
| Current cell 1st to 4th column text | Press Ctrl + D7 key | same |
| Today’s Date Entry in current cell | Press Ctrl+ Semicolon key | same |
| Today’s Time Entry in current cell | Press Ctrl+ Shift + Semicolon key | same |
| To cell edit mode text | Press F2 edit mode active then press right or left key to read and type to write | same |
| To Save Currently Working Excel document | Press Ctrl + S | Same |
| To Save only existing Current working Excel document with exit. | Press Altr + F4 | Same |
| To know Current Cell Position & Text again | Press Ctrl+ D6 key | Ctrl + Numpad 5 |

1. For top heading echo like that Title Bijan C7.
2. For first 4th row echo like that d1 120, d2 101, d3 11, d4 108
3. For first 4th column echo like that d1 120, d2 101, d3 11, d4 108
4. For echo today’s date say insert date 26th September 2012 instead of you entry today’s date
5. For echo today’s time say insert time 3: 50 pm instead of you entry today’s time.
6. Create a short cut key for Excel Margin, Page Setup all info: Insert + F1.
7. Read all cell from current cursor left side using short cut : Insert + Home
8. Read all cell from current cursor Right side using short cut : Insert + PageUp
9. When Excel cell result comes from any formula suppose 1+2 =3 then if anyone goes the cell then say Guess Formula. That means result of that cell comes from a formula.
10. Must access Dialogue box, combo box, Multi dialogue box etc.

**QA for PowerPoint**

1. To say a character still cursor : Numpad 5
2. To say a word still cursor : Insert + Numpad 5
3. To say a paragraph still cursor : Ctrl + Numpad 5
4. To spell a word still cursor : Insert + Numpad 5(twice)
5. To echo current cursor character ascii : Numpad 5(thrice).
6. Information of Page size, Page layout, Sound effect, Page design : insert + F1
7. When open slide show then if you want to read text then talk too much. After 30 second then echo the main text. It’s disgusting.
8. In slide show mode it’s also important to know slide number: Insert + Tab
9. There must be a interrupt key to stop echo sound at any time. In JAWS they use Ctrl as a interrupt key.
10. In slide show if there has no title then echo “Title Blank” then read body text.
11. To echo current PowerPoint title: Insert + T
12. Don’t need to echo selection is on. Just say like Title Shahjalal, Body Sylhet. If blank then say title blank, body blank.
13. When press Tab then also read the text.
14. Short-Cut list is preferred for Microsoft PowerPoint is given below:

|  |  |  |
| --- | --- | --- |
| **Events** | **Current Mongol Dip Short-cut Keys** | **They Preferred Short-cut Keys** |
| To Listen One Character From Left in Text Edit Mode | Press Left Arrow | same |
| To Listen One Character From Right in Text Edit Mode | Press Right Arrow | same |
| To Listen One Word From Left in Text Edit Mode | Press Ctrl + Left Arrow | same |
| To Listen One Word From Right in Text Edit Mode | Press Ctrl + Right Arrow | same |
| To Listen Paragraph From Up to Down | Press Ctrl + Down Arrow | same |
| To Listen Paragraph From Down to Up | Press Ctrl + Up Arrow | same |
| To go next slide | Press Down Arrow | same |
| To go previous slide | Press Up Arrow | same |
| To select Text area/Shape from slide document | Press tab | same |
| Edit operation when make slide | Press F2 or Enter | same |
| To deselect anything | Press Escape key | same |
| Slide show start and stop | Press F5 key | same |
| Go prior slide when slideshow running | Press PageUp key | PageUp / BackSpace |
| Go next slide when slideshow running | Press PageDown key | PageDown/Space |
| To read text of slide when slideshow running | Press Up / Down / Right / Left Arrow key | same |
| To create new presentation | Press Ctrl + n / N | same |
| To create new slide | Press Ctrl + m / M | same |
| To Save Currently Working PowerPoint document | Press Ctrl + S | same |
| To Save Current working PowerPoint document with exit | Press Altr + F4 | same |
| To go top most slide | Press Ctrl + Home | same |
| To go last slide | Press Ctrl + End | same |

**Common Feature for All Documents**

1. When Mongol Dip Software starts then keep Insert key Disable mode, Caps lock & Numpad off mode.
2. When press insert it’s also need to echo Insert although Insert is in Disable mode.
3. It’s also need to inform Numlock on or off
4. Echo 5 instead of Numpad 5
5. In Mongol Dip when press 0 then don’t echo anything. It’s needed.
6. Echo 1, 2 instead of D1, D2 .
7. When Press Ctrl + Shift + Right arrow then select right word and echo like selected Bijan.
8. Suppose you select Bijan then deselect n then echo deselect n.
9. Selection Command for all Document

* To select word : Ctrl + Shift + Right / Left
* To select Line : Shift + Up/Down Arrow
* To select Paragraph: Ctrl + Shift + Up/Down Arrow.

1. Keyboard Lock/Unlock mode : Insert + D1
2. Mongol Dip Major Issue

* Voice of Mongol Dip must be increase.
* Navigation Faster.
* Voice level of Mongol Dip & Subachan will be same.
* Mongol Dip Portable without any setup.