**Short-Cut keys of Microsoft Word Document**

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| **Events** | **Short-cut Keys** | **Output** |
| ~~Instruction of how to operate Word Document~~ | ~~Ctrl + Numpad 0 or Ctrl + D7~~ | * ~~When you press this key it will echo short-cut key combination for using Microsoft word document.~~ |
| ~~To Listen One Character From Left~~ | ~~Left Arrow~~ | * ~~It will echo one Character From Left~~ |
| ~~To Listen One Character From Right~~ | ~~Right Arrow~~ | * ~~It will echo one Character From Right~~ |
| ~~To Listen One Word From left~~ | ~~Ctrl + Right Arrow~~ | * ~~It will echo one Word From Left~~ |
| ~~To Listen One Word From Right~~ | ~~Ctrl + Left Arrow~~ | * ~~It will echo one Word From Right~~ |
| ~~To Listen One Up Paragraph~~ | ~~Ctrl + Up Arrow~~ | * ~~It will echo previous Paragraph~~ |
| ~~To Listen One Down Paragraph~~ | ~~Ctrl + Down Arrow~~ | * ~~It will echo next Paragraph~~ |
| ~~To Detect Table Cell Position~~ | ~~Tab/Up/Down~~ | * ~~Echo Current Table Row & Column Position~~ |
| ~~To echo Line~~ | ~~Up or Down Key~~ | * ~~Echo previous and next line~~ |
| ~~To Read previous sentence~~ | ~~Alt + Up~~ | * ~~Echo previous sentence~~ |
| ~~To Read next sentence~~ | ~~Alt + Down~~ | * ~~Echo next sentence~~ |
| Echo selected text | Shift + Right/Left Key | * Echo current selected text |
| Echo selected text | Shift + Up/Down Key | * Echo current selected text |
| ~~Select previous cell of table~~ | ~~Alt + Ctrl + Left key~~ | * ~~Select previous cell and echo cell content~~ |
| ~~Select next cell of table~~ | ~~Alt + Ctrl + Right key~~ | * ~~Select next cell and echo cell content~~ |
| ~~Select first cell of table~~ | ~~Alt + Ctrl + Home~~ | * ~~Select first cell and echo cell content~~ |
| ~~Select last cell of table~~ | ~~Alt + Ctrl + End~~ | * ~~Select last cell and echo cell content~~ |
| ~~To Know column title of table~~ | ~~Alt + D1~~ | * ~~Echo column title~~ |
| ~~To Know row title of table~~ | ~~Alt + D7~~ | * ~~Echo row title~~ |
| ~~Say font instruction of current text document~~ | ~~Insert + F~~ | * ~~Echo current text font~~ |
| ~~Say Page Layout~~ | ~~Insert + F1~~ | * ~~Echo Page Layout Information~~ |
| ~~Say Color Instruction~~ | ~~Insert + D5~~ | * ~~Echo Color of current text~~ |
| ~~To create new office Document~~ | ~~Ctrl + n / N~~ | * ~~It will create new presentation~~ |
| ~~To Save Currently Working Word document~~ | ~~Ctrl + S~~ | * ~~Save current Word document~~ |
| ~~To Save Current working Word document and close~~ | ~~Alt + F4~~ | * ~~Save Word document and close.~~ |
|  |  |  |
| Insert+ T then echo current working word document title | Insert + T | * Echo current working word document title |
| Keep a short cut key to know current table cell position. In JAWS they use Insert+ C | Insert+ C | * Echo current table cell position |
| Say current line | Insert +up arrow | * Echo current line |
| say window prompt and text | Insert +tab | * Echo window prompt and text |
| say top line of window | Insert +end | * Echo top line of window |
| say selected text | insert +down arrow | * Echo selected text |
| say system time and date | insert+f12 | * Echo system time and date |