**Screen Reader Alo Hotkey List**

**System Command**

**\*NVDA = Insert / Caps Lock**

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| **Command** | **NVDA hotkey** | **Description** |
| Alt + B | NVDA + shift + B | Speak Battery status |
| Alt + T | NVDA + F12 (once) | Speak Current Time |
| Alt + D | NVDA + F12 (twice) | Speak todays date |
| Alt + F | NVDA + Q | Exit application forcefully |

**Microsoft Word Command**

· Speak file formats when a new file is opening

· Speak all menus and menus item

· Speak file Title

|  |  |  |
| --- | --- | --- |
| **Command** | **NVDA hotkey** | **Description** |
| Ctrl + T | NVDA + T | Speak current document title |
| Ctrl+ Home | Ctrl + Home | Go to the top of the document |
| Ctrl + Space | NVDA + Space | Switch between (Focus and Browse) mode |
| **Focus Mode Features** | | |
| Insert + F7 | Insert + F7 | Open elements list (Show proofing) |
| Insert + Ctrl + F | Insert + Ctrl + F | Search for a word or a phrase |
| Alt | Alt | Go to Ribbon |
| Tab | Tab/left/right | Traverse Ribbon Menu (Speak all menu) |
| Ctrl + Left arrow | Ctrl + Left arrow | Speak the next word from the cursor |
| Ctrl + Right arrow | Ctrl + Right arrow | Speak the previous word from the cursor |
| Up / Down arrow | Up / Down arrow | Speak the next/previous sentence |
| Up / Down arrow | Up / Down arrow | Speak table properties (if inside a table) |
| Alt + Ctrl + A |  | Speak current table header properties |
| Up / Down arrow | Up / Down arrow | Traverse row/column of a table |
| Ctrl + Down arrow | Ctrl + Down arrow | Speak next paragraph |
| Ctrl + Up arrow | Ctrl + Up arrow | Speak the previous paragraph |
| Ctrl + Shift + X |  | Speak selected text style, size, font etc. |
| Ctrl + L  Ctrl + R  Ctrl + E  Ctrl + J | Ctrl + L  Ctrl + R  Ctrl + E  Ctrl + J | Speak Align Left  Align Right  Align Center  Align Justify |
| **Browse Mode Features** | | |
| F |  | Speak the full document |
| W | Ctrl + Right | Speak the next word from the cursor |
| Shift + W | Ctrl + Left | Speak the previous word from the cursor |
| Q |  | Speak the current word from the cursor |
| H | H | Speak the next heading from the cursor |
| Shift + H | Shift + H | Speak the previous heading from the cursor |
| P | Ctrl + Down | Speak the next paragraph from the cursor |
| Shift + P | Ctrl + Up | Speak the previous paragraph from the cursor |
| T | T | Speak next table properties from the cursor |
| Shift + T | Shift + T | Speak previous table properties from the cursor |
| Alt + Ctrl + A |  | Speak current table header properties |
| G | G | Speak next image properties from the cursor |
| Shift + G | Shift + G | Speak previous image properties from the cursor |
| S | Down | Speak the next sentence from the cursor |
| Shift + S | Up | Speak the previous sentence from the cursor |
| C | Right | Speak the next character from the cursor |
| Shift + C | Left | Speak the previous character from the cursor |
| L |  | Speak the next list from the cursor |
| Shift + L |  | Speak the previous list from the cursor |
| I |  | Speak the next list item from the cursor |
| Shift + I |  | Speak the previous list item from the cursor |

**Microsoft Excel Command**

· Speak file formats when a new file is opening

· Speak all menus and menus item

· Speak file Title

|  |  |  |
| --- | --- | --- |
| Command | NVDA HotKey | Description |
| Arrow Keys | Arrow Keys | Navigate through cells |
| Control + Shift + S | NVDA + Shift + W | Speak the current sheet name |
| Control + Alt + T | NVDA + Shift + W | Speak current Excel file title |
| Up / Down / Left / Right | Up / Down / Left / Right | Navigate cells (Speak cell value and column name) |
| Ctrl + Arrow Keys | Ctrl + Arrow Keys | Navigate to the farthest cells |
| Ctrl + Home | Ctrl + Home | Navigate to the first cell |
| Ctrl + Page Up | Ctrl + Page Up | Move to the previous sheet |
| Ctrl + Page Down | Ctrl + Page Down | Move to the next sheet. |
| Ctrl + F | Ctrl + F | Find and Replace Dialogue |
| Alt + Enter | Alt + Enter | Start a New Line Within a Cell |
| Fn + F2 or F2 | F2 | Edit the active cell |
| Left / Right arrow | Left / Right arrow | Speak previous/next character on active cell |
| Control + Shift + R | N/A | Speak formula bar |

**Microsoft EDGE Browser Command**

· First, open the browser, then visit any website

· Wait until the speaker says (Application Loaded)

· It will take a few seconds

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| --- | --- | --- |
| **Command** | **NVDA HotKey** | **Description** |
| H + Control + Alt | H | Speak next heading |
| Alt + Shift + Control + H | Shift + H | Speak the previous heading |
| J + Control + Alt | N/A | Speak next header and paragraph/text |
| Shift + J + Control + Alt | N/A | Speak previous header and paragraph/text |
| P + Control + Alt | Down | Speak next paragraph |
| Shift + P + Control + Alt | Up | Speak the previous paragraph |
| U + Control + Alt | K | Speak next hyperlink |
| Shift + U + Control + Alt | Shift + K | Speak the previous hyperlink |
| T + Control + Alt | T | Speak next table |
| Shift + T + Control + Alt | Shift, T | Speak the previous table |
| Ctrl + Shift + Down arrow  Ctrl + Shift + Up arrow | N/A | Speak next/previous row |
| Ctrl + Shift + Left arrow  Ctrl + Shift + Right arrow | N/A | Speak next/previous column |
| B + Control + Alt | B | Speak next button |
| Shift + B + Control + Alt | Shift + B | Speak the previous button |
| R + Control + Alt | R | Speak next radio button |
| Shift + R + Control, Alt | Shift, R | Speak the previous radio button |
| C + Control + Alt | C | Speak next combo box |
| Shift + C + Control + Alt | Shift, C | Speak previous combo box |
| F + Control + Alt | N/A | Speak next check box |
| Shift + F + Control + Alt | N/A | Speak previous checkbox |
| E + Control + Alt | E | Speak next edit box |
| Shift + E + Control + Alt | Shift + E | Speak previous edit box |
| Alr + R | N/A | Reload window |

**Microsoft PowerPoint**

Microsoft PowerPoint HotKeys.

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| Command | NVDA HotKey | Description |
| Control + Space | NVDA + Space | Toggle focus and browse modes |
| Tab | NVDA + L | Read the current object (e.g., text box, image). |
| Control + Left/Right Arrow | NVDA + Left/Right Arrow | Read the previous/next word. |
| Left/Right arrows (on selected text) | Left/Right arrows | Character by character reading |
| Control + Up/Down Arrow | NVDA + Up/Down Arrow | Read the previous/next Paragraph. |
| F5 | F5 | Start the slideshow |
| Escape | Escape | Exit the slideshow |
| Delete | Delete | Slide Deleted (When on sidebar) |
| Control + M | Control + M | New Slide Created (When on sidebar) |
| Control + Up/Down | N/A | Read numbered/non-numbered points (when Bullet point is detected) |
| Not Assigned | N/A | Cut the selected object or text |
| Not Assigned | N/A | Copy the selected object or text |
| Not Assigned | N/A | Paste the contents of the clipboard |
| Not Assigned | N/A | Read font name/size/color of selected text |
| Not Assigned | N/A | Change the size of selected text (normal, medium, large) |
| Not Assigned | N/A | Read Title |
| Not Assigned | N/A | Go to Ribbon |

**Not Assigned Hotkeys will be implemented soon.**