Cheat Sheet

Everything we teach will depend on having a down and dirty relationship with your keyboard. You can’t execute the commands that you want if you don’t know where the keys are, and to really be efficient will require that keystrokes become something you do more as a result of muscle memory than of trying to remember. Knowing where all the keys are that we will use is foundational; you simply can’t build without that knowledge, but we have a way for you to learn.

Learning keys: insert 1; This is a toggle. Press it again to turn Keyboard Help off.

Say Window Title: insert T

Say Line Insert+up-arrow

Say previous line up-arrow

Say next Line down-arrow

Say current sentence alt+5

Say previous sentence alt+up-arrow

Say Next Sentence Alt+Down-arrow

Say letter under cursor 5

Move forward a character right arrow

Move back a character left-arrow

Say word under cursor Insert+5

Move forward one word control+6 or control+right-arrow

Move back a word Control+left-arrow

Move down a paragraph Control+down-arrow

Move up a paragraph Control+up-arrow

Formatting:

To Copy selected text: Control C

To cut selected text: Control x

To paste selected text: Control V

To bold selected text: Control B

To italicize selected text: Control i

To select a character: Shift right arrow.

To select a word: Control shift right arrow.

To select a line:Shift end.

To slect from start of cursor to end: Control shift end.

To select from start of cursor to the top: Control shift home

To open Task Manager: Control shift escape. Alt F4 to close it.

To go to system tray: Windows B. Or: Insert F11.

To go to desktop: windows D

To minimize all windows: Windows M; usually goes to desktop.

To open File Explorer: Windows E

F2: Rename Document

Shift F10: Application key

Alt 2: Creates new folder

JAWS Specific:

To check battery status on laptop: JAWS key, shift, B

JAWS T: Tells title of document or window.

JAWS 2: Toggles between words and characters

Jaws Key + F7: Opens a list of links, while on a webpage