# Office Tips

## #OfficeTip 1: Turning Off the Backstage Menu

Have you ever been frustrated when you open Microsoft Word, Excel or PowerPoint and you start in the Backstage menu? You say to yourself, “I just want to start typing.”

How do you know you are in the Backstage menu in Word? JAWS will say “New List box‑ Blank document.” Once you hear this you have to press **ESCAPE** to land in a blank document.

Let’s change the option in Word to turn this off.

* Open Word and press **ESCAPE**
* Press **ALT+F** to open the menu
* Press the letter “**T**” for Options
* JAWS will say “Word Options Categories List box General.”
* Now press **ALT+H** to move to and change the setting “Show the Start screen when this application starts.”
* JAWS will tell you if the option is checked or unchecked
* Use the **SPACEBAR** to toggle this option
* Press **ENTER** to save this setting

Next up, how to return to the old Save and Open dialogs.

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## #OfficeTip 2: I Want the Save and Open Dialogs Back

I described how to turn off the Backstage menu on startup in Office Tip 1. This is similar. When you press **CTRL+S** and **CTRL+O** you are currently forced to use the Backstage menu. This is ok if you remember each of the sub menus and any hotkeys associated with those keys.

So, let’s change the setting to turn back the clock to the old way.

* Open Word
* Press **ALT+F** to open the menu
* Press the letter “**T**” for Options
* JAWS will say “Word Options Categories List box General.”
* Press the letter “**S**” to move to Save
* Now press **ALT+S** to move to and change the setting “Don’t show the Backstage when opening or saving files with keyboard shortcuts .”
* JAWS will tell you if the option is checked or unchecked
* Use the **SPACEBAR** to toggle this option
* Press **ENTER** to save this setting

Note **F12** is still the command for Save As.

Next up, using the Quick Access Toolbar.

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## #OfficeTip 3: Using the Quick Access Bar in Microsoft Office

I wanted to share one of the great features of Microsoft Office for JAWS users. It is called the Quick Access Bar. You can replace any of the existing functions in the Quick Access Bar with those you use daily. The Quick Access Bar is located above the Ribbon. You can press the **ALT** key followed by **UP ARROW** to find it. You can use **SHIFT+F10** or the **APPLICATIONS** Key to remove or add items to the Quick Access Bar. Just Arrow to the item you want to add or remove and press **SHIFT+F10** or the **APPLICATIONS** Key. The items in the Quick Access Bar can be launched by pressing **ALT** followed by the Number where the number represents the order of the functions. The Quick Access Bar depends on which application and the section of the application in outlook. For example, you can have different functions for when you are writing an email vs. the calendar. For more advanced users you can find the Quick Access Bar under Options in each application. You can see popular or all commands, remove or add items and even reorder the items.

Let’s add something to the Quick Access Bar.

* Open Word
* Press ALT key to move to the ribbon
* JAWS will say “Upper Ribbon, Ribbon Tabs Tab‑ expanded, Home Tab”
* If you don’t hear this you could be in the single line ribbon
* From the Home Tab you can now press the **TAB** key until you hear “Clear Formatting Button”
* This may take pressing **TAB** 11 times
* Now press **SHIFT+F10** or the **APPLICATIONS** Key
* You should hear “Add to Quick Access Toolbar” and press the **ENTER** key

Now press the **ALT** key and arrow **UP** to explore the items on the Quick Access Bar to figure out which number is assigned to the new function. Remember the first function is 1, second is 2 and so on. Feel free to use the **SHIFT+F10** or the **APPLICATIONS** Key on any item on the Quick Access Bar to remove items.

Next up, using **ALT+Q** to search for features.

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## #OfficeTip 4: Using the Search in Microsoft Office

One of the challenges of using any application is finding the features you want to use. It feels like reaching into a junk drawer in your kitchen and being poked by a thumb tack when you are really looking for a pencil. In the case of an application like Word, you would press the **ALT** key and then use the arrow keys or the **TAB** key to explore. This would not be very efficient if you are trying to complete a task.

Let’s explore using the Microsoft Office search.

* Open Word
* Press **ALT+Q** to go to the search edit
* JAWS will say “Microsoft Search Edit” and you may hear that Microsoft has suggestions based on your previously used features
* You could press **DOWN ARRROW** to move through the recent features or you can type in what you want to search for
* Type in “table” and then **DOWN ARRROW** tolook at your results
* Now you can press **ENTER** on the item you want to choose

If this item is a common task, you may want to add it to the Quick Access Toolbar with **SHIFT+F10** or the **APPLICATIONS** key. Take a look at Office Tip 3 for more details.

Next up, using **F6** in Office applications.

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## #OfficeTip 5: Don’t Forget About the F6 Key

Office applications and other apps including JAWS and browsers have multiple areas of the apps that will require you to use other commands to reach those areas. An example in PowerPoint is that you have the slide area, the status bar, the ribbon, slide thumbnails and slide notes. You can’t use the **TAB** key to move between these areas.

Let’s use PowerPoint as the example.

* Open PowerPoint
* Assuming you have done the steps in Office Tip 1, JAWS will say “Slide 1, no selection”
* Now press **F6** and JAWS will say “Toolbar, Spellcheck Button”
* Now you can press **F6** to move forward or **SHIFT+F6** to move backwards
* You should see the ribbon, notes, slide thumbnails, etc.
* Once in one of those areas you can use TAB or the arrow keys to move around
* If you don’t see the notes edit area you can turn this on in the toolbar where you heard Spellcheck

Note that in Microsoft Teams you will need to add the **CTRL** key when using these commands.

Next up, multi-line or single line ribbon in Microsoft Office.

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## #OfficeTip 6: What is the Single-line vs. Multi-line Ribbon

You can use the **ALT** key to access the Microsoft Office Ribbon. You will know if you are using a single or multi-line ribbon by what JAWS says. If you hear JAWS say “collapsed” when you go to the ribbon, then you are using a single line ribbon. If you hear JAWS say “expanded” then you are using a multi-line ribbon.

Now you ask who cares? Well, knowing this will help you navigate the ribbon. For example, when you are using a multi-line ribbon you can use the **TAB** key to navigate through the ribbon. When you are in a single-line ribbon you have to press **ENTER** on the ribbon you want for it to expand before you use the **TAB** key.

* You can toggle between a single-line and multi-line ribbon with **CTRL+F1**.

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## #OfficeTip 7: Outlook 365 and the Focused Inbox

Focused Inbox separates your inbox into two tabs—Focused and Other. Your most important email messages are on the Focused tab while the rest remain easily accessible—but out of the way—on the Other tab.

Now the question is how to turn this on or off.

So, as with everything else, there are multiple ways to accomplish this task. I will show you several, but not all.

* While in the Inbox you can press Tab until you hear "Sort, arrange or filter messages
* Next you could use the Search bar to find "Focused Inbox". Just press Alt+Q and type in "Focus" and arrow down to find the option.
* My favorite option is using the Quick Access Bar in Microsoft Office. See the tip on the Quick Access Bar.

Next up, what is the paste recovery thing?

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## #OfficeTip 8: What is this Paste Recovery Table?

Have you ever pasted something in Word and heard JAWS say “Paste Recovery Table?” Then you hear “Keep Formatting”. I say, what does all of this mean? I mean really, I press CTRL+V and that should be obvious what I want to do. Come on, just paste it and move on Word.

So, what Word is saying is that the text you are pasting does not match the same formatting in the destination document. This means they are trying to be helpful. Now isn’t that nice of them?

This is a setting you can turn off, but I warn you, this means you will forever live with messy documents. I promise you, Microsoft is trying to help you.

Let’s first take a look at how to use the Paste Recovery Table.

* Copy text from one document
* Switch to another document and paste the stuff you copied with **CTRL+V**
* Now you hear JAWS say “Paste Recovery table, Paste Options, Keep Source Formatting”

You now have some options, time to put on that thinking cap, or pull out your hair.

You have three options. You can use the **TAB** key to move between them.

* Keep Source Formatting, which means you copy the formatting from the previous location
* Merge Formatting, which means you will switch the formatting of the stuff you are pasting to match the formatting of the destination document
* Keep Text Only, this means you strip out all formatting

You will also see a button called “Set Default paste.” This is where you can tell Word which of the previous three options you want to be the default. If you set your default paste option, this means you can just hit **CTRL+V** and if that dialog pops up you can hit **ESCAPE** and be happy because Word has followed your command.

Now, let’s say you set your default paste to keep formatting, but you want to merge the formatting. You just need to press the **RIGHT CTRL** key to bring up your options.

Let’s see how we can turn off the feature and just make paste work as expected.

* Open the Microsoft Word menu with **ALT+F**
* Press the letter “**T**” for Options
* Press the letter “**A**” for Advanced
* Press ALT+O to cycle through the options until you hear “Show Paste Options button when content is pasted”
* Use **SPACEBAR** to toggle this option and press the **ENTER** key to save the setting

Now I want to let you know that the Advanced section of the Options dialog of Microsoft Word has a section where you can set all of the default paste options if you dare to play in that dialog.

* Open the Microsoft Word menu with **ALT+F**
* Press the letter “**T**” for Options
* Press the letter “**A**” for Advanced
* Now you can press the **TAB** key to explore the different options

## #OfficeTip 9: Creating and Editing Signatures in Microsoft Outlook with JAWS

Instructions are using Office 365 and JAWS 2021.

* Open Outlook
* Press **ALT+Q** to move to the Outlook Search Bar
* Type in “Signature” and press **DOWN ARROW**
* Locate “Signature sub menu” and press **ENTER**
* Press **ENTER** on “Signatures...”

You will now be in the Signature and Stationary dialog and focus will be on the Ok Button.

* If you want to edit an existing signature you can press **SHIFT+TAB** twice
* JAWS will say “Line spacing Single, Signatures and Stationery, Edit signature”
* You can use your **ARROW** keys to move **UP** and **DOWN** to review the current signature and make edits
* Or you can use **TAB** or **SHIFT+TAB** to move through the dialog

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## #OfficeTip 10: Creating Headings in Microsoft Word

Documents use headings to create structure within a document. There is an easy way to create “Headings” in documents.

* Move to beginning of where you want the heading
* Select the text using **SHIFT+END** for a line or use normal selection commands
* Press **ALT+CTRL+NUMBER** where the number represents the heading level
* Use 1 through 3 for heading levels

Note: there are only keystrokes for heading level 1 through 3 even though headings go up to level 6.

I was recently told about another method that is really cool.

* Type the text that you want to be a specific heading level
* Press one of the following commands
	+ **ALT+SHIFT+RIGHT ARROW** for next heading level
	+ **ALT+SHIFT+LEFT ARROW** for previous heading level

For example:

* Open Microsoft Word
* Type “Title Slide”
* Press **ALT+SHIFT+LEFT ARROW** to set the text to Heading Level 1
* Alternatively, press **ALT+SHIFT+RIGHT ARROW** to set the text to Heading Level 2

This method allows for headings up to level 6.

Note: Headings are used to create a table of contents in documents.

#JAWSTip: Use **INSERT+Z** in JAWS to toggle on Quick Keys to navigate by heading using the letter “H”.

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