

Excel 2019 with JAWS

Changing the Orientation of a Worksheet



Often, you will need to change the orientation of a worksheet from Portrait to Landscape in order to fit all of the columns in the worksheet on one page.

To change the orientation of a worksheet in Excel 2019, in conjunction with JAWS, follow these suggested steps:

1. From anywhere in your worksheet, press **ALT** to move focus to the upper part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected Tab.
2. Press **RIGHT ARROW** or **LEFT ARROW** until the **Page Layout** tab is selected and then press **TAB** to move focus to the lower part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected control. This should be the **Themes** sub-menu.
3. Press **TAB** until the **Orientation** button is selected and press **ENTER**. Upon doing this, a dropdown menu will be displayed. JAWS will say the name of the first option in the menu. This should be 'Portrait'.

An alternative method of choosing an option from the **Office Ribbon** is to press a sequence of keys. The sequence of keys to press to quickly display the **Orientation** dropdown menu are as follows:

ALT followed by **P** then **o**

4. Press **DOWN ARROW** or **UP ARROW** until the **Landscape Orientation** option is selected and press **ENTER**. Upon doing this, your worksheet will now be in landscape orientation!

Note: When changing orientation for a worksheet, the setting only applies for the sheet you are working on. To change orientation for other sheets, first move to the required sheet and then follow the steps outlined above.