Excel 365 with JAWS Changing Cell Alignment

There are some good reasons for changing the alignment of a cell or range of cells. The most common reason is to line up column headings with the data below. For example, if a column heading was labelled **Cost**, the heading would be left-aligned by default. However, the data in the cells below this heading would almost certainly be numeric, therefore right-aligned. Hence you would need to change the column heading **Cost** to match the alignment of the cells in that column.

To change the alignment of a cell or selected range of cells in Excel 365, in conjunction with JAWS, follow these suggested steps:

1. Select the cell or range of cells to be aligned.

2. Press **CTRL and 1**. Upon doing this, the Format Cells multi-paged dialog box will be displayed.

3. In the **Format Cells** dialog box, focus will usually be in the **Number** page. However, if you had previously used the dialog box to make some changes, focus might be in the page you last used. If necessary, press **CTRL and TAB** until the **Alignment** page is displayed.

4. Press **TAB** until focus is in the **Horizontal** combo box. JAWS will say "Horizontal: combo box" followed by the current setting for the cell/s.

5. Press **DOWN ARROW** or **UP ARROW** until you have selected the desired alignment setting and then press **ENTER** to choose it.

6. Finally, press **ENTER** to choose the **OK button** and close the Format Cells dialog box. Upon doing this, focus will return to your worksheet.

7.   Press **LEFT ARROW** to deselect any selected cells.

Note: To check the attributes of a cell, which will include the alignment, press the JAWS command **INSERT and F**.

It is also possible to change cell alignment by choosing the appropriate option from the Office Ribbon. The following sequence of keys can be used to change cell alignment:

- Left Alignment: **ALT** followed by **H** then **A** then **L**
- Right Alignment: **ALT** followed by **H** then **A** then **R**
- Centre Alignment: **ALT** followed by **H** then **A** then **C**