

Excel 365 with JAWS

Changing Worksheet Orientation



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 365, 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 "Comments" button.
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 currently selected 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 1: 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.

Note 2: JAWS can provide you with a summary of the page layout settings, which includes the orientation of the current worksheet. To obtain the summary, press **INSERT and F1** (CAPS LOCK and F1 on a laptop). Upon doing this, JAWS will start to read the summary information. You can stop the speech and navigate this information using standard navigation techniques if you wish. To close the summary information, press **ESCAPE**.