

# Excel 365 with JAWS

## Opening a Workbook



By default, workbooks that you create and then save are stored in the **Documents** folder. This location is where Microsoft Excel is set to look when opening a workbook. This is ideal, as it can make finding and opening workbooks quick and easy!

To open a workbook from the **Documents** folder, in conjunction with JAWS, follow these suggested steps:

1. Ensure that Excel 365 has been started and is on screen.
2. Press **CTRL and F12**. Upon doing this, the **Open** dialog box will be displayed. Focus will be in an edit/combo box labelled **File name**. JAWS will say "file name colon edit combo". Here, you could type the name of the workbook you wish to open and then press **ENTER**. However, this can often be problematic, as you might not remember the exact spelling of the workbook! So, do not type anything into this box.
3. Press **SHIFT and TAB twice to move focus to the list of folders and files. Upon doing this, JAWS will say** the name of the first item in the list. This list contains any folders you have created, as well as all of the workbooks in the **Documents** folder!

**Note:** If you accidentally press **SHIFT and TAB** too many times, you can press **TAB** to move back through the controls in the opposite direction.

4. Press **DOWN ARROW** or **UP ARROW** until the name of the workbook you wish to open is selected. Alternatively, press the first letter of the workbook name until it is selected in the list.

5. When you have selected the desired workbook name from the list, press **ENTER**. Upon doing this, the workbook will be opened and displayed on screen. JAWS will announce the name of the workbook and will then announce the contents of the currently selected cell, followed by the cell reference in which the cursor is positioned.

That's it, you have successfully opened a workbook from the **Documents** folder using JAWS!