Word 365 with JAWS Navigating the Word Application Window

This document has been designed to introduce you to the layout of the Microsoft Word 365 application window and how to navigate the various areas of the screen, in conjunction with JAWS for Windows.

Assumptions Made in the Creation of this Document

Certain assumptions have been made in the creation of this document. They are as follows:

- It is assumed that the Operating System being used is Windows 10 or 11, and the version of Microsoft Word being used is 365.
- It is assumed that the version of JAWS being used is either 2024 or 2025. However, prior versions down to version 18 should work perfectly OK!
- It is assumed that you are using a standard Desktop keyboard, and that JAWS is set to use the **Desktop** keyboard layout. Laptop commands are included where applicable.
- It is assumed that you have a rudimentary understanding of the Windows Operating System and how to navigate it, in conjunction with JAWS.
- It is assumed that Menu and Control Help has been turned off in the JAWS Start-up Wizard, in the section headed Tutor Messages. It is also assumed that the JAWS User Verbosity is set to 'Beginner'.

Overview

The Word 365 application window is similar in layout to most other applications found in the Windows Operating System. At the very top of the screen, you will find the **Title Bar**. This contains the name of the application and the name of the current document in use. To read the contents of the Title Bar, press the JAWS command **INSERT and T (CAPS LOCK and T on a laptop)**. Upon doing this, JAWS will announce the name of the current document first, followed by the name

of the application in use, in this case, "Word". JAWS may also announce other information, depending on how your version of Word 365 has been configured.

At the upper left corner of the Application Window, you will find the File Tab. When activated, a dropdown menu, known as the **Backstage View**, is displayed. The **Backstage View** consists of some menu options you may be familiar with. These include **Save**, **Close** and **Options**. Also in the **Backstage View you will find a** number of Tabs. These are New, Open, Share, **Info**, Save As, Print, Export and Account.

To activate the **File** tab, thus displaying the **Backstage View**, press the keyboard shortcut **ALT and F**. To explore the available options, press **DOWN ARROW** or **UP ARROW**. To choose an option, press **ENTER**.

The Tabs in the Backstage View are designed to group items together. They work similarly to sub-menus. If you select one of the Tabs and press **ENTER**, associated options for that Tab are displayed. These could include additional Tabs, buttons or list items. For example, if you activate the **Open** Tab, a set of Tabs will be displayed. Depending on which drive options you have available, these could include the Recent Tab, the Shared with me Tab, the One Drive Tab and the This PC Tab. Press **DOWN ARROW** or **UP ARROW** to explore the available Tabs. Press **ENTER** to choose a Tab and then press the **TAB** key to move focus to a list of available options. You can then press **DOWN ARROW** or **UP ARROW** to navigate the options within this Tab. If you want to cancel the Back Stage view without choosing an option, press **ESCAPE twice.**

To the right of the **File** Tab, you will find the Office Ribbon. This is divided into two distinct parts, the Upper ribbon and the Lower Ribbon. The Upper ribbon consists of a number of Tabs (category headings). The Lower Ribbon consists of a group of associated controls related to the currently selected Tab. The **Ribbon** will be discussed in more detail later in this document.

Above the File Tab, at the left edge of the Title Bar, you will find the Quick Access Toolbar. By default this contains three buttons, Save, Undo and Repeat. Depending on what you are doing at the time, some of these buttons may not be available. The **Quick Access Toolbar** will be discussed in more detail later in this document.

Running along the bottom of the Word 365 application window, is the **Status Bar, which** displays messages as tasks are performed. It also

contains additional information about your document, such as the current Page number, the view type you are using and the zoom setting for the current document. The Status Bar is customisable and additional options can be added as well as existing options being removed. To read the contents of the Status Bar, press the JAWS command INSERT and PAGE DOWN **(CAPS LOCK and PAGE DOWN on a laptop)**. The Status Bar will be discussed in more detail later in this document.

Between the Office Ribbon and the Status Bar, is the Document Window. This takes up approximately 75% of the screen. When a new document is created, a flashing cursor, known as the insertion point, will be present at the upper left corner of the document window. This cursor indicates where text will be inserted when you start typing.

To the right of and beneath the Document Window, are the up and down, left and right **scroll bars.** Using a mouse, you could scroll your document's view if it is larger than the document window. JAWS users can scroll documents using common navigation keys, such as the Arrow keys, Page Up, Page Down, Home and End.

The Office Ribbon

In Word 365, commands are controlled by a Ribbon which is displayed at the top of the application window. The Ribbon is divided into two sections, the Upper Ribbon and the Lower Ribbon. The Upper ribbon consists of a series of tabs (category headings), each of which has a set of associated controls.
When a tab is selected on the Upper Ribbon, its associated controls are automatically displayed on the Lower Ribbon. The Lower Ribbon is further divided into groups of closely related controls.

By default, there are 10 tabs on the Upper Ribbon. From left to right, they are Home, Insert, Draw, Design, Layout, References, Mailings, Review, View and Help. Depending on how your version of Word 365 has been configured, other tabs may be available, for example, the Developer tab and the Add Ins tab. Also, some Tabs can appear when certain operations are active, for example, when a Picture is selected in a document, a Picture Tools Format tab is displayed on the Ribbon.

Accessing and Navigating the Upper Ribbon

To move focus to the Upper Ribbon, press **ALT**. Upon doing this, the Home tab will be selected. JAWS will say "Upper ribbon, Home tab, 2 of

11, ALT followed by H". This means that focus is on the Upper Ribbon, the currently selected tab is Home, the 2nd Tab is selected and the keyboard shortcut for displaying the related controls for the Home tab, after pressing ALT, is **H**.

Note 1: Although there are 10 Tabs on the Upper Ribbon, JAWS reports the Home Tab to be number 2 of 11. This is because the File Tab is designated position number 1 on the Upper Ribbon.

Once on the Upper Ribbon, pressing **RIGHT ARROW** results in the next tab being selected and its related controls being displayed on the Lower Ribbon. Again, JAWS will announce the name of the currently selected tab, followed by its position on the Ribbon and the letter you could press, after pressing ALT, to select it. For reference, to navigate the Upper Ribbon in the opposite direction, press **LEFT ARROW**.

It is possible to quickly select a specific Tab on the Upper Ribbon using a keyboard shortcut. Upon doing this, the associated controls will instantly be displayed.

Following are the keyboard shortcuts you can use to quickly select each Tab on the Upper Ribbon.

ALT and H, select Home tab and display its related controls.
ALT and N, select Insert tab and display its related controls.
ALT and J, then I, select Draw tab and display its related controls.
ALT and G, select Design tab and display its related controls.
ALT and P, select Layout tab and display its related controls.
ALT and S, select References tab and display its related controls.
ALT and M, select Mailings tab and display its related controls.
ALT and **R**, select Review tab and display its related controls.
ALT and W, select View tab and display its related controls.
ALT and Y, select Help tab and display its related controls.

When the Help tab is selected (or the last tab if extra ones have been added), pressing RIGHT ARROW again results in focus moving to the Comments check box. Pressing RIGHT ARROW from here moves focus to the Mode combo box, then the Share sub-menu, then the File tab and then back to the Home tab.

Accessing and Navigating the Lower Ribbon

To move focus from the Upper Ribbon to the Lower Ribbon, press **TAB** or **DOWN ARROW**. Upon doing this, JAWS will announce the name of the group which has focus, followed by the name of the currently selected control in that group. Then, JAWS will announce the available keyboard shortcut (if one exists) and the sequence of keys you could press to activate the control.

Note 2: The sequence of keys that JAWS announces, is called a Key Tip. Key Tips are not displayed on-screen.

Pressing **TAB** results in the next control on the lower ribbon being selected. Again, JAWS will announce the name and type of control, followed by the available keyboard shortcut (if one exists) and then the sequence of keys you could press to activate it. For reference, pressing **SHIFT and TAB** results in the previous control being selected. When you navigate to a new group, JAWS will announce the group name prior to the name of the currently selected control in that group.

To choose a control from the Lower Ribbon, first navigate to it using the **TAB** key and then press **ENTER**. Alternatively, you can press **ALT**, followed by the sequence of keys announced by JAWS. To leave the Ribbon without choosing a control, press **ESCAPE**.

Navigating Between Groups on the Lower Ribbon

As previously mentioned, the controls on the Lower Ribbon are divided into groups of related functions. For example, when the Home tab is selected, the groups on the Lower Ribbon, from left to right are: Clipboard, Font, Paragraph, Styles and Editing. Each of these groups contains a number of related controls.

It is possible to quickly navigate between groups! Pressing **CTRL and RIGHT ARROW** results in focus moving to the next group of controls. Upon doing this, JAWS will announce the name of the group, followed by the name of the currently selected control in that group. For reference, pressing **CTRL and LEFT ARROW** results in focus moving to the previous group.

Note 3: When navigating between groups using **CTRL and RIGHT arrow** or **CTRL and LEFT ARROW**, JAWS does not always announce the group name, prior to the currently selected control in that group.

The ability to navigate quickly between groups on the Lower Ribbon is extremely beneficial, as it can make locating controls faster, providing you know which group the control you are looking for is in!

Types of Controls found on the Lower Ribbon

There are many types of control found on the Lower Ribbon.   The type of control will determine how you interact with it. Following are some of the most common control types and how you interact with them:

Buttons

Buttons are the most common control type found on the Lower Ribbon. They allow you to carry out an action straightaway. To activate a button, press **ENTER**. If a button contains an ellipses, pressing **ENTER** will result in a dialog box being displayed.

Sub-Menus

Sub-menus, sometimes referred to as button menus, allow you to choose from a list of options. They can in some cases, contain additional sub-menus.   Pressing **ENTER** on a sub-menu results in a dropdown menu being displayed. JAWS will read the name of the currently selected option in the list. Press **DOWN ARROW** to explore the options in the menu and press **ENTER** to make your selection.

Split Buttons

Split buttons typically have two purposes. Pressing **ENTER** on a split button results in the default action being carried out. Pressing **ALT and DOWN ARROW** whilst positioned on a Split button results in a dropdown menu being displayed. For example, on the Lower Ribbon of the Home tab, there is a Split Button labelled Underline. Pressing **ENTER** on this button results in Single Underlining being turned on. However, pressing **ALT and DOWN ARROW** results in a dropdown menu being displayed, consisting of other options for underlining. Press **DOWN ARROW** to explore the options in the menu and press **ENTER** to choose the selected option.

Edit Combo Boxes

Edit combo boxes allow you to either type a value, or choose from a pre-defined list of options. For example, on the Lower Ribbon of the Home tab, there is an Edit Combo box labelled Font. Here you can either type in the name of the font you wish to use, or simply type the first 2 or 3 characters of the font name and then press **DOWN ARROW** until it is selected. When you have selected the appropriate option, press **ENTER** to make the change.

Edit Spin Boxes

An Edit Spin box allows you to change the value by either typing in a number, or by pressing **UP ARROW** to increase the value or **DOWN ARROW** to decrease the value. For example, on the Lower Ribbon of the Layout tab, there is an Edit Spin box labelled Indent Left. Pressing **UP ARROW** on this control allows you to specify how far the text will be indented from the left margin. Alternatively, you can simply type a value and press **ENTER**.

Check Boxes

Check Boxes   are special controls which have two states, usually On or Off. To change the setting of a check box, press the **Spacebar**. Upon doing this, JAWS will announce the current setting and focus will return to the document.

The Tell Me Search Edit Box

The **Tell Me** search edit box is used to search for and select specific controls on the Lower Ribbon, regardless of which Tab is selected on the Upper Ribbon. This can really increase your efficiency because you will not need to navigate the Upper Ribbon and then the Lower Ribbon in order to locate a control.

For example, say you wanted to insert a Header. To do this, using the Ribbon, you would first have to access the Upper Ribbon and select the Insert Tab. Then, you would have to press **TAB** repeatedly until the Header sub-menu on the Lower Ribbon is selected. Then, you would have to select the type of **Header** you want and then press **ENTER**. Sure you could use the sequence of keys that JAWS informs you of to

quicken the process, but this does rely on you remembering them! You could however use the Tell Me search edit box instead to locate the Header option!

To move focus to the Search edit box, press the keyboard Shortcut **ALT and Q**. Upon doing this, JAWS will say "Type to search and use the up and down arrow keys to navigate, sub menu-". You can now type the name of the control you are looking for, for example Header. Upon doing this, a list of possible options which contain the letters/word you typed will be displayed. Press **DOWN ARROW** to explore these options and then press **ENTER** to choose the one you want. Upon doing this, you will instantly be moved to the relevant control on the Lower Ribbon. This is a great feature and one I am sure you will use in the future most of the time!

the quick Access Toolbar

The Quick Access Toolbar, known as the QAT, is positioned above the ribbon, at the left edge of the Title Bar. Its purpose is to provide access to frequently used functions, without you having to visit the Office Ribbon. By default, the QAT contains 3 buttons, Save, Undo and Repeat. The QAT can be customised by adding further buttons or removing existing buttons. In total, you can have up to 10 buttons on the QAT!

It is not possible to move focus directly to the QAT. Therefore, you must first access the Upper Ribbon in order to get there. The suggested method is outlined below:

1. Press **ALT and H**. Upon doing this, the Home Tab on the Upper Ribbon will be selected.

2. Press **UP ARROW**. Upon doing this, the last button on the QAT will be selected. By default this will be the Redo button. You may find that the Redo button is unavailable. This is because you haven't yet done anything which can be redone. JAWS will announce the name of the button, followed by the available keyboard shortcut (if one exists).

Now that focus is on the QAT, pressing **LEFT ARROW** results in the previous button being selected. By default, this will be the Undo button. Again, this might be unavailable. Pressing **LEFT ARROW** again will result in the first button on the QAT being selected. By default, this will

be the Save button. To choose a button from the QAT, first select it using **LEFT ARROW** or **RIGHT ARROW** and then press ENTER. To leave the QAT without choosing a button, press **ESCAPE**.

Also on the QAT, you will find the Customise Toolbar sub-menu. You can move focus to this by pressing LEFT ARROW or **RIGHT ARROW.** When the Customise Toolbar sub-menu is activated, by pressing **ENTER** on it, a dropdown menu is displayed. The options available in the menu consist of some of the common commands in Word 365 which you can add to the QAT, as well as an option for repositioning the QAT and an option for adding more commands, some of which are not available from the Ribbon.

Finally, there are two more controls situated at the end of the QAT. These are the Sign In button and the Ribbon Display Options sub-menu. Selecting the Sign In button and pressing ENTER, results in the Sign In page for your Microsoft Account being displayed. If you are already signed-in, the Account button will be labelled with your name instead. Selecting the Ribbon Display Options sub-menu and pressing ENTER, results in a dropdown menu being displayed. This consists of options for showing and hiding the Ribbon.

It is possible to quickly choose one of the buttons from the QAT by pressing a keyboard shortcut. For example, if you have 3 buttons - Save, Undo and Redo on the QAT, you could quickly choose the Save button by pressing ALT and 1, the Undo button by pressing ALT and 2 and the Redo button by pressing ALT and 3. The number you press after pressing **ALT** is determined by the position of the button on the QAT, from left to right!

Customising the QAT

The default controls on the QAT are not particularly useful ones to have available, as they can be activated easily by pressing common Word 365 keyboard shortcuts. So, it might be a good idea to remove them and add others to the QAT which are not so readily available.

Removing controls from the QAT

As previously mentioned, controls can be removed from the QAT and others added in their place. Removing a control is easy. To do this, follow these suggested steps:

1.   Press **ALT and H** to quickly select the Home tab on the Upper Ribbon. Upon doing this, JAWS will say "Upper ribbon, Home tab, 2 of 11, ALT followed by H".

2.   Press **UP ARROW**. Upon doing this, focus will move to the last control on the QAT. By default, this will be the Repeat button. If you haven't performed any editing actions, this button will be labelled Can't Repeat.

3.   Press **LEFT ARROW** or **RIGHT ARROW** until the control you wish to remove is selected.

4.   Now press the **Applications** Key. For reference, this key is immediately to the left of the CTRL key on the right side of the QWERTY part of the keyboard. Upon doing this, a contextual menu will be displayed. This menu contains options for managing the controls on the QAT!

Note 4: If your keyboard does not have an Applications Key, then you can press **SHIFT and F10** instead to display the menu.

5.   Finally, press **DOWN ARROW** until the menu option Remove from Quick Access Toolbar is selected and then press **ENTER**. Upon doing this, the control will be removed from the QAT!

Adding Controls to the QAT

Adding a control to the QAT is done in much the same way as removing one. Basically, you locate the control you wish to add from the Lower Ribbon and then press the **Applications** key, or **SHIFT and F10**. From the resulting menu, press **DOWN ARROW** until the menu option Add to Quick Access Toolbar is selected and then press **ENTER**. The control will then become the last control on the QAT. If you now have 4 controls on the QAT, its keyboard shortcut will be ALT followed by 4.

The Status Bar

As previously mentioned, the Status Bar is situated at the bottom of the Word 365 application window. By default it contains various buttons which display additional information about your document, for example, the current page number, the view type you are using and the zoom setting for the current document. You can find out what is on the Status

Bar by pressing the JAWS command **INSERT and PAGE DOWN (CAPS LOCK and PAGE DOWN on a laptop)**.

Accessing and Navigating the Status Bar

Pressing **F6** results in focus cycling between the Document Window, the Status Bar and the Ribbon. Upon moving focus to the Status Bar, JAWS will say "Status bar toolbar", followed by the name of the currently selected button. You can explore the buttons on the Status Bar by pressing **TAB** to move to the next button or **SHIFT and TAB** to move to the previous button. When a button is selected, pressing **ENTER** results in a dialog box being displayed applicable to the button you were on. For example, if the Zoom button is selected, pressing **ENTER** will result in the Zoom dialog box being displayed.

It is not often that you will need to press ENTER on any of the buttons on the Status Bar, as the main reason for them being there is to provide information about the current document!

Customising the Status Bar

As previously mentioned, the Status Bar is customisable. This means that items can be removed from the Status Bar and additional ones can be added. To add items to or remove items from the Status Bar, follow these suggested steps:

1. Press **F6** until focus is on the Status Bar. Upon doing this, JAWS will say "Status Bar toolbar", followed by the name of the currently selected button.

2. Press the **Applications** Key or **SHIFT and F10**. Upon doing this, a menu will be displayed which consists of a list of items you can add or remove from the Status Bar.

3. Press **DOWN ARROW** or **UP ARROW** to explore the items in the list. If JAWS announces that an item is "checked", this means that it is already displayed on the Status Bar. To uncheck an item, first select it in the list and then press the SPACEBAR. This will result in the button being removed from the Status Bar.

4. When you have finished checking and unchecking items, press **ESCAPE** to close the menu and return focus to the Status Bar.

5.   Finally, press **ESCAPE** to return focus to the Document Window. You can now read the contents of the Status Bar by pressing the JAWS command **INSERT and PAGE DOWN (CAPS LOCK and PAGE DOWN on a laptop)**.

This is the end of the description of the Word 365 application window. If necessary, go through this document again to reinforce your learning!