Word 2019 with JAWS
Navigating a Table

This document outlines the various methods of navigation when working with tables in Word 2019, in conjunction with JAWS.

Standard Word 2019 Commands

To navigate a table, you can press **TAB** to move the cursor forward through a row one cell at a time. If there is any text in the current cell, it will be selected and JAWS will read it. When you come to the end of a row, pressing **TAB** once more will move the cursor to the first cell in the next row. If the cursor is in the last cell of a table and you press **TAB**, a new row will automatically be created, with the cursor being in the first cell of the new row.

Note: When you navigate to the last cell in a table using TAB, JAWS announces "Last cell in Table. Warning! Pressing TAB here adds an extra row". Be careful, as it is very easy to accidentally add unwanted rows!

To navigate backwards through a row one cell at a time, press **SHIFT and TAB**. If there is any text in the current cell, it will be selected and JAWS will read it. When you navigate to the beginning of a row and press **SHIFT and TAB** once more, the cursor will move to the last cell in the previous row. If the cursor is in the first cell of a table and you press **SHIFT and TAB**, the cursor will remain in that cell, as there is nowhere else in the table for the cursor to move!

To move the cursor to the next row in a column, press **DOWN ARROW**. If there is any text in the current cell, JAWS will read it.   If the cursor is in the last cell in a column and you press **DOWN ARROW**, this will result in you moving the cursor outside of the table, to the next line of your document. JAWS will say "out of table".

To move the cursor to the previous row in a column, press **UP ARROW**. If there is any text in the current cell, JAWS will read it.   If the cursor is in the first cell in a column and you press **UP ARROW**, this will result in you moving the cursor outside of the table, to the previous line of your document. Again, JAWS will say "out of table".

There are quicker and more efficient ways in which to navigate a table than simply using the **TAB** key or **ARROW** keys.

To move the cursor to the beginning of the current row, press **ALT and HOME**. If there is any text in the current cell, JAWS will read it.

To move the cursor to the end of the current row, press **ALT and END**. If there is any text in the current cell, JAWS will read it.

To move the cursor to the top of the current column, press **ALT and PAGE UP**. If there is any text in the current cell, JAWS will read it.

 To move the cursor to the bottom of the current column press **ALT and PAGE DOWN**. If there is any text in the current cell, JAWS will read it.

These quicker methods speed up the way in which you can work. For example, to move the cursor to the last cell in the table, you could press **ALT and END** followed by **ALT and PAGE DOWN** rather than pressing TAB repeatedly until you reach the final cell!

If you wish to find out which row and column of the table the cursor is currently in, you can press the JAWS command INSERT **and TAB**. Upon doing this, JAWS will read the text in the current cell (if there is any), and will then announce the column number and row number.

JAWS Specific Table Navigation Commands

All of the aforementioned methods of navigating a table are Microsoft Word commands. However, there are some very useful methods of navigating a table which are specific to JAWS. These are as follows:

To move to and read the first cell in a table, press CTRL and ALT and HOME.

To move to and read the last cell in a table, press CTRL and ALT and END.

To move to and read the next cell in a row, press CTRL and ALT and RIGHT ARROW.

To move to and read the previous cell in a row, press CTRL and ALT and LEFT ARROW.

To move to and read the previous cell in a column, press CTRL and ALT and UP ARROW.

To move to and read the next cell in a column, press CTRL and ALT and DOWN ARROW.

To move to and read the previous row in a table, press WINDOWS and ALT and UP ARROW.

To move to and read the next row in a table, press WINDOWS and ALT and DOWN ARROW.

To read the current row in a table, press WINDOWS and ALT and NUMPAD 5.

To move to and read the previous column in a table, press WINDOWS and ALT and LEFT ARROW.

To move to and read the next column in a table, press WINDOWS and ALT and RIGHT ARROW.