

Excel 2019 with JAWS

Moving Worksheets within a Workbook



Often, you will need to re-order the worksheets in a workbook. To do this, follow these suggested steps:

1. Press **CTRL and PAGE DOWN** or **CTRL and PAGE UP** until focus is in the worksheet to be moved.
2. Press **ALT** to move focus to the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected Tab.
3. Press **RIGHT ARROW** or **LEFT ARROW** until the **Home** 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 **Clipboard** sub-menu.
4. Press **TAB** until the **Format** sub-menu is selected and press **ENTER** to display its associated dropdown menu. Upon doing this, JAWS will say the name of the first option in the menu. This should be 'Row Height...'.

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 **Format** dropdown menu are as follows:

ALT followed by **H** then **o**.

5. Press **DOWN ARROW** or **UP ARROW** until the **Move or Copy Sheet...** option is selected and press **ENTER**. Upon doing this, the **Move or Copy** dialog box will be displayed.
6. In the **Move or Copy** dialog box, focus will be in a list box labelled **Before Sheet**. This will contain the existing sheet names in your workbook. Press **DOWN ARROW** until you have selected the sheet name you want your sheet to be above. Alternatively, you can select the option **Move to End** to position the current sheet at the end of your workbook.
7. When you have selected the location for your worksheet from the **Before Sheet** list box, press **ENTER** to choose the **OK** button and close the **Move or Copy** dialog box. Your worksheet will now be in its rightful place in your workbook!