

Using PowerPoint with JAWS or NVDA

PowerPoint is arranged in a set of Panes, somewhat like a set of window panes making a window. Depending which Pane you are in, you can perform different actions. Begin by learning how to navigate the Panes.

Navigating the Panes

F6: Switch between panes:

- Slide thumbnails TAB
- Slide area (to select an object inside this area, press TAB)
- Status bar tool bar
- Upper ribbon (menus)
- Notes page pane

F5: Play the Slideshow from the beginning

SPACE: Go to next slide

BACKSPACE: Go to previous slide

Adding text in the Slide area

TAB: Cycle through objects on the slide

(An object could be Centre Title Place Holder or Sub title place holder)

1. Start typing – this will append to any typing that may be already there.
2. OR Press ENTER which will select all of the text in the object. Your typing will replace text if it is selected.
3. ESC to finish typing. The object is still selected.
4. TAB to another object.

To add a picture

In slide area:

ALT: Go to menus

N: Insert

P: Picture

Navigate your computer to your picture, ENTER

To send your picture to the back (text becomes visible over picture)

In slide area:

TAB till "picture"

Applications button

K or DOWN ARROW till "send to back", ENTER

To label your picture

TAB till "picture"

Applications button

O: Format picture

UP/DOWN ARROW till "Alt text"

TAB once: Title (write the title)

TAB: Description (write the description)

TAB: Close button, press SPACE

To add a new slide

F6 till "Slide Thumbnails"

ENTER (each time you press ENTER, a new slide will appear)

Recommended: Add a sensible title to each slide so that it will be identifiable when navigating later.

To add a new slide between other slides

F6 till "Slide Thumbnails"

UP/DOWN ARROW to the slide thumbnail before the place you want to add a slide

ENTER

To show the slide show

F5: Start the slide show

ESC: Stop showing the slide show

To add page numbers to the footer

F6 till "Slide Area"

ALT: Go to menus

N: Insert

H: Header and footer

TAB till "slide number"

SPACE: to check (tick) or uncheck the checkbox

TAB to Apply or Apply to all

SPACE: to check (tick) or uncheck the checkbox

To add a sound to the project

F6 till "Slide Area"

ALT: Go to menus

N: Insert

O: Sound

F: from file OR C: Clip Art audio

R: Record

Navigate to the sound file

TAB to Insert button

SPACE: Activate the Insert button

(wait – the insert might take some time especially if the sound file is big)

To play the sound during slideshow

F5: Start the slideshow

SPACE: Go through the slides till the slide with the sound

TAB to the sound button

CTRL with SPACE: Play sound

ESC: Stop sound

Adding a hyperlink to text in the slide

Select the text

ALT: Go to menus

N: Insert

K: Action

"Action on click" DOWN ARROW to hyperlink to

TAB to: "Next slide" DOWN ARROW to Slide... ENTER

DOWN ARROW to the slide title that you want to link to, ENTER

ENTER to close dialogue box

Setting up slide show

ALT: Go to menus

S: Go to slide show TAB

S: Set up show

TAB through items, SPACE to check boxes, TAB to OK button, SPACE

- Compiled by Lea Nagel, 2015