

Task Tour 19: Using Keywords to quickly move around slides

Use the UC List Keyword facility for one-step access to any word or phrase in a PowerPoint presentation (see Tour 17 for details on adding keywords).

Say commands in order, making sure to watch what happens between commands. Pause at any “ · ” to go step-by-step. Say “UC Lesson” or “UC Full” followed by a lookup number for command details (for example, “**UC Lesson 2 Point 1 5**”).

Say these commands in order	This is what will happen	Lookup
Speech On · PowerPoint Open	Turns the asleep (yellow) microphone on and opens PowerPoint	2.15
Control Mike Times 19	Makes 19 new slides for a total of 20	6.9
Cap Summary	Types Summary as the title of the last slide	1.2
20 Screen Up	Goes to the first slide	7.2
Cap Introduction	Types “Introduction”	1.2
9 Screen Down	Moves down 9 slides, leaving you at slide 10	7.2
Cap Details	Types “Details”	1.2
Function 6 Times 2	Switches to the slides pane (without a slide highlighted)	6.7
Find Introduction	Finds “Introduction”	10.1
Find Details	Finds “Details”	10.1
Find Summary	Finds “Summary”	10.1
Escape Tab · Enter	Moves to the next edit field (hits Escape to move the focus out, Tab to move to the next field, and Enter to move the focus in)	6.13
I can jump to any word or phrase in any document as long as the word or phrase is on my Cap Keyword list	Types “I can jump to any word or phrase in any document as long as the word or phrase is on my Keyword list”	1.2
UC Keyword <i>(Vista: if necessary 50 By 50 or Window 2 · Window 2 to put focus on UC list)</i>	Opens the Utter Command List dialog box to the Keyword tab	10.1
Introduction	Navigates to “Introduction”	3.2
Details	Navigates to “Details”	3.2
Summary	Navigates to “Summary”	3.2
Under Charlie (or Command) temporary keyword	Puts the cursor in the Command field	3.3 (6.9)
Enter	Types “temporary keyword” Enters “temporary keyword” on the list	1.2 3.2 (6.1)
Window Close · No	Closes the Keyword list without saving your temporary keyword	2.9
Window Close · No · Speech Off	Closes PowerPoint without saving changes and puts the microphone to sleep (yellow)	2.16

(UC 21, key/mouse 38)

Tip: Use “**Function 6**” to switch between panes and “**Escape Tab Enter**” to switch among fields