

## 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
<b>Speech On · PowerPoint Open</b>	Turns the asleep (yellow) microphone on and opens PowerPoint	<b>2.15</b>
<b>Control Mike Times 19</b>	Makes 19 new slides for a total of 20	<b>6.9</b>
<b>Cap Summary</b>	Types Summary as the title of the last slide	<b>1.2</b>
<b>20 Screen Up</b>	Goes to the first slide	<b>7.2</b>
<b>Cap Introduction</b>	Types “Introduction”	<b>1.2</b>
<b>9 Screen Down</b>	Moves down 9 slides, leaving you at slide 10	<b>7.2</b>
<b>Cap Details</b>	Types “Details”	<b>1.2</b>
<b>Function 6 Times 2</b>	Switches to the slides pane (without a slide highlighted)	<b>6.7</b>
<b>Find Introduction</b>	Finds “Introduction”	<b>10.1</b>
<b>Find Details</b>	Finds “Details”	<b>10.1</b>
<b>Find Summary</b>	Finds “Summary”	<b>10.1</b>
<b>Escape Tab · Enter</b>	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)	<b>6.13</b>
<b>I can jump to any word or phrase in any document as long as the word or phrase is on my Cap Keyword list</b>	Types “I can jump to any word or phrase in any document as long as the word or phrase is on my Keyword list”	<b>1.2</b>
<b>UC Keyword</b> <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	<b>10.1</b>
<b>Introduction</b>	Navigates to “Introduction”	<b>3.2</b>
<b>Details</b>	Navigates to “Details”	<b>3.2</b>
<b>Summary</b>	Navigates to “Summary”	<b>3.2</b>
<b>Under Charlie (or Command) temporary keyword</b>	Puts the cursor in the Command field	<b>3.3 (6.9)</b>
<b>Enter</b>	Types “temporary keyword” Enters “temporary keyword” on the list	<b>1.2</b> <b>3.2 (6.1)</b>
<b>Window Close · No</b>	Closes the Keyword list without saving your temporary keyword	<b>2.9</b>
<b>Window Close · No · Speech Off</b>	Closes PowerPoint without saving changes and puts the microphone to sleep (yellow)	<b>2.16</b>

(UC 21, key/mouse 38)

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