

Lesson 2 Review Tour: Working with Windows

This tour shows you the most common and efficient ways to get around the Windows operating system. For details, see the lesson text or Full Reference of the sections listed in the third column, for example “**UC Lesson 1.1**” or “**UC Full 1.1**”. **Dark yellow** commands are optional depending on circumstances.

Speech On · Word Open	Turns the microphone on from the asleep (yellow) position and opens Word	2.15
what’s for lunch question mark	Types “what’s for lunch?”	1.2
Size 50 By 50	Sizes the Word window to 50% of screen size on each side	2.4
Window Max	Maximizes the Word window	2.3
Size 90 By 50	Sizes the Word window to 90% high by 50% wide	2.4
(optional Rulers Open · Word Open)	Puts rulers around the screen, then puts the focus back on the Word document	2.10
Window 5 By 10	Moves the top left corner of the Word window to the 5 by 10 screen coordinates (near the top left corner of the screen)	2.6
Size 30 Up	Moves the bottom edge of the Word window up 30 increments	2.4
(optional Rulers Close)	Removes the rulers	2.5
Notepad Open	Opens Notepad	2.1
Window Back	Goes back to the last window (Word)	2.1
Window Forward	Goes forward one window (Notepad)	2.1
Calculator Open	Opens Calculator	2.1
Window Recent	Toggles between the two most recently opened windows, which brings you back to Notepad	2.1
Window Recent	Toggles you back to Calculator	2.1
Notepad Minimize	Switches to Notepad and minimizes it	2.3
Clear Window 1	Minimizes all windows, then brings up the window whose icon appears first on the Taskbar from the left (Word)	2.11
Calculator Open	Switches to Calculator	2.3
Word Close · No	Closes Word even though the focus is on Calculator	2.16
Window Close Times 2	Closes Calculator and Notepad	2.10
Start Settings	Opens the Start menu and Settings submenu	2.7
2 Escape	Closes the Start menu	6.6
Control Open	Opens the Control Panel dialog box	2.7
Window Close	Closes Control Panel	2.3
Start Menu · 3 Down	Opens the Start menu and moves the cursor 3 items down	2.20
Cancel	Closes the Start menu	2.7
Start Menu Whiskey	Opens the Start menu and navigates to the first item that begins with “w”	2.20
1 Escape	Closes the Start menu	6.6
Tray 1 · 2 Up	Opens the menu of the 1st Tray item and selects the 2nd item from the bottom	2.18
1 Escape	Closes the Tray menu	6.6
Demo Six File	Opens the file named Demo Six	5.6
Demo Four File	Opens the file named Demo Four	5.6
Size By 60 By 40	Sizes and moves Demo Four	2.12
Window 1	Switches to Demo Six	2.3
Size By 40	Sizes Demo Six so you can see both Demo Six and Demo Four	2.4
Window 2 20 Down	Switches to the 2nd window on the Taskbar — Demo Six — and moves the cursor 20 lines down	2.13
Window 2 · 1 Screen Return	Switches to Demo Four, moves the cursor 1 screen down, and returns to the window you started in	2.14
Window Close Times 2 · Speech Off	Closes both windows and puts the microphone to sleep	2.16
Speech On · Word Max	Turns the microphone on, then opens and maximizes Word	2.15
find your cursor	Types “find your cursor”	1.2
Cursor Right Yankee	Opens Right-click menu and “Synonyms” submenu at cursor position	2.19
2 Escape	Closes the Right-click menu	6.6
Window Close · No · Speech Off	Closes Word and puts the microphone to sleep	2.16