





# STAFF WELLNESS – OCCUPATIONAL HEALTH PROACTIVE ERGONOMIC PROGRAM

## Read Aloud Instructions

**Add Speak to the Quick Access Toolbar**







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### Use voice recognition in Windows 10

Applies to: Windows 10

#### Set up a microphone

Before you set up voice recognition, make sure you have a microphone set up.

1. Select the Start button, then select Settings > Time & Language > Speech.
2. Under Microphone, select the Get started button.

#### Help your PC recognize your voice

You can teach Windows 10 to recognize your voice.



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## Keyboard Short Cuts

### Keyboard shortcuts

When learning keyboard shortcuts pick a few you use regularly and as you begin to use them naturally try using additional shortcuts.

<b>DOCUMENT</b>		
Select all	Ctrl + A	
Copy	Ctrl + C	Ctrl + Insert
Paste	Ctrl + V	Shift + Insert
Cut	Ctrl + X	
Undo	Ctrl + Z	
Redo	Ctrl + Y	
Bold	Ctrl + B	
Underline	Ctrl + U	
Italics	Ctrl + I	
Find	Ctrl + F	
Beginning or End of Document	Ctrl + Shift + Home or End	
Page up or down	Shift + Pg Up or PG Dn	
Beginning or End of line Move/highlight one	Shift + Home or End	



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<b>ASSISTANCE</b>		
Open Cortana	+ C	"hey Cortana"
Open Settings	+ I	