



Basic Jaws with Windows XP Course

Course Description

The course will offer an instructor-lead classroom/workshop experience with supporting hands-on experience. The course will focus on the use of Windows XP and its most popular Utilities.

Objectives

To navigate and use the Windows XP Environment through the use of Jaws

Course Content

1. Introduction to the Computer and Windows

- What are computers used for in today's business
- Explaining the Computer components
- Explaining Windows XP and it's use
- Training material and Training folder on PC

2. Introduction to Jaws and Basic Window Structure

- What is Jaws
- Starting and Quitting Jaws
- Explain Jaws Tutor messages and Access Keys
- Explain Typical Application structure and layout
 - Title bar, Menu Bar Toolbars, Document Edit Field, Status Bar, Control Menu
- Explaining Menus and dialog boxes
- HJ Pad using dialog Samples

3. The Desktop and Start Menu

- Desktop List View
- Start Button and Menu
- Shut Down Options
- Search for Files and Folder option
- Documents recent list
- Settings, printers and Faxes, Cancel print jobs
- Programs and Accessories Groups and Start-up folder
- Taskbar and Start menu Properties
- Quick Launch Bar
- Taskbar
- System Tray (INSERT+F11)
- Creating an Application shortcut on the desktop
- Define a Hotkey
- Use the Window List
- My Documents Folder

4. File management using Windows Explorer

- File and Folder properties
- Selecting Items (contiguously and non contiguously)
- Organizing Files and Folders (Copy, Move and Paste Files)
- Using the Windows Clipboard
- Using FS Clipboard
- Refresh Windows Explorer
- Untruncating Columns (CTRL+NUM PAD PLUS)
- Creating a New Folder
- Renaming Files
- Finding Files
- Deleting Files or Folders
- Recycle Bin



5. The Control Panel

- Date/Time (INSERT+F12 for the time, and INSERT+F12 twice in rapid succession for the date.)
- Display
- Sounds and Audio properties
- Add/Remove Programs
- Accessibility Options
- System (General and Advanced - performance)

7. Jaws User Interface (Application Window)

- Options
- Overview of Jaws Utilities
- Language Menu
- Help menu
- About
- Navigating Jaws Running from the System Tray

9. Cursors

- PC Cursor
- Jaws Cursor
- Virtual Cursor
- Routing Cursors

6. Jaws Program Group

- Explore Jaws
- Tools, Video Intercept
- Defining a Jaws Hotkey to the Jaws Shortcut

8. Jaws Voice Settings

- Global
- Individual
- Application
- Introduction to Speech and Sounds manager

10. Jaws Help Systems

- Hotkey help
- Daisy Books
- Help files
- Web Resources

Who Should Attend

Persons using Jaws and Windows on a regular basis

Prerequisites

Complete familiarity with the functions of and key layout of a standard computer QWERTY keyboard, including the ability to touch type.

Course Duration

3 Days (8:30 to 12:00 – 12:30 to 16:00)