



Training Information 2008

Course Contents and Schedule

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INTRODUCTION

Why train with Sensory Solutions?

Sensory Solutions is currently the only Access Technology Provider in South Africa that offers 2 to 3 day training courses on Microsoft Windows XP and specific Microsoft Office 2003 applications. The courses offered are based on the Microsoft Core Skills and is modified to be used with Screen Reading and Screen Magnification Software. The current courses are presented using the World's most popular Screen Reader i.e. Jaws.

These courses are presently not available from any other service providers due to the specialized nature of integrating Screen Reader and Screen Magnification technologies into the Windows XP and Office 2003 environment. We anticipate starting training on Windows Vista and Office 2007 in January 2009.

Prerequisites

Our training program is based on the trainee first developing a strong foundation on the use of Jaws for Windows in the standard Windows environment. In this regard, **Module 1 or 6** (3 Days duration) will equip the student with the necessary skills to participate at the level required for all the resulting MS Office and Internet courses. Without fully understanding the basic skills presented in this course, the student will not be able to productively participate in the MS Office and other courses.

In order to participate in each course, the course participant must demonstrate complete familiarity with the functions of and key layout of a standard computer Qwerty keyboard, including the ability to type using touch only, commonly referred to as "Touch-typing". Without these essential skills, the course participant will not be able to comply with the course content requirements. For all courses, Module 1 is the prerequisite.

Venues

Training courses provided by Sensory Solutions are presented at the Sensory Solutions Head Office Training Facility at 226 Kruger Avenue, Lyttleton Manor, Centurion, Pretoria or our Branch Office in the Western Cape at Old Mutual Building, corner of Durban & Voortrekker Roads, Bellville.

Certificates

Attendance certificates are issued.

Catering

For each full training day, the course fee also includes one light meal, two tea / coffee breaks & mineral water.

Basic Jaws with Windows XP Course

1. Introduction to the Computer and Windows

- What are computers used for in today's business
- Explaining the Computer components
- Explaining Windows XP and its 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)

6. Jaws Program Group

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

7. Jaws User Interface (Application Window)

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

8. Jaws Voice Settings

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

9. Cursors

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

10. Jaws Help Systems

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

ZoomText with Windows XP Course

1. Introduction to the Computer and Windows

- What are computers used for in today's business
- Explaining the Computer Components
- Explaining Windows XP and its use
- Training Material and Training Folder on PC

2. Introduction to Basic Window Structure

- 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
- Creating an Application Shortcut on the Desktop
- Define a Hotkey
- Use the Windows 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
- Refresh Windows Explorer
- Untruncating Columns
- Creating a New Folder
- Renaming Files
- Finding Files
- Deleting Files or Folders
- Recycle Bin

5. The Control Panel

- Date/Time
- Display

- Sounds and Audio Properties
- Add/Remove Programs
- Accessibility Options
- System (General and Advanced - Performance)

6. About ZoomText 9.1

- Starting ZoomText 9.1
- Activating ZoomText 9.1
- The ZoomText User Interface
- Enabling and Disabling ZoomText
- Exiting ZoomText
- Getting Help

7. The Magnifier Toolbar

- Setting the Magnification Level
- Mouse Wheel Zooming
- About Zoom Windows
- Using View Mode and the View Locator

8. About Screen Enhancements

- Colour Enhancements
- Pointer Enhancements
- Cursor Enhancements
- Focus Enhancements
- Font Enhancements

9. About the Finders

- Desktop Finder
- Web Finder
- Text Finder
- Smooth Scrolling

10. The Reader Toolbar

- About Speech Settings
- Turning Speech On and Off
- Adjusting the Speech Rate
- Synthesizer Settings
- Text Processing
- Hints

11. About Echo Settings

- Typing Echo
- Mouse Echo
- Program Echo
- Verbosity

12. About Reading Tools

- AppReader
- AppReader Hotkeys
- DocReader
- DocReader Hotkeys
- Text Reading Hotkeys

13. About Preferences

- Program Preferences
- User Interface Preferences
- Program Info

Core Training for Microsoft Office Word 2003

1. Working with Documents

- Getting Started with Word
- Creating, Saving, and Closing Documents
- Opening and Viewing Existing Documents
- Deciding Which View to Use When

2. Editing and Proofreading Documents

- Editing Documents
- Using Text-Entry Shortcuts
- Finding and Replacing Text
- Using an Outline to Rearrange Paragraphs
- Finding and Replacing
- Checking Spelling and Grammar

3. Changing the Appearance of Text

- Changing the Look of Characters
- Changing the Look of Paragraphs
- Creating and Modifying Lists
- Formatting Text as You Type
- Changing the Look of Characters and Paragraphs with Styles

4. Arranging and Printing Documents

- Control a Documents Design with a Template
- Changing a Document's Background
- Changing a Documents Theme
- Preview and Print a Document
- Controlling What Appears on Each Page

5. Working with Tables and Columns

- Presenting Information in a Table
- Formatting Table Information
- Working With Table Data
- Presenting Text in Columns

6. Increasing Efficiency

- Customizing a Menu
- Customizing a Toolbar
- Changing Settings for All Documents

Core Training for Microsoft Office Excel 2003

1. Setting Up a Workbook

- Making Workbooks Easier to Work With
- Making Data Easier to Read
- Adding a Graphic to a Document

2. Performing Calculations on Data

- Naming Groups of Data
- Creating Formulas to Calculate Values
- Finding and Correcting Errors in Calculations

3. Changing Document Appearance

- Changing the Appearance of Data
- Applying an Existing Format to Data
- Making Numbers Easier to Read
- Changing Data Appearance Based on Its Value
- Making Printouts Easier to Follow
- Positioning Data on a Printout

4. Focusing on Specific Data Using Filters

- Limiting the Data That Appears on the Screen
- Performing Calculations on Filtered Data
- Defining a Valid Set of Values for a Range of Cells

Internet Explorer and Basic Email Skills Course

1. Getting Started with IE

- Reading and Moving Through Web Pages
- Quick and Easy Navigation
- Displaying Lists of Information
- Interacting with Forms

2. Navigating Web pages - General HTML Hints

- Favorites Menu
- History
- Address Bar
- Selecting Text on a Web Page
- Open Context Menu at Virtual Cursor Location
- More Information with Read Window Title
- Tabbing Through Text

3. Navigation Quick Keys

- Links (Ins + F7)
- Moving to Links
- Link Announcement
- Links List Dialog
- Headings (Ins + F6)
- Jaws Headings List Dialog

4. Images

- Text Equivalents for Images
- Graphics and Links
- Background Images

5. Lists

- Bulleted and Numbered Lists
- Definition Lists
- Nested Lists

6. Forms

- Moving through Forms
- Forms Mode
- Combo Boxes

7. Tables

- Reading and Moving within Tables
- Row and Column Headers
- Nested Tables

8. Miscellaneous Elements, Attributes, and Features

- Mouse Over Effects
- Stop Web Pages that Automatically Reload
- Frames

9. PlaceMarkers

- URL vs. Domain PlaceMarkers
- Adding PlaceMarkers
- Renaming PlaceMarkers
- Removing PlaceMarkers
- Sharing PlaceMarkers
- Custom Page Summary

10. Custom Labels

- Assigning a Custom Label
- Deleting a Custom Label
- Sharing Custom Labels

11. New Features in IE 7

- Tab Browsing
- Feeds
- Search Box
- Favorite Centre

12. Outlook Express

- Creating Email
- Explain Fields (To, CC, BCC and Subject)
- Message Body or Edit Field
- Sending and Receiving Email
- Working with Folders
- Inbox
- Outbox
- Send Items
- Deleted Items
- Drafts
- Creating a New Folder
- Moving Messages to Folders
- Changing Views
- Preview Pane

Core Training for Microsoft Office Outlook 2003

1. Working with Outlook

- Starting Outlook for the First Time
- Reading Messages and Opening Attachments
- Responding to Messages
- Creating New Messages
- Using Address Books
- Attaching Files to Messages
- Sending and Receiving Messages
- Printing Messages
- Creating and Sending Instant Messages

2. Managing E-Mail Messages

- Formatting Messages
- Changing Message Settings and Delivery Options
- Customizing How You View Messages
- Managing Messages with Color
- Adding Signatures to Messages
- Flagging Messages for Follow-Up

3. Finding and Organizing E-Mail Messages

- Finding and Categorizing Messages
- Using Search Folders
- Filtering Messages
- Managing Messages through Rules
- Organizing Messages in Folders
- Sharing Folders with Others
- Saving Messages in Other Formats
- Archiving Messages

4. Managing Your Calendar

- Looking at Calendars in Different Ways
- Scheduling Appointments and Events
- Managing and Organizing Appointments
- Working with Multiple Calendars
- Defining Your Available Time
- Labeling Appointments with Color
- Printing Calendars

5. Scheduling and Managing Meetings

- Scheduling Meetings
- Responding to Meeting Requests
- Updating and Canceling Meetings
- Viewing Other Users' Calendars
- Saving a Calendar as a Web Page

CONTACT DETAILS

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TRAINING SCHEDULE 2008

GAUTENG

Module 1 - Basic Jaws with Windows XP (3 days)

25 - 27 August

27 - 29 October

Module 2 - Core Training for Microsoft Office Word 2003 (2 days)

28 - 29 August

30 - 31 October

Module 3 - Core Training for Microsoft Office Excel 2003 (2 days)

1 - 2 September

3 - 4 November

Module 4 - Internet Explorer 7.0 and Basic Email Skills (2 days)

3 - 4 September

5 - 6 November

Module 5 - Core Training for Microsoft Office Outlook 2003 (2 days)

8 - 9 September

10 - 11 November 2008

CAPE TOWN

Module 1 - Basic Jaws with Windows XP (3 days)

3 - 5 September

10 - 12 November

Module 2 - Core Training for Microsoft Office Word 2003 (2 days)

11 - 12 September

13 - 14 November

Module 3 - Core Training for Microsoft Office Excel 2003 (2 days)

15 - 16 September

17 - 18 November

Module 4 - Internet Explorer 7.0 and Basic Email Skills with JAWS (2 days)

22 - 23 September

19 - 20 November

Module 5 - Core Training for Microsoft Office Outlook 2003 (2 days)

18 - 19 September

24 - 25 November

Module 6 - Basic ZoomText with Windows XP (3 days)

8 - 10 September

