

## **Internet Explorer and Basic Email Skills 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 Internet Explorer 7 and Outlook Express 6.0.

### **Objectives**

To be able to use Jaws in the Internet Explorer environment, as well as Outlook Express.

### **Course Content**

#### **1. Getting Started with IE**

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

#### **3. Navigation Quick Keys**

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

#### **5. Lists**

- Bulleted and Numbered Lists
- Definition Lists
- Nested Lists

#### **7. Tables**

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

#### **9. PlaceMarkers**

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

#### **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

#### **4. Images**

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

#### **6. Forms**

- Moving through Forms
- Forms Mode
- Combo Boxes

#### **8. Miscellaneous Elements, Attributes, and Features**

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

#### **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

### **Who Should Attend**

Persons using Jaws with Internet Explorer and Outlook Express on a regular basis to access and navigate the World Wide Web as well as sending and receiving of emails.

### **Prerequisites**

A familiarity with the Windows environment and the basic operation of Jaws

### **Course Duration**

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