

MS Excel using JAWS

The module will offer an instructor-led classroom/workshop experience with supporting hands-on exercises. The module will focus on the core elements of MS Excel and provide the necessary skills to navigate and manipulate numerical data on a spreadsheet, including the use of calculations, formulas and formatting to enhance the appearance of the spreadsheet. At the end of the module, participants will be able to populate their own spreadsheets, access textual information inserted into an existing worksheet and modify the structure and content on a worksheet to become visually appealing. This will all be accomplished through the use of the JAWS screen reading software.

Duration: 1 day

MS Outlook using JAWS

The module will offer an instructor-led classroom/workshop experience with supporting hands-on exercises. The module will provide the participant with the skills to use this effective communication tool to manage the sending and receiving of emails, attaching and accessing of file attachments and managing the MS Outlook calendar by setting appointments and meeting requests. This will all be accomplished through the use of the JAWS screen reading software.

Duration: 1 day



training to empower and enable