

# MS PowerPoint 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 PowerPoint and provide the participant with the skills to create a basic PowerPoint presentation by selecting appropriate slide layouts, changing background colours and formatting options to make the presentation look visually appealing, including tips on effective presentations. The participant will also be shown how to read PowerPoint presentations and the publishing or exporting of the presentation to MS Word for easier reviewing. This will all be accomplished through the use of the JAWS screen reading software.

**Duration: 1 day**

# Surfing the Internet with 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 internet browsers and provide the participant with the skills to browse the world wide web by using a search engine like Google, understanding of the different elements that a web page comprises of, opening different web pages and the process of gathering relevant information for research purposes, studies, work related projects or for personal use. This will all be accomplished through the use of the JAWS screen reading software.

**Duration: 1 day**



training focused on equipping

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