

JAWS Basics with Windows 10

Course layout 2 days

Lesson 1: Introduction to Computers and Windows

- Overview and Use of Computers
- Explaining Computer Components
- Explaining Windows

Lesson 2: Introduction to JAWS and Basic Window Structure

- What is JAWS?
- Starting and Quitting JAWS
- Explaining JAWS Tutor Messages and Access Keys
- Explaining Typical Application Structure
- Explaining Menu/Ribbon Options
- Explaining Dialog Boxes

Lesson 3: The Desktop and Start Menu

- Desktop List View
- Start Button
- Taskbar
- System Tray
- Exploring the Start Menu
- The Search Box
- Shut Down Options
- The Run Dialog
- Volume Control
- Creating an Application Shortcut on the Desktop
- Create Keyboard Shortcuts to Open Programs
- The Documents Folder
- Navigating Between Open Windows

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Lesson 4: File Management using Windows Explorer

- Customising Windows Explorer
- Selecting Items (Contiguously and Non-Contiguously)
- Creating a New Folder
- Organising Files and Folders (Copy, Move and Paste)
- Refresh Windows Explorer
- Searching for Files or Folders
- Renaming Files or Folders
- Deleting Files or Folders
- Recycle Bin
- Sending Files or Folders to the USB Memory Stick

Lesson 5: JAWS Voice Settings

- Synthesizers
- Voice Adjustments Dialog
- Creating and Saving a Voice Profile
- Select a Voice Profile for an Application
- Delete a Voice Profile