JAWS Training Bundle 2018 Outline

Getting Started Working with JAWS

- Introduction to the Training
- Using the Victor Reader Stream to Navigate the Training
- Introduction to JAWS
- Silencing JAWS
- Different Types of Keyboards
- Changing the Keyboard Layout
- The JAWS Key
- Pressing Multi-Key Keyboard Commands
- Keyboard Help Mode
- Opening and Closing JAWS
- Working with Menus
- Working with dialog boxes and the JAWS Startup Wizard

Windows 10

- Introduction to Windows 10

Reading Basics with JAWS

- Using the keyboard to read and edit text
- Positioning your hands for easy text reading
- Reading by word
- The Say Line and Say All commands
- The Home and End keys
- Page Up and Page Down
- Reading commands review

Editing Basics with JAWS

- Basic Text Editing
- Selecting Copying Cutting and Pasting Text

Working with Files and Folders

- Introduction to Files and Folders
- Saving and Opening Files
- Opening and Deleting Files for the Documents, or My Documents Folder

On-the-go Help Features in JAWS

- Keyboard Help
- Windows Hotkey Help
- JAWS Hotkey Help
- Screen Sensitive Help

The Internet with JAWS

- Surfs Up, Surfing the Internet with JAWS
- Accessing the Surfs Up Website
- Differences Between a Web site and a Web Page
- Introduction to Web Page Elements
- The Virtual Column on Webpages
- Scrolling Through a Web page
- Headings on Web Pages
- The Back Command
- The Links List
- Working with Lists
- Working with Graphics
- The Headings List
- Working with Multiple Browser Tabs and the Address Bar
- Opening and Closing a Link in a New Tab
- Changing Tabbed Browsing Settings
- Working with tables
- Using Quick Settings
- Working with Frames and In-Line Frames
- Working with Forms
- Creating and Using Favorites in Internet Explorer
- Automatic Language Switching
- The JAWS Find Feature
- Navigation via Regions
- JAWS Hotkey Help in Internet Explorer
- Navigating Flash Content
- Using JAWS PlaceMarkers
- Performing a Basic Search on Google.com
- Personalized Web Settings

More JAWS Tools

- Navigating the Main JAWS Help System
- Downloading and Installing the High-Quality JAWS Voices
- ResearchIt
- Using the JAWS Cursor

Microsoft Office 2016/365

- Introduction to Microsoft Office 2016/365
- Word 2016/365
- Excel 2016/365
- PowerPoint 2016/365
- Outlook 2016/365

Webinars

- Introduction to the Webinar Lessons
- JAWS Command Search
- Enhanced Convenient OCR and Semi-Auto Forms Mode
- JAWS Tandem
- Working with PDF Files, Lesson 1
- Working with PDF Files, Lesson 2
- Using Windows Live Mail