

Teaching Microsoft PowerPoint 2016 Using JAWS Agenda

Day 1: March 31, 2021

1 - 4:30 p.m.

Welcome and Agenda Overview

Introduction to Digital Apex TrainingWare

- Nexus overview
- Curriculum components
- Pre-lesson test
- Getting started
- Basics
- Roadmap
- Milestones
- Post-test
- Practice

The Ribbon

- Navigate the upper and lower ribbons
- Activate lower ribbon controls
- Use access keys on the lower ribbon

Creating and Opening Presentations

- Review the Start screen
- Create a new blank presentation via a Windows keystroke
- Creating a new presentation from a template on the New Backstage View
- Open a recent presentation via the Recent Option in the Open Backstage View feature
- Pin and unpin a presentation to Recent Presentations
- Practice

Saving Presentations

- Review the Save As Backstage View feature
- Save a presentation using the default setting of Save As dialog box
- Save a presentation with a different name, file type, and file location using the Save As dialog box
- Save a presentation using the This PC option in the Save As Backstage View feature
- Quick Save a presentation button
- AutoRecover feature and Presentation Versions
- Practice

Navigate and Review a Presentation

- Navigate between slides in the slide area
- Navigate between slides in the Slide Thumbnail pane
- Navigate between slides in Slide Sorter View
- Convert an automatic presentation to manual
- Review a presentation in Reading View
- Review a presentation in Slide Show mode

Break

Slide Layouts

- Review the slide default layout
- Use Say Object and JAWS Dimensions keystroke
- Review the dimensions and position using the Format Shape pane
- Practice

Enter and Format Text in Placeholders

- Review the default formatting of placeholders
- Enter text in a placeholder
- Edit text in a placeholder
- Apply formats with the Windows keystroke
- Apply formats with the Font Default dialog box
- Apply formats with the Paragraph dialog box
- Format a bulleted list
- Format a numbered list
- Practice

Day 2: April 1, 2021

1 - 4:30 p.m.

Review Content From Previous Day

Add, Duplicate, Delete, and Move Slides

- Add slides to a presentation
- Copy and duplicate a slide
- Move a slide
- Delete a slide
- Reuse slides from another presentation
- Add new slides based on a Word document
- Remove the generic end slide
- Practice

Sections

- Add a section
- Move a section
- Rename a section
- Remove a section

Speaker Notes, Headers, and Footers

- Add speaker notes in the Notes Pane in Normal View
- Add speaker notes in the Notes Page View
- Review speaker notes during a presentation
- Edit speaker notes
- Add a date and time to a slide
- Add numbers and footers to a slide
- Add page numbers and headers to printed material
- Edit footers and headers
- Practice

Themes and Backgrounds

- Add a theme
- Adjust a theme font
- Remove a theme
- Add a picture background

Slide Transition

- Add a transition to a single slide
- Add a transition to all slides
- Determine if a presentation has transitions using JAWS Verbosity
- Determine if a presentation has transitions using the Ribbon
- Change the duration of a transition
- Add or edit a transition effect
- Remove a transition
- Practice

Break

Graphics and Audio

- Determine size and position of an object placeholder
- Insert a picture from your computer in a placeholder
- Insert an icon in a placeholder
- Resize a graphic on a placeholder
- Reposition a graphic on a slide
- Add or edit automatic text for a graphic
- Add audio to a presentation
- Practice

Animation

- Add an animation
- Review a slide with animations
- Reorder multiple animations
- Change how an animation starts
- Change the timing of an animation
- Add or edit an animation effect
- Remove an animation
- Practice `

Comments

- Add a comment
- Edit an existing comment
- Delete a comment
- Delete all comments on a slide or in a presentation

Finish the Presentation

- Mark a presentation as read-only
- Mark a presentation as final
- Edit a presentation marked as final
- Protect a presentation with password
- Remove a password from a presentation
- Run the Document Inspector
- Check for accessibility

Present the Presentation

- Set up a slide show to show to an audience
- Jump to a specific slide during Reading View
- Jump to a specific section during Reading View
- Jump to a specific slide during Slide Show mode
- Jump to the last slide viewed during Slide Show mode
- Practice

Distribution

- Create a PDF of the presentation
- Create a video of the presentation

Comprehension and Quiz

Progress Notes

Wrap Up