



## Teaching Word 2016 Using JAWS

### Event Description

Job Access With Speech (JAWS) is the world's most popular screen reader, developed for computer users whose vision loss prevents them from seeing content on a screen or navigating with a mouse. In this six-session class, participants will learn about the latest updates to JAWS and how to use it to access Microsoft Word 2016 effectively. Participants will come away with a wealth of knowledge and skills that will help them increase students' academic achievement.

#### Participants will learn how to:

- Create, edit, and save documents with JAWS commands
- Navigate the ribbon toolbar, File tab, and Backstage View
- Customize and access items on the Quick Access Toolbar
- Use navigational keys to format documents and access tables
- Use Access Keys to activate features on the ribbon and Quick Access Toolbar

### Details

#### Date and Time:

January 7, 2020 - February 11, 2020  
Tuesdays 4:30 p.m. - 6:30 p.m.

#### Location:

Online via Zoom

#### Intended Audience and Cost:

\$75 for school personnel  
\$37.50 for college students and adult family members of students who are BVI

#### Registration:

Register online and learn about credit availability at: [bit.ly/WordJAWS](https://bit.ly/WordJAWS)

Registration closes December 17, 2019