

# Teaching Word 2016 Using JAWS

Tuesdays January 7, 2020 - February 11, 2020

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## Session 1

January 7, 2020

4:30 p.m. - 6:30 p.m.

- Overview of Jaws
  - Typing Skills
  - Starting JAWS
  - Introduction and Layout of Digital Apex Materials
  - Lesson 1: Explore the Word 2016 Program Interface
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## Session 2

January 14, 2020

4:30 p.m. - 6:30 p.m.

- Lesson 2: The File Tab and Backstage View
  - Lesson 3: The Ribbon
  - Lesson 4: Access Keys
  - Lesson 5: The Quick Access Toolbar
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## Session 3

January 21, 2020

4:30 p.m. - 6:30 p.m.

- Lesson 6: Creating and Opening Documents
  - Lesson 7: Saving Documents
  - Lesson 8: Reading With JAWS
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## Session 4

January 28, 2020

4:30 p.m. - 6:30 p.m.

- Lesson 9 Document Navigation
- Lesson 10 Working With Text
- Lesson 11: Formatting Basics
- Lesson 12 Proofing Text

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## Session 5

February 4, 2020

4:30 p.m. - 6:30 p.m.

- Lesson 14: Tables
- Lesson 15: Styles

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## Session 6

February 11, 2020

4:30 p.m. - 6:30 p.m.

- Lesson 19: Headers, Footers, and Page Numbers
  - Troubleshooting
  - Review of Resources available from MDE-LIO
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