Teaching Word 2016 Using JAWS Agenda

Session 1: May 28, 2020

- Overview of JAWS
- Typing Skills
- Starting JAWS
- Lesson 1: Explore the Word 2016 Program Interface
- Lesson 2: The File Tab and Backstage View
- Lesson 3: The Ribbon
- Lesson 4: Access Keys
- Lesson 5: The Quick Access Toolbar

Session 2: May 29, 2020

- Review
- Introduction and Layout of Digital Apex Materials
- Lesson 6: Creating and Opening Documents
- Lesson 7: Saving Documents
- Lesson 8: Reading With JAWS
- Lesson 9: Document Navigation

Session 3: June 1, 2020

- Review
- Lesson 10: Working With Text
- Lesson 11: Formatting Basics
- Lesson 12: Proofing Text
- Lesson 13: Printing

Session 4: June 2, 2020

- Review
- Lesson 14: Tables
- Lesson 15: Styles
- Lesson 19: Headers, Footers, and Page Numbers
- Troubleshooting
- Review of Resources Available from MDE-LIO
- Fill Out Feedback Survey