BASIC COMPUTER OPERATIONS FOR LEARNERS WITH VISUAL IMPAIRMENT

BASIC TEXT FOR BEGINNERS WITH WINDOWS 8 AND 8.1 OPERATING SYSTEMS

(FIFTH EDITION]

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INTRODUCTION

Information and Communication Technology (ICT), is now an all-encompassing concept in today's world. It is a scientific application which facilitates the exchange of information and messages with high access to a wide range of experiences through a systematic and organized process. The speedy, easy and convenience sending/receiving of information is enhanced for everyone who wishes to travel its routes. ICT makes life more meaningful for all people regardless of age, race or sex. Thus it is opened to everyone who can learn to work their way through the various applications and devices which makes the wealth of ICT available to man.

Different types of computers, electronic gadgets and softwares are the facilitators of information and communication technology. The capacities, grades and models of all these devices and applications determine their efficacy; and there are new inventions and improvements evolving everyday which help to enhance their efficacy and usability. These improvements and innovations have given rise to devices and applications like the windows 8.1 operating system, Microsoft office 2013, Pentium R computers, the T.T.Y. application for the use of persons with hearing impairment, and different speech synthesisers (such as JAWS, Hal, window-eye, etc) as well as screen magnifiers (magic, SOS magnifiers, etc) for the use of persons who are totally blind and partially sighted. Across the globe today, ICT is more accessible, affordable, convenient and easier to use for everyone than it was in yesteryears.

This instructional manual has been written in the light of these numerous innovations. The instructions are given in maximum practicable procedures that are simple, logical and comprehensive to enhance the acquisition of knowledge about computer operations and manipulation. This will enable readers with visual impairment to blend with the new and standardised technological development in today's computerized environment. This edition of the manual has been reviewed to include the most recent innovations in ICT so as to give learners with visual impairment the worth of their money as well as to enhance their ability to withstand contemporary challenges in the application of computer skills. The synthetic and systematic plan of operation outlined herein is based on the windows 8 and 8.1 operating systems. To this end, every reader is encouraged to follow the training outline step by step to aid perfect comprehension and practical application.

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GENERAL NOTES FOR OPERATIONS

This manual only contains tips to getting a person started with basic computer operations on the windows 8 and 8.1 operating systems. It provide information on the basics of word processing, internet surfing and a few other windows-based applications. Anyone who wishes to acquire advanced skills in computer operation can order for relevant books which provide in-depth information and training on various windows application. Some of these books are listed in the appendix and available from the same author. However, it is recommended that beginners first master the basic skills provided herein before attempting to acquire advanced skills in computer operations. You can also visit http://www.slnconline.com.ng to download free books and articles to upgrade your computer skills.

For enquiries on any issue relating to computers and learning materials for persons with special needs, please visit Special Learning Needs Consultants at the address provided on the title page or through any of the contact details provided. Also, you can send us your email, name and address so as to receive free updates of books within our licence agreement.

Basic tips for readers

1. This manual is designed for windows 8 and windows 8.1 operating systems.
2. Tips for windows 8 precede that of windows 8.1 throughout the text with the exception of general tips.
3. Windows 8 applications are referred to simply as "apps", while traditional programs are referred to as programs. Note that Microsoft refers to these traditional programs as desktop apps, since their windows normally appear on the desktop area of the screen.
4. Read through the information provided for any particular task carefully before performing the operation step by step.
5. All operations on word processing are based on Microsoft office word 2010 and 2013, although users of computer systems with Microsoft office word 2007 can benefit as well.
6. The instructions in this manual are given for use mainly with the JAWS screen reader, although users of other screen readers can benefit as well. Therefore, specific tips solely for those who use JAWS are clarified while further information is provided for users of **ALL** screen readers (including JAWS.
7. Some terminologies are used interchangeably within the text to refer to the same things. Such terminologies includes: My computer/computer; my documents/documents; keystrokes/keyboard shortcuts/key combination.
8. Keystrokes that are to be pressed together simultaneously are illustrated together with the use of the plus sign while those to be pressed separately

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are separated with the use of a comma. For example, ALT+F4 means you have to hold down the ALT key while you press the F4 key, and then remove your fingers from the two keys immediately.

9. Whenever a keystroke [especially those that involve the use of the function keys] does not perform the desired task due to the configuration of the computer system, press the FN key in addition to the key combination to get the desired result. For example, whenever the key combination of ALT+F4 does not produce the desired result to exit a programme, add the FN key- FN+ALT+F4. This will automatically exit such a programme. If other keys such as F12 does not respond when you press it, try pressing the FN key along with it as in FN+F12.
10. The Microsoft word is often abbreviated as MS Word in this text.
11. External storage devices here may refer to the DVD or CD, memory or SD card and USB drives (commonly referred to as flash or pen drives).
12. Any option with varieties are represented with a double dash. For example, the phrase "open with—"means you can choose your preference or to suit your purpose from the options to open with Microsoft word, internet explorer, etc in the list of menu.
13. The default browser for use in this text is Mozilla Firefox. Using other browsers might not work in accordance with the outlined procedures for browsing the internet.

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MODULE ONE

BEGINNING OPERATIONS

GENERAL DESCRIPTIONS OF THE COMPUTER SYSTEM

The computer system is an electronic machine that helps us to perform different tasks such as to store, process, analyse and interpret data and information. The computer system can be used for many activities such as typing letters and other relevant document, playing games, audio and videos; for research, payment of bills, etc. The computer system is useful for everyone in whatsoever circumstance or environment they may be in, be it in the bank, school, office, home or hospital, amongst others.

The different components that make up the computer are commonly classified into two categories- hardware and software. The hardwares are those parts of the computer system which we can see and touch, while softwares are programmes which we cannot see or touch. These software programmes are fashioned to enhance the performance of meaningful operation for the users.

To enhance comprehension of this instructional material for beginners, there is neeed to give brief descriptions of some of these parts as regards their functions and location. These vital components include the:

1. system unit
2. monitor
3. keyboard
4. mouse and touch panel; and
5. Computer accessories.

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The System unit

This is commonly called the central processing unit, [CPU] it is the brain and the power house of the computer system. The system unit is shaped like a video player. It is a box-like part of a desktop computer composition. However, the system unit in laptop computer is compacted and enclosed within the PC.

The vital parts of the system unit are the power button which is located in front of the system unit and used for booting the computer system; the CD/DVD drive, the USB ports and other cable ports where one can insert DVD ROMS, USB devices and cable.

The Monitor

The screen of the monitor is like that of the television. It displays any activity being performed on the computer system. In other words, whatever function or activity is being performed on the computer system can be viewed on the monitor. The switch button is usually located beneath the screen and is always different in size or shape from other

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buttons on the monitor such as the button for increasing and decreasing the volume and brightness/contrast of the desktop computer screen. However, there is no switch button underneath the monitor of a laptop computer. In order to control the brightness/contrast of the laptop screen, one only needs to press the functional keys meant for that purpose, usually among the F1 to F12 keys.

The Keyboard

The keyboard of every computer system performs two major functions- production of characters and initiation of functions. Whatever function the mouse can perform, the keyboard can also achieve. A description of the keyboard parts and key locations will be discussed under three major headings:

A. The word processing compartment
B. The navigation compartment.
C. The numeric compartment.

The Word processing compartment

Viewing the keyboard horizontally, this section is divided into six layers- from left to right, and top to bottom. The first key on the first row (the top left-hand corner) is the escape (ESC) key. The twelve function keys (f1 to f12) follow the escape key on the same row. A few keys are located after the f12 key, based on the manufacturer's specification.

The second row is the number log which begins with the GRAPH key, followed by the numerical keys 1 to 0. Also, a few keys are located after the "0" key. The third, fourth and fifth rows are the alphabet logs, but each row begins with a different key. The third row begins with the TAB key, the fourth row begins with the CAPS LOCK key; while the fifth roll begins with the SHIFT key. The alphabet log of a computer system is the same as that of a conventional typewriter. After letter P on the third roll, there are two important keys- the opened bracket and the closed bracket keys. After the semi-colon key on the fourth row, there are the apostrophe and the enter keys. After the full stop key on the fifth row, there are the slash key and the second shift key.

The keys on the sixth row (the last row on the word processing compartment) are the control key, the FN key, windows key, alternate (ALT) key, the space bar, another alternate key, and the application key. These keys and other keys are arranged on the sixth row from left to right with few variations from one computer keyboard to another, depending on the manufacturer's taste and specification.

Note that the most similar arrangement in most computer system are keys from the first roll to the fifth row. This standard keyboard configuration is described and used in this text. The arrangement of the keys on the sixth roll differs from one computer system to another in terms of number and location of the keys, depending on the manufacturer's

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design. Some computer systems have the sixth roll beginning with the FN key while others have the FN key between the control key and the windows key. The most important thing is that the keys perform the same function no matter their location on the keyboard.

The ESCAPE key is used for cancelling or opting out of any unwanted function or program. For example, if you press the ALT key by mistake, you should press the ESCAPE key to cancel or opt out of that operation. However, The ESCAPE key cannot be used to erase any mistake made by pressing any number or alphabet key. The DELETE key and the BACKSPACE key can be used to erase such mistakes.

The TAB key is used for movement within any window program, but it has various functions depending on the particular program you are working on. The CAP'S LOCK key and the SHIFT key help to type any letter of the alphabet in capital or upper case. However, when using the SHIFT key, hold it down with a finger while you press the key for the particular letter(s) you want to type in capital or upper case. When using the CAP'S LOCK key, press it once and release it, after which you should hear JAWS announce "Caps lock on." If the announcement is not made, press the CAPS LOCK key twice simultaneously in rapid succession, and then you should hear the announcement. With the caps lock on, whatever letter you type will be in capital or upper case until you press the CAP'S LOCK key once or twice again, as the case may be.

The CAP'S LOCK key is also used as the JAWS's key. In this case, it performs the same function as the INSERT key with regards to JAWS commands when you set your keyboard layout as "laptop" within the JAWS's settings. The SHIFT key can also help to generate some operational signs and punctuation marks. For example, press SHIFT key + 1 to write exclamation mark. Using the SHIFT key in similar keystroke combinations with any number or punctuation mark key on the keyboard gives you more punctuation marks and other operational signs (such as the currency sign, numeric and other mathematical signs, asterisks, etc).

You will learn more about other keys and their functions later in this book. You can also check the appendix and the disk that comes with this book for functions of various keys and key combination commands.

The Navigation compartment

The arrangement of this section on the keyboard may differ from one computer keyboard to another but again, their functions remain the same. Therefore, a description of their location is not a priority here but knowing their position enhance smooth operation of the computer:

A. ***The arrow keys***: these are four keys usually arranged together on a keyboard- one on top and the others beneath it. The one on top is referred to as the "up" arrow keys while the one directly beneath it is the "down" arrow key. On both sides of the "down" arrow key are the "left" and the "right" arrow keys. These arrow keys

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are used for moving in different directions. For example, the up arrow key is used to move upwards while the down arrow key is used to move downwards.

B. ***The Page up and page down keys***: Usually, these keys do not follow each other like the arrow keys but they are not far from each other. The page up key precedes the page down key. Like the arrow keys, they aid movement and can cover a wider range in movement than the arrow keys.
C. ***Home key***: this aids rapid movement to the beginning of a section or a line.
D. **End key**: this aids rapid movement to the end of a section or a line.
E. ***Insert key:*** this is mostly used as the JAWS command key. However, it does not function on its own. It is usually used in conjunction with other keys to perform specific functions. For example, when you press INSERT+F12, the JAWS will announce the current time as set on your computer system.
F. ***Delete key***: this is used to erase any unwanted item or file from the computer system.
G. **Pause key**: mostly used for extended operations, copying and printing documents.
H. ***Scroll log***: This is mostly used with the screen magnifiers. It enhances scrolling through the information displayed on the screen.

The Numeric compartment

This compartment is designed to look like a calculator. It can perform similar functions like the word processing compartment and the navigation compartment. This compartment is only available on a computer system with a full-sized keyboard, such as those found with most desktop computers. The functions of some of these keys and ways of achieving these functions on computer systems without this compartment will be discussed later. The description of the keys locations is presented here in horizontal form, from top to bottom.

Roll 1: num lock, forward slash, asterisk and the num pad minus.
Roll 2: Num pad 7, 8, 9 and plus.
Roll 3: Num pad 4, 5 and 6.
Roll 4: Num pad 1, 2 3 and enter key.
Roll 5: num pad 0 and decimal key.

Note that the description of the keyboard provided above is that of the enhanced and windows keyboard of a computer system. Although some recent computer keyboard is structured to begin with some keys on each roll of the word processing compartment, this is not a general or conventional make-up of the said keyboard. Also, such additives are only limited to some specific products such as the HP and COMPAQ. Therefore, it is advisable to get the assistance of a sighted person to help identify the position of these keys, especially those whose locations might be different from that outlined in this manual. You can also use the key combination command- INSERT+1 to activate the JAWS keyboard help. This will enable you to learn the position of the keys

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independently. Use the same key combination command- INSERT+1 to turn off the JAWS keyboard help.

The word processing compartment is used for typing text and sending data into the computer system for processing. The navigation compartment helps in the movement of the cursor and enhances editing of basic texts. Also, you can use any of the keys on the numeric compartment to perform a standard word processing function. To type any of the keys in this compartment as presented above, press the num lock to activate the compartment, and press it again to deactivate after using. This will return the keys to their normal/default state and function as the navigation keys.

The Mouse and Touch Panel

These are the components of the computer that are used for interacting with objects. These mimic the manner in which one interacts with object in a physical sense. For instance, one can open, alter or close any object with these devices. Although the keyboard is used by operators with visual impairment to perform the functions of these devices, it is a good thing to have knowledge of their features.

The mouse and the touch panel are used for the same functions. The difference is that the mouse is detachable while the touch panel is built into the computer system and is mostly seen in laptops. It is usually underneath the keyboard layout.

Both the mouse and the touch panel have two major buttons- the primary and the secondary buttons. The primary or left-click button is used to make selections while the secondary or right-click button is used to open up the menu or the task bars of a program. The mouse and the touch panel are also used for scrolling through documents and items. Any navigation or movement initiated by the mouse or the touch panel is displayed as a pointer on the screen of the monitor.

The Computer Accessories

These are often called computer peripherals. They are not in any way components of the computer but they are necessary aids for optimum operation. Some (such as the speakers) might seem inseparable from the computer make-up but this does not make them an integral part of a computer. Some of these are:

a. Acoustic devices: these help in the production of sounds e.g. speaker and headphones.
b. UPS: this is an acronym for *uninterrupted power supply*. It stores electric power on which the computer system can run for about fifteen to thirty minutes after power outage, thereby enhancing the completion of tasks before shutting down.
c. Bluetooth: This is a wireless facility that transmits sounds and data over a short distance. This device facilitates transfer of music, video, picture, documents etc.
d. Scanner: This is an electronic input device used to convert the hard copy of documents or files into soft copy to be used on the computer system. For example,

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a printed document or photograph could be scanned into the computer system through the scanner.

Booting

Booting a computer system simply means putting the computer system in action. This is a process performed manually by pressing the power button on the system unit of the computer system, after which, a full operation can begin. Booting requires the following procedures:

1. Press the power button on the system unit to switch on the CPU.
2. Put on the monitor by pressing its power button if working with a desktop computer.
3. Put on your headphone or speakers (if any), and increase the volume if necessary. Soon afterward, you will hear the welcome alert tone of the computer system, and shortly after the welcome note, the jaws will announce its readiness. Thereafter, you can begin operation.

Some computers may require the pressing of the f1 key immediately after pressing the power button on the system unit for proper booting of the computer system. However, steps 2-3 above remain the same and should be followed after pressing the f1 key.

The Windows 8 and 8.1 start screen

The Start screen replaces the Start menu in previous versions of Windows. You can open, search or restructure any of the items which are pinned to the Start screen. These can be traditional programs, Windows 8 and 8.1 applications, libraries, folders, or other items used by Windows 8 and 8.1 applications. There are also some additional tasks you can perform which are available on the various content menu. For programs, these include pinning to the taskbar, unpinning, and creating shortcuts on the Desktop.

To go to the Start screen, press the WINDOWS Key then either search for or scroll to the item/program you wish. Once on the item, open or activate it by pressing the ENTER key. This will open up the selected program, thereby closing or deactivating the Start screen. However, if you want to exit the Start screen without opening any item or program, you can:

I. Press either the WINDOWS or ESCAPE key to return to the task you were on before you activated the Start screen.

II. Press the key combination of the WINDOWS KEY+D to go to the active window on the Desktop. If there is no active window, the desktop itself will be activated.

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Basically, the start screen on the windows 8 operating system comprises pinned items and account picture. Pinned items include programs, applications, libraries, folders, and other items on the Start screen. An account picture button is a menu on the Start screen which allows you to sign in and out of a particular user account, lock the account, or switch to another user account. The default name of the account picture button is "PC User", but this can be edited to the name of the computer system owner. However, whether it is the default or the owner's name, only sighted users can see it. The screen readers read the name simply as "account picture button". You can scroll through the pinned items and the account picture button(s) by pressing the TAB key over and over again.

How to access or exit the Start screen in windows 8.1 is basically the same as in windows 8. However, there are some additional features on the windows 8.1 start screen. The typical windows 8.1 Start screen contains:

a. Pinned items (similar to that of windows 8)
b. Apps button, which takes you to the Apps screen.
c. An account picture button (as in windows 8)
d. Power options button, which opens a menu containing the commands: Sleep, Shutdown, and Restart.
e. Search button, which displays the search pane, with the search edit box as the focus. However, if you type any characters when on the Start screen, the search pane automatically opens; hence one can say this particular button is not important for keyboard users.

The windows 8.1 Start screen is well structured. A user can easily move between the items in the above list by pressing the TAB key or the SHIFT+TAB key combination. Pressing the TAB key helps to advance from one option to another while pressing the SHIFT+TAB key combination helps to move backwards among options.

Selecting items with the arrow keys

The layout of the computer screen is similar to the display of an opened book hence reading begins from left to right and from top to bottom. To make selection or view items using the arrow keys, this procedure should be followed:

1. Press the key combination of WINDOWS KEY+M or WINDOWS KEY+D to go to the desktop.
2. Begin pressing the down arrow key, listening as the JAWS read out the name of each icon highlighted with each selection. Keep pressing the down arrow key until no sound is heard.
3. Press the right arrow key once. This takes the cursor to the next line on the grid.
4. Begin pressing the Up Arrow key, listening as JAWS read out the name of each icon highlighted. Keep pressing the up arrow key until no sound is heard.
5. Press the right arrow key once again to go to the next line on the grid.

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Continue this process until JAWS no longer read out any icon at the press of the right arrow key. Note that the silence at each terminal indicates the limit at that end. Alternatively, after pressing the key combination of WINDOWS KEY+M or WINDOWS KEY+D to go to the desktop, use the key combination of CONTROL+HOME to get to the top left-hand corner (the first icon) of the grid, then keep pressing the Right Arrow key, listening as JAWS read out each icon through to the last one on the list. You may also try searching for an icon by pressing the first letter in the icon name. Continue pressing the letter until the desired icon comes up, as there may be other icons with names beginning with the same letter.

Shutting down

Shutting down a computer is not done manually unlike the booting process. In other words, the power button cannot be used to turn off the computer system. Thus, there are three ways of shutting down the system on the windows 8 operating system. These include:

Method 1: ***start screen/user icon***:

1. Press the WINDOWS KEY to move to the start screen.
2. Press the TAB KEY once to select "account picture" and activate it with the ENTER key.
3. Search for the "sign out" option with the UP or DOWN ARROW key and activate the option with the ENTER key.
4. Wait for some seconds and press the key combination of SHIFT+TAB key to select the "shut down button." Activate it with the SPACE BAR.
5. Search for the "shutdown" option with the DOWN ARROW key and activate it with the ENTER key.

Method 2: shut down windows dialog:

1. Move to the Desktop, Taskbar buttons, or notification area. For example, press WINDOWS KEY+T to move to the first taskbar button.
2. Press ALT+F4 to open the Shut Down Windows dialog.
3. A combo box is the initial focus, and it contains the options: switch user, sign out, sleep, shut down, and restart. Normally, the shut down option is the default option, but you may scroll to any of the other options with the arrow keys if desired, then press the ENTER key to activate the selection.

Method 3: setting pane:

1. Press WINDOWS KEY+I to open the Settings pane.
2. Keep pressing the TAB key or SHIFT+TAB key combination to search for the Power options button, and activate it with the ENTER key.

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3. A menu bar should come up. Scroll to one of the commands- Sleep, Shutdown or Restart with the ARROW keys; then activate the desired option with the ENTER key.

Windows 8.1 has its special method for shutting down, different from that of windows 8. To shut down, sleep or restart on Windows 8.1, follow any of the methods below:

Method 1: Start screen:

1. Press the WINDOWS key to activate the Start screen.
2. Press the TAB key three times to scroll to the power options button, then activate it with the SPACE BAR or the ENTER key.
3. On the menu which opens, scroll to the Shutdown, Sleep or Restart options with the arrow keys, then activate with the ENTER KEY.

Method 2: Quick link menu:

1. Press WINDOWS KEY+X to open the quick link menu
2. Scroll to "sign out" or "shut down" with the UP or DOWN ARROW key and activate your choice with the ENTER key.
3. Scroll to the shut down, Restart, or Sleep option with the arrow keys and activate your choice with the ENTER key.

Alternatively, you can also press WINDOWS KEY+X, and then letter U twice.

M***ethod 3: Shut Down Windows dialog***:

1. Move to the Desktop, Taskbar buttons, or notification area. For example, press WINDOWS KEY+T to move to the first taskbar button.
2. Press ALT+F4 to open the Shut Down Windows dialog.
3. A combo box is the initial focus, and it contains the options: switch user, sign out, sleep, shut down, and restart. Normally, shut down is the default option, but you can scroll to any option with the UP or DOWN ARROW key.
4. Press the ENTER key to activate either the default or any other preferred option.

Pinned items

After the creation of a user account, the items pinned to the Start screen consist of the default applications which are installed in the computer, other installed programs and an icon called Desktop. Opening this with the key combination of WINDOWS KEY+D opens up the active window on the desktop, or to the desktop itself, if there is no active window. When you install other applications or programs, they are normally added to the Start screen. However, you can pin or unpin items yourself. The pinned items are arranged into one or more groups. The groups are displayed in a row, and in each group, the items are laid out in a grid. You can move around the pinned items using the standard

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Windows keystrokes or with the JAWS' touch cursor, which is much easier if you are using version 15 or later versions of JAWS. You can move around the pinned items with the standard window's keystroke in the following ways:

I. The arrow keys: JAWS reads the row and/or column number when this changes. In addition, if you move between groups, JAWS plays a distinctive sound to indicate the change.
II. The HOME and END keys move the cursor to the first and last item, respectively.
III. You can't use the first character or characters in the normal manner. If you type in any characters, then the Search pane is displayed. This searches all the items on the Apps screen, not just the items pinned to the Start screen.
IV. A special type of zoom.

If you want to know the current column and row number, you can find out by pressing INSERT+TAB key in windows 8. You can also find out the same information by pressing INSERT+UP ARROW key in windows 8.1 if you are using version 15 or later versions of JAWS.

The touch cursor as mentioned above was first introduced in Jaws 15. It provides an alternative way of navigating the objects on the screen. To switch to the Touch cursor, press SHIFT+NUMPAD PLUS, and if you need to switch back to the PC cursor, press NUMPAD PLUS twice quickly. If you're using Jaw's laptop keyboard layout, then the two keystrokes are SHIFT+CAPS LOCK+SEMI COLON and CAPS LOCK+SEMI COLON twice quickly. Movement around the pinned items with the JAWS's touch cursor can be achieved in the following ways:

i. You can move to the next or previous group by pressing the DOWN or UP ARROW KEY respectively. If you haven't set a name for the group as described below, then JAWS uses the name of the item in the group as the group's name.
ii. You can move to the next pinned item by pressing the RIGHT ARROW or the TAB key. Using either of these keystrokes, you go through all the items in a group. If you move past the last item in a group, you automatically proceed to the next group, and then navigate through the items in that group.
iii. If desired, you can move to the previous pinned item by pressing LEFT ARROW or SHIFT+TAB key combination.
iv. You can open a pinned item by pressing the ENTER key or the SPACE BAR.
v. You can open the context menu of a pinned item by pressing the APPLICATION Key or SHIFT+F10 key combination.

Furthermore, the pinned items on the Start screen are represented by tiles. These are similar to icons on the desktop, but they can have additional features. The tiles for traditional programs are square. However the tiles for the desktop and for some windows 8 apps are rectangular by default: they have the same height as the square tiles, but twice the width, and so take up two columns of the grid. When you move to one of these larger

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tiles, JAWS announces expanded after the name of the tile. You can change the size of these tiles to square in windows 8, like the other tiles, and this makes moving around the tiles more straight forward. To do this, move to such a tile, open its context menu by pressing the APPLICATION key or SHIFT+F10, and choose smaller. However, some of the tiles for these apps are live tiles and can contain up-to-date information.

In windows 8.1 tiles can have a number of different sizes:

a) Small, which is square tile of size 1.
b) Medium, which is a square tile of size 2.
c) Wide, which is a rectangular tile with width 2, and height 1.
d) Large, which is a square tile of size 4.

By default, the tiles for traditional programs are medium square tiles, and the tile for the Desktop is a Wide tile. The default tiles of Windows store apps vary. If you use JAWS' touch cursor to move around the pinned items, then you don't have to worry about the pinned items having different sized tiles. However, you can change the size of the tile of pinned item as follows:

1. Press the APPLICATION key or SHIFT+F10 to open its context menu, and choose resize. A conventional menu opens, with the current size selected. Unfortunately JAWS does not read this current size.
2. On the menu, choose a different size.

Pinning and unpinning items

There are a few reasons why you might want to pin an item to the Start screen:

I. So that it's included in search results. Note that all installed apps, and installed programs and associated items are automatically included in the search results.
II. So that you can read its contents, if it's an app which has a live tile.
III. So you can conveniently open it by moving to it on the Start Screen. However, this is only likely to be the case if you have a small number of pinned items.

You can pin items to the Start screen by pressing the APPLICATION key or SHIFT+F10 to open their context menu, and choose Pin to start:

A. To pin a folder or a library, select it in File Explorer, and choose "Pin to start" from its context menu. Remember, you can open the content menu using the APPLICATION key or SHIFT+F10 combination. Note that without being pinned to the Start screen, your libraries and the Downloads folder can appear in the search results, but you would have to type their full name.
B. To pin a portable program, which isn't installed, select the program in File Explorer, and choose "Pin to start" from its context menu.
C. To pin an installed program or application either on the Apps screen or in the search results, press the APPLICATION key or SHIFT+F10 combination to open

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its context menu, and choose "Pin to Start". Note that when programs or apps are installed, they're normally automatically pinned to the Start screen.

When an item is pinned to the Start screen, it is automatically added to the last group of pinned items.

To unpin an item, press the APPLICATION key or SHIFT+F10 combination to open its context menu and choose "Unpin from Start". You can do this either in the list of search results, on the Start screen or on the Apps screen. If you want to remove all the pinned items on the Start screen, you can keep on repeating the pair of keystrokes APPLICATION key and SPACE BAR or SHIFT+F10 and SPACE BAR, since "Unpin from Start" is the first command on the context menu.

Searching

From the Start screen or Apps screen, you can easily search for programs, apps, and items pinned to the Start screen. If you type in some text, then a search pane automatically appears on the right hand side of the screen, the text that you've typed appears in the search edit box in that pane, and the search results are shown as a list on the left hand side of the screen.

You can type in either complete words or the beginnings of words. As you type characters into the Search box, the list of search results is continuously updated, and whenever there's a pause in your typing, Jaws reads the name of the first result. As soon as you hear the name of the program or item you want, you can press the ENTER key to open it, you don't have to type in the full name.

Normally, by either typing in some distinctive search terms or by typing the full name, you can get the program or item you want to open to be the first item in the results list. However, to open some items, there might be a need to move to another item in the list using the UP or DOWN ARROW key, then return to the desired item and press the ENTER key. This will be demonstrated in the subsequent sections of this tutorial.
The default search item that first appears when you type in the search box is usually an application. For example, if you press the Windows key to move to the start screen, and type JAWS; everything that will display on the screen immediately will be program applications relating to the JAWS screen reader. You will not see things relating to music or text document about JAWS on the screen. Thus, if you want to get other things that are relating to JAWS like text, music, pictures, etc. about JAWS. After typing JAWS:

1. Press the TAB key once to move to the search scope, then scroll to any of the items on the search scope with the DOWN ARROW key. For example, Settings, File, Bin, etc.
2. Activate your selection with the ENTER key. (All the list of items relating to JAWS based on the scope will be displayed).
3. Now you can scroll down again with the arrow key to choose the actual item you desire from the list of search result and activate it with the ENTER key.

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Note:

- The search scope comprises apps, settings, files and active programs.
- Whenever you type any item that is different from apps, the computer system will tell you (apps, zero result).
- When you move to the search scope, any scope without a related item to that which you typed will display zero result. For example, (apps, zero result; settings, zero result). But any scope with related item will tell you the total number of items having that phrase you typed. For example, Aps, 13 results; Settings, 4 results; etc.

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MODULE TWO

WORD PROCESSING WITH MICROSOFT WORDS

The Microsoft word [MS Word] is a software program that enables you to type text and make changes to such. It ensures access to typed information in the word processing environment. This serves as the typing sheet of the conventional analogue typewriter. Therefore, one is capable of presenting his or her ideas in print for self and others.

This module will be focusing on how one can begin operation with the MS word. It will view launching the program, typing text and saving. Although other modules in this compilation will still features other things about the MS word.

Launching Microsoft Word

1. Press the WINDOWS key to move to the start screen on your PC.
2. Type "word". If Microsoft word is the first item on the screen, JAWS will announce to you with its version e.g. Word 2013. But if it's not the first item you hear after typing "word" scroll to it with the DOWN ARROW key.
3. Activate it with the ENTER key. But in the case of word 2013, you might need to press the ENTER key twice.
4. Wait until you hear the JAWS announcing to you: [document one print view edit], then you can begin typing.

Note that on a MS Word page, the ENTER key can be used to move to a new paragraph, and the TAB key helps to indent the paragraph. The ENTER key also enable you to move to the next line if you don't want to continue your writing on a particular line. If you don't press the ENTER key, the computer will be changing to the next line automatically once you reach the end of a line without breaking incomplete word into two. If the space left on a particular line cannot contain a word you are typing, the computer will move the whole word to the next line automatically. You can use the SPACE BAR to create space between characters or words. The arrow keys will serve as standard reading keys for all you have written.

The UP ARROW key will enhance reading upwards line by line while the DOWN ARROW key will do same downwards. The RIGHT ARROW key helps in reading the text character by character forward while the LEFT ARROW key does same backward. The HOME key moves the cursor to the first character on a line while the END key moves the cursor to the end of a line. The PAGE UP key moves you up the page about twenty five lines while the PAGE DOWN key moves you down about twenty five lines.

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Saving a document

A document is any typed work in the Microsoft word. It is also the same as "file." Saving this work is very important so as to enable one to check the work later in future to make any adjustment or print it out as hard copy.

Saving a document will require following these procedures while you are still in an existing file or have completed your work:

1. Press the F12 key on the computer system. The result of this is that you will be linked to the place where you can save the work. You should add FN key with the F12 if you did not hear anything for some minutes e.g. FN+F12.
2. Type the name of the document based on your choice and it must be what you can remember in future.
3. Press the ENTER key for activation.

The implication of this is that the typed work will be saved in the DOCUMENTS. At this point the dialogue box of "SAVE AS" will close and you'll be returned to the print view. Now the new name you have chosen for the file name will be announced instead of "document 1." You may still go over your work again or choose to close the page where you have type.

Closing a typed document is essential because if one doesn't it will be difficult to shut down the computer in some operating system. To close this, press the key combination of ALT+F release it and press letter C. the document will close but the MS. Word will still be displayed on the screen. If you want to continue with another work in another new document within the MS. Word environment, press the key combination of CONTROL+N. This will open a new blank document for you. So, you can begin working. But if you are through with the entire MS. Word and you do not desire to continue again with any work. After saving your document, press the key combination of ALT+F4. This will not only close the document but it will also exit the program. So, if you want to open the MS. Word for another work, you will have to re-launch it.

Whenever you press the key combination of ALT+F4 to exit the MS word and a dialogue box pops up a different dialog box, press your ESCAPE key to return to the print view, then press the key combination of FN key+ALT+F4. This will automatically exit the MS word programme as explained in the section: "general note for operation". Additionally, if you press F12 key to bring up the save as dialog box to save your work, and the computer system is silent or giving a different information. Just add the FN key with the F12 to perform the saving operation.

Converting document to other file formats or versions of Microsoft Word

It is possible to convert a particular typed document to another Microsoft word format for the purpose of accessibility. This makes the typed document compatible with the version installed on other computers. It is quite important if you use versions below word 2010 or 2013. Thus, the procedures outlined below will guide you through:

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1. Press the F12 key to bring up the "save as dialog box".
2. Type the name of the file.
3. Press the TAB key to move to "save as type."
4. Use your DOWN ARROW key to select "word 97-2003 document."
5. Press the ENTER key.

The result of this operation is that the already typed file will be automatically converted to the chosen version of Microsoft word. Immediately the dialogue box of "save as" will disappear and you will be returned to the named file print view. But you should be aware that this is only possible as stated when you have never saved the work before. But if you have saved the work earlier, you will only carry out the steps outlined above without typing a new name for the file.

This procedure could be used to convert document to other formats like portable document format [PDF], plain text, rich text format [RTF], extended markup language [SML] and so on. If you want to convert to any of this format mentioned, scroll to the desired format with the DOWN ARROW key after moving to the "save as type" with the TAB key. Once on the desired format, press the ENTER key.

Saving on the desktop

The term desktop refers to a display on a computer screen comprising background and icons representing equipment, programs, and files. Also, your desktop usually display on the screen whenever you boot your computer system. Shortcuts to programs are usually put on the desktop to take someone directly to the main program. You can easily see and launch some programs installed on your computer system provided their shortcuts are placed on the desktop.

Just like other saving process, one may decide to save his file on the desktop in order to make it easy for any other person to locate while trying to access such file. This is done systematically by:

1. Press the F12 key to bring up the "save as dialog box".
2. Type the name of the file.
3. Select the storage location with the TAB key. This is usually displayed in a treyview.
4. Scroll to "desk top" with the UP ARROW key.
5. Activate with the ENTER key.
6. Press the TAB key once to select "library" and activate with the ENTER key.

The result of this is that you will be returned to the print view with the document saved on the desktop. After this, close the file and exit the MS. Word.

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Correcting mistakes

Correcting any document or text file on the Microsoft word could be done in two major ways- by manual or automatic correction. Choosing the manual correction is with the idea that one knows where the mistake is. The auto correction is chosen for the purpose of going through all mistakes in a lengthy text with no idea of where they are.

Manual correction:

1. Move the cursor to the mistake and press the DELETE key. The result is that the mistake will be removed and you can PROCEED TO typing the RIGHT thing there.
2. You can also move the cursor to the front of the mistake and press the BACK SPACE key, then type the right thing there. For example, if you typed byo instead of boy; keep pressing the BACK SPACE key until you hear letter y. Then, type letter o and letter y to form boy.
3. If you omit a particular word or character, you can move the cursor to the position where the word or character is to be fixrd with the arrow keys and proceed to type it. The correction will be effected at the point immediately. But make sure that you hear the character that is to follow the omitted character before you type it. For example, if you omitted letter o in top; make sure you hear letter p before you retype the letter o.

Please note: anytime you press the DELETE key to erase any mistake, the JAWS screen reader say the next character in focus yet to be removed. If you press the DELETE key again, the earlier announced character will be removed and the next character gaining focus will be announced to you by the JAWS screen reader.

Whenever the BACK SPACE key is used for erasing any mistake, the removed character or mistake is announced by the JAWS screen reader.

Auto correction:

The auto correction is aided by the inbuilt checker called "Spelling and Grammar Check." This helps to make correction on text file within the MS. Word environment. It makes use of words in the computer's memory or inbuilt dictionary. To use this method of correcting mistakes, follow this procedure:

1. Press F7 after you have opened the work you want to correct. The spelling and grammar check should pop up. Here, the computer will be calling the mistakes one after the other and with this you can select the correct suggestion or ignore. To select any suggestion:
2. Press the TAB key to move to the suggestion column. At this point you will hear the first suggested word announced to you by your screen reader.
3. Use your UP and DOWN ARROW keys to go through the suggestion and activate your choice with the ENTER key.

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If you wish to ignore the suggestion, e.g. the computer indicating dialect and tribal name or abbreviation and acronyms as error. This is because such are not present in the memory of the computer system. Take this step:

Press the TAB key as soon as the word indicated to be mistake is announced, keep pressing the TAB key until you hear "ignore once". Activate this with the SPACE BAR. If such word appears in many places, press the TAB key to select "ignore all" and then press the SPACE BAR.

In case of a known error which the computer does not provide any right suggestion, you will have to do this by:

A. Using the LEFT or RIGHT ARROW key to locate the beginning of the word as soon as you hear the mistake is announced.
B. Erasing the word character with the DELETE key until you hear "space".
C. Type the correct word.
D. Pressing the TAB key to select "change" or "change all" if such appears in many places.

Note that at the correction of a mistake, the computer will automatically take the cursor to the next mistake and announce it. At the end of the entire correction, your screen reader will announce to you that the spelling and grammar check is complete. At this point you will need to press the SPACE BAR to activate the "ok button." Either you use the automatic or the manual correction; there is need to save the correction made on the file. This can be done by pressing the key combination of CONTROL+S before closing the file or exiting the MS. Word. If this is not done, the mistakes will be returned to the work you have corrected.

RETRIEVING SAVED DOCUMENT

This is concerned about process of searching for a saved file. This is conducted for the purpose of revisiting for making adjustment, reading or moving one or more documents. For example, if you want to perform any change on any already saved file like converting it to other MS. Word format, saving them on the desktop or making any adjustment to it; you will have to retrieve such saved files. To do this, follow these steps:

1. Press the key combination command WINDOWS KEY+T to move to the taskbar.
2. Scroll to the "file explorer" with the RIGHT ARROW key and activate it with the ENTER key.
3. Press the SPACEBAR once to select the "document" and activate with the ENTER key.

This should open the "document". Search for the saved file with the arrow keys or by using the first letter navigation.

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Note that you can also search for your wanted document or file by using the search features of your start screen. You may need to go over the previous lesson on "searching" in module one to know how to do this.

You might not locate the "file explorer at the task bar through the procedure above if it's not pinned to your task bar by default. However, you can make it accessible at the taskbar to make things easier for you in the future:

A. Press the WINDOWS key to move to the start screen.
B. Type file explorer.
C. Press the APPLICATION key or SHIFT+F10 to bring up the context menu.
D. Scroll to the "pin to task bar" with the LEFT or RIGHT ARROW key and activate with the ENTER key.

Once that is done, the "file explorer" will be pinned to the taskbar of your computer system. Then try the procedure above on retrieving saved document to look for your file.

If the wanted file had been stored in a different location other than in the documents, such as on the desktop, it will be necessary to go to the desktop to search for it rather than checking for it in the document. Going to the desktop will require pressing the key combination of WINDOWS KEY+M or WINDOWS KEY+D. Then, use the first letter navigation or the arrow keys in search of the wanted file.

HEADERS AND FOOTERS

Headers and footers are nice features in the MS. Word. They give files a nice outlook through customizing. This means customizing a typed file by enhancing the reoccurring of any inserted text throughout the file without interfering with the body of the text. For example, if you are typing a file that is more than a page and you want your name written on every page so that it will not be misplaced. This headers and footers will help you to insert your name in such, and it will appear on every page of the file without interfering with the main text file.

In case of the headers the inserted text will be appearing at the top of the file while footers will be appearing at the bottom repeatedly. The procedure below can be used to create either of the two:

1. Open the MS. Word or any existing file.
2. Press the ALT key, follow by letter N to select insert tab."
3. Move to the "header submenu" or "footer submenu" with the TAB key and activate with the ENTER key.
4. Press the ENTER key again to activate the blank header or footer.
5. Type your choice of text that you want to be seen on every page of the file.

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6. You may press the TAB key twice to move the inserted text to a corner on the file.
7. Press the ALT key.
8. Move to the "close headers and footers" with the TAB key and activate with the SPACE BAR.

The inserted text will be appearing continuously in the file without interfering with the main content of the file. So, you can begin your work or close the opened file.

Page Numbering

It is good to page number your document, most especially, if it's more than a page. This makes it easier for you to arrange its hard copy serially. You can also make reference to the right page also during presentation without rigor. So, follow in these few steps to insert page numbering into your work:

a) Type a new file or open an existing one.

b) Press the key combination ALT+N for insert tab and letter N followed by letter U.

c) Activate top with the ENTER key

d) Scroll to the numbering format of your choice with the arrow keys and activate with the SPACE BAR key.

e) Save your work with F12 and hit the ENTER key.

f) You are good to go.

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MODULE THREE

WORKING WITH FILE AND FOLDER

As earlier described, the file is the same as document. File is any single work created by a program. It could be text, graphic, music or video. A folder is like a cabinet where one can store all files of a particular topic for quick retrieval and organisation of items to give a nice look to the PC.

Highlighting and selecting

Highlighting and selecting are similar while working with files and folders. The necessity of this is to make a specific adjustment in a particular document at a specific point. This adjustment could be deleted, changing of size or colour, moving, etc.

The SHIFT key is the modifier for highlighting. This is aided by other navigation keys depending on the type and direction of the desired highlighting. If the aim is to select just a character, ensure the cursor is on the actual character, then press the key combination of SHIFT+LEFT ARROW. JAWS will announce to you that the characters have been selected.

If it is a word that is to be selected, ensure the cursor is on the first character of the word, then press the key combination of SHIFT+CONTROL+RIGHT ARROW key. If it is a line that is to be highlighted, ensure that the cursor is on the first character of the line, then press the key combination of SHIFT+DOWN ARROW key. JAWS will announce that the line has been selected.

If the intention is to select a paragraph downwards or upwards, press the key combination of SHIFT+CONTROL+UP ARROW key or SHIFT+CONTROL+DOWN ARROW key. JAWS will announce the selection. To select or highlight a page (about twenty-five lines), downwards or upwards depending on the position of the cursor, press the key combination of SHIFT+PAGE UP or SHIFT+PAGE DOWN.

Furthermore, you can select from the point you are to the top of the file; or from the point to the bottom of the file. CONTROL+SHIFT+HOME will select upwards while CONTROL+SHIFT+END will select downwards respectively. Thus, everything in a document can be selected by pressing the key combination of CONTROL+A.

Note that you can reverse or cancel the highlighted selection by performing the above functions in the reverse form. For example, whereas the key combination of SHIFT+RIGHT ARROW is used to highlight a particular text, the reverse key combination of SHIFT+LEFT ARROW can be used to reverse or cancel the selection. Then, the screen reader will announce that the earlier selected text have been unselected.

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Text formatting

Text formatting helps to give a nice look to file. It makes file or document looks attractive in a form the user so desire. Text formatting includes options such as centralizing of headings, underlining specific text, bolding, line spacing, alignment, etc. For example, it is possible to present a particular document as poetry or a normal document with the topic at the top centre of the page. It is also possible to add different features to a document like writing particular letter in a different font; for example writing an address in italics at the top right-hand corner of the top of the page. Other important information can also be italicized or presented in other form styles.

It is a good idea to finish the work before formatting the text. Once all the desired text formatting have been done, highlight the entire work by pressing the key combination of CONTROL+A, then justify the arrangement by pressing the key combination of CONTROL+J. Finally, save the file with the key combination of CONTROL+S if you have saved the file before; otherwise, go through the procedure for saving document as explained in module 2.

The process of justifying a text will organize the work by adjusting the entire text to fit into a uniform margin. Below are some specific text formatting procedures:

Highlight a specific portion of the document which is to be move to the right e.g. an address in a letter. Press the key combination of CONTROL+R to move the selected text to the right hand side on the file. JAWS will announce, "aligned right".

Highlight some text in the document which is to be move to the center e.g. the title or heading of an essay or write-up. Press the key combination of CONTROL+E to move it to the center. You may press the key combination of CONTROL+B to bolden it; and CONTROL+U to underline it afterwards.

Furthermore, to increase or decrease the font size of characters in a document, highlight the portion and press the key combination of CONTROL+SHIFT+FULL STOP to increase the size; or CONTROL+SHIFT+COMMA to decrease the font size. To double the line spacing, press the key combination of CONTROL+2. For 1.5 line spacing, press the key combination of CONTROL+5 after highlighting the work.

Note that you can use INSERT+F to know the current state of your work after formatting. However, don't forget to save everything you have done before closing the Microsoft word.

Other shortcut keys combinations with which to perform specific functions and text formatting are available in the appendix section of this book.

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Creating tables

It is possible to create tables (such as food table, time table, list of items, etc) within the MS Word this help to plan daily tasks and activities effectively. To create a table,

1. Open the MS Word and/or go to the point where the table is to be created in the document.
2. Press the ALT key, follow by letter N to select "insert tab"
3. Select "table submenu" with the TAB key.
4. Activate with the ENTER key.
5. Scroll to the "insert table" with UP or DOWN ARROW key.
6. Activate it with the ENTER key
7. Type the number of desired column in figure or use the arrow key to scroll to the number.
8. Press the TAB key to scroll to "number of Roll" and either type the desired number of rolls in figure or use the arrow key to scroll to the desired number.
9. Press the TAB key once to go to the next stage and scroll to the "auto fit to content" option with the DOWN ARROW key.
10. Press the TAB key to select "ok button." and activate with the SPACE BAR.

The table will be created at the desired point in the document. The cursor will be in the first column of the first roll. Begin typing the items into the table. Use the TAB key to move to the next column in an orderly manner and return to the previous cell by pressing SHIFT+TAB key. At the end of a roll the tab key moves the cursor to the next roll at its first column. At the end of the entire rolls and column created, pressing the TAB key again will add extra roll to the table. Therefore, listen to the screen reader to hear the announcement of the last column and roll. If more space is desired on the table, press the TAB key; otherwise, press the DOWN ARROW key and continue the work as planned.

Note that the "auto fit to content" which you have selected will give your table a nice look, hereby, making longer words fit into their own columns without overlapping while the columns for smaller words will be reduced to fit their own sizes. Also note that reading through a table requires the use of the TAB key in the same manner because the arrow keys can only navigate within a column.

Creating folder

1. Press the key combination of WINDOWS KEY+T to move to the taskbar.
2. Scroll to the "file explorer" with the RIGHT ARROW key and activate it with the ENTER key.
3. Press the SPACE BAR to select "document" when the "library" is opened and press the ENTER key to open "document".
4. Press the key combination command CONTROL+SHIFT+N for "new folder dialog."
5. Type the name you want the folder to bear and activate it with the ENTER key.

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This procedure creates an empty folder in the "document". If you want to retrieve the folder or make use of it in the future, you must access it by using any of the search options explained earlier. However, folders can be created anywhere on the computer system such as in the music, picture, video, desktop, etc. you can also move the created folders to any desired location on your PC.

Renaming files and folder

One may decide to change the name of the existing file or folder. This might be necessary to aid the organization of files in order of names or as desired by the user. These steps help to rename files and folders:

1. Search for the file or folder to be renamed.
2. Press the APPLICATION key or SHIFT+F10.
3. Scroll to the "rename" option with the UP or DOWN ARROW key and activate it with the ENTER key.
4. Type the new name and activate it with the ENTER key.

Note that the new name immediately replaces the former one. So, to search for the file or folder in future, make use of the new name. Note also that you can carry out the operation by pressing the F2 key as soon as you locate the wanted file or folder. Then type the new name and press the ENTER key. Note also that it is not necessary to open the file or folder to be renamed before pressing the APPLICATION key, SHIFT+F10 or F2.

Moving files into folders

It is possible to put different files into a folder. Thus files can be grouped in order of want and choice.

1. Search for the file to be moved into the folder.
2. Press the key combination of CONTROL+C to copy it to the folder; or CONTROL+X to move it permanently to the folder.
3. Search for the folder where the file is to be copied or cut to.
4. Activate or open the folder with the ENTER key.
5. Press the key combination of CONTROL+V to paste the file in the new destination.
6. Exit the folder with the BACKSPACE key.

Henceforth, the file can be viewed in its new location. Verify this by searching for the file both in the former and the new destination. Note that if you copied the file (CONTROL+C), it will be available both in the former and the new locations. However, if the file was cut or moved permanently (CONTROL+X), it will no longer be available in the former location.

The procedure outlined above can also be used to move a folder into another folder. This will enable the grouping of similar folders together.

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Writing/burning files and folders into a disk

A disk is a flat thin and circular object usually used for storing files and folders. This helps in guarding such against loss. The disk resembles a flat plastic cover of a tin with a hole in the centre. Disks are of different memory capacity but this has nothing to do with their physical structures and sizes. The smallest disk which is the compact disc, CD is about seven hundred megabyte [700MB] while the digital versatile disk, DVD is about four gigabyte, [4GB.]

The process of storing any valuable information into a disk is called writing or burning files into disk. This is enhanced by a system file called "CD writing wizard" in windows XP and "CD burning wizard" in windows vista, windows 7, windows 8 and 8.1 operating systems respectively. This usually makes the files accessible on any computer system and other devices using similar file format. The procedure for writing files and folders into disk is outlined below:

1. Open the CD/DVD drive via the button on it and insert the empty disk.
2. Close the drive and press the ESCAPE key whenever the auto play dialog box pops up.
3. Search for the files and/or folders to be written to the disc; and
4. Press APPLICATION key or SHIFT+F10 to open the context menu, scroll to the "send to submenu" with the UP or DOWN ARROW key and activate it with the ENTER key.
5. Scroll to the DVD option with the UP or DOWN ARROW key and activate it with the ENTER key.
6. Press the key combination of WINDOWS KEY+E to go to "computer" and scroll to the DVD option using the DOWN ARROW key.
7. Press the APPLICATION key or SHIFT+F10, scroll to the "burn to disc" option with the UP ARROW key and activate it with the ENTER key.
8. Type the name you want the disc to bear and press the TAB key.
9. Scroll to the "burn a disc with recordable or CD player" using the DOWN ARROW key.
10. Activate with the ENTER key.

The drive will automatically eject the disc as soon as the burning process is finished. This will also ask if you want to burn the files into other disc. If you don't want to burn the same files or folders into another disc, press the key combination of ALT+F to activate [finish button] if the dialog box pops up. But if you desire to burn same files or folders into other disc, then you have to:

A. Select "yes" with the key combination of ALT KEY+Y.
B. Insert a new disc into the drive and close it.
C. Press the ESCAPE key to close the auto play dialog box whenever it pops up.
D. Continue the burning process from step seven as outlined above.

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Moving file and folder from external storage devices

Plug in the USB or cd to the PC via their respective drives, then proceed with the following steps:

1. Press the ESCAPE key to close the auto play dialog box whenever it pops up.
2. Press the WINDOWS KEY+E to open "computer".
3. Scroll to the device "DVD drive" or "removable disc" using the arrow key.
4. Press the APPLICATION key or SHIFT+F10, scroll to the "open" using the DOWN ARROW key and activate it with the ENTER key.
5. Select the file or folder of your choice with the arrow keys or first letter navigation.
6. Either copy the files or folders using the key combination of CONTROL+C or cut them from the flash or CD using the key combination of CONTROL+X.
7. Go to the location where the files or folders are to be kept e.g. desktop, document, music, etc. Paste them in the desired location using the key combination of CONTROL+V.

Once the documents have been moved, remove the storage device from its drive. If it is a cd, remove it via the button provided on the drive. A USB storage device will require a procedure to safely eject it from the computer. A USB flash drive will not appear as "removable disk" once it has been given a name. The name use will appear instead. External storage devices have extension showing their location in the computer e.g. DVD drive (D), removable disk f, etc.

Removing storage devices from the computer

1. Press WINDOWS KEY+B to bring up the "notification area chevron button."
2. Activate it with the SPACE BAR.
3. Scroll to the "safely remove hardware and eject media" using the UP ARROW key.
4. Activate it with the ENTER key.
5. Scroll to the "eject USB" using the UP ARROW key and activate it with the ENTER KEY.

NOTE: Every JAWS screen reader user can use the jaws "virtual view help" regardless OF their operating system by:

A. Press the key combination of INSERT+F11.
B. Scroll to the system tray icon "safely remove hardware" using the UP or DOWN ARROW key.
C. Activate it with the ENTER key.

Alternatively, every computer user can also try removing the USB storage device through:

1. Press the key combination of WINDOWS KEY+E to go to the computer.

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2. Scroll to the USB storage device using any of the arrow keys.
3. Press the APPLICATION key or SHIFT+F10 to bring up the context menu bar.
4. Scroll to the "eject" using the UP or DOWN ARROW key.
5. Activate the selection with the ENTER key.

Having ejected the USB flash drive from the computer, close the computer with the key combination of ALT+F4. However, it is a good idea to wait a while and listen to the screen reader in any of the procedures adopted for removing the USB storage device from the computer system. The screen reader will announce whether the storage device has been safely removed or not. Alternatively, verify whether or not the USB storage device has been successfully removed by opening the "computer" again and searching for the USB storage device. If it is still visible there, that means it is still active and not yet removed. But if it cannot be found again, that means it has been removed from the PC.

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MODULE FOUR

FILE MANAGEMENT

Every WINDOWS provides easy access to common files and folder management task. The basic management task in the computer comprises renaming, deleting, moving and initiating hyperlinks. This assists the rearrangement and organization of files and folders to provide nice features for the windows. The selection and activation of any file or folder on the PC grants access to its environment for operation.

Other special tasks include formatting the system or hardware, changing system setting, uninstalling programs and lots more. Note that the WINDOWS has created a lot of nice features that can enable easy access to files and folders. For example, the "music and video folder" help in the organization and management of music and video files, "computer" gives access to installed programs and different files and folders on the pc. And "document" is designed to house the text files and graphics as well as other files created on the PC.

Deleting file and folder

This is concerned with the removal of unwanted file or folder from the computer system.

1. Search for the specific file or folder.
2. Press the DELETE key.
3. Press the SPACE BAR to activate "yes" or select "no" with the tab key if you do not want to delete the selected item.

Once the file or folder has been deleted, go to the desktop with the key combination of WINDOWS KEY+M or WINDOWS KEY+D and search for "recycle bin" with letter R:

A. Activate the "recycle bin" with the ENTER key.
B. Search for the particular file or folder with the arrow key or first letter navigation.
C. Press the APPLICATION key or SHIFT+F10 to bring up the context menu.
D. Scroll to the "restore" with the UP or DOWN ARROW key.
E. Activate the selected command with the ENTER key.

The result of this is that the deleted work will be returned to its former position. It is possible to delete multiple items in the recycle bin. This helps to empty it. Note however, that anything that is deleted from the recycle bin can never be restored via the above procedure. It is a good habit to empty the recycle bin periodically to improve the PC performance. Follow the steps below to empty the recycle bin:

A. Move to the recycle bin as explained earlier.
B. Press APPLICATION key or SHIFT+F10 to bring up the context menu.
C. Press letter B to empty the recycle bin.

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D. Press the key combination command: ALT+Y to activate yes button.

Creating a password for a file

Creating password for a file involves its encryption. It means preventing other computer users from accessing the content of a file. It is possible to create a password for specific files on a computer system the same way as creating a password for the entire computer system. This ensures privacy while working on a public computer system. Only people with the password can open the file. Do you like privacy? So follow this step:

1. Open the file you want to password
2. Press ALT key+F. Followed by I, letter P and letter E.
3. Type the password and activate with the ENTER key.
4. Type the password again and activate with the ENTER key.
5. Press the ESCAPE key to return to the print view and press CONTROL+S to save the change.

The procedure above is for Microsoft office word 2013. If you use MS word 2010 you will have to:

1. Open the file you want to password
2. Press ALT+F and press letter E twice
3. Type your password and activate with the ENTER key.
4. Retype the password and activate with the ENTER key.
5. Press CONTROL+S to save this change.

Note that anytime you want to open this file a dialog box will pop up asking you to open with the password.

It should be noted that you can remove and change the password. If you want to remove it, carry out the whole process from step one. Erase the former password with your DELETE key or BACKSPACE key at the point of typing your password. In case of changing the password of the file, carry out the whole procedure from the beginning to the end again.

FORMATTING STORAGE DEVICE

This is a nice task for wiping everything in a storage device. It is nice in the sense that it clears up virus and corrupted files and folders from it, and thus makes the device viable for use.

1. Search for the device to be formatted via the “computer” or “my computer.”
2. Press the APPLICATION key or SHIFT+F10.
3. Select “format” with the arrow key.
4. Activate with the ENTER key.
5. Select “start” with the arrow key.
6. Press the SPACE BAR to begin.

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7. Continue with the instructions from your screen reader.

After the whole formatting, you can exit "computer" or open the storage device for use.

SCANNING FOR VIRUS

This is also an important tip for computer users. It helps in cleaning the pc from infections. Virus is a deadly program that is capable of destroying the hard disc of a computer or any program or device. It is necessary to conduct scanning with the viable and strong antivirus at least once in a week. It is also good to scan any external storage device plug into the PC before opening it for use.

1. Search for the device to be scanned through the "computer."
2. Press the APPLICATION key or SHIFT+F10.
3. Select "scan with—" with the UP or DOWN ARROW key.
4. Activate with the ENTER key.

Your screen reader might not be able to access the environment of the antivirus if it's not registered with the publisher of the screen reader. But at the end of the whole scanning your screen reader may communicate to you that everything is completed. For screen sensitive help in JAWS to work with such anti-virus press INSERT+F1 or F1 for the screen sensitive help immediately the antivirus resume to windows for operation. So you can navigate through its help topics with the arrow keys.

Some higher antivirus may not be functional based on the procedure outlined above. Therefore, you are advised to perform the scanning operation through the antivirus windows. However, performing scanning through most antivirus main windows may require the help of the sighted expert to navigate with mouse. You can request for the book: "COMBATTING VIRUS by Olufemi S.A. Bayode" to read more on virus.

UNINSTALLING PROGRAMS

This is the total removal of programs from your computer system. This might be necessary for unwanted programs or those that are no more active.

1. Press the WINDOWS key.
2. Type "control panel" and activate with the enter key.
3. Select "uninstall programs link" or "programs and features link" with the TAB key.
4. Activate the selection with the ENTER key.
5. Scroll to any program to be removed with UP or DOWN ARROW key.
6. Activate with the ENTER key.
7. Continue with the instruction to be provided by the screen reader.

Note that the instructions to be provided by your screen reader might vary from one installed programme to another. But whenever you hear words like "next button, next greater button or continue button" press your space bar to proceed to the next level or the screen of the uninstallation. Whenever the whole process is completed, you might also

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hear words like "OK button, finish button, close button or exit button." Do activate any of these buttons with the SPACE BAR or ENTER key. Consequently, it is important to listen to every instruction by your screen reader to avoid mistake.

PERFORMING DISK CLEANUP

Disk Cleanup is a computer maintenance utility fashioned into the Microsoft Office Windows. It has the capacity to clear unnecessary data/information from the hard disk; thereby creating space for more useful data on the computer's storage device i.e. the hard drive as well as enhancing the system performance. This utility performs this vital function by first searching and analysing the hard drive for files that are no longer useful; then it permanently deletes them from the disk. Some of the file categories that Disk Cleanup targets during the initial disk analysis include:

- Temporary Windows files
- Temporary Internet files
- Setup log files
- Recycle Bin
- Removal of unused applications or optional Windows components
- Downloaded program files
- Compression of old files
- cache

Note: the Temporary Remote Desktop files and Temporary Sync Files may appear only under certain computer configurations, differences such as Windows Operating System and use of additional programs such as Remote Desktop. The option of removing hibernation data may not be ideal for some users as this may remove the hibernate option.

Consequently, the categories that appear on the Disk Cleanup tab, the More Options tab offers additional options for freeing up hard drive space through removal of optional Windows components, installed programs, and all but the most recent System Restore point or Shadow Copy data in some versions of Microsoft Office Windows.

1. Press the key combination command of WINDOWS KEY+E to move to "Computer"

2 Scroll to the drive e.g. computer hard drive, external hard drive etc. with the arrow keys

3. Press the APPLICATION or SHIFT+F10 combination and scroll to "properties" with the UP ARROW key. Then, activate it with the ENTER key

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4. Navigate to “disk cleanup button” with the TAB key, then activate with the SPACE BAR. Wait while your computer system is being analyzed.

5. Scroll through the item listed with the DOWN ARROW key and check all the items that are not automatically check with the SPACE BAR.

6. Move to the ok button with the TAB key and activate with the SPACE BAR.

7. Move to the “delete files button” with the TAB key and activate it with the SPACE BAR.

8. Move to the ok button with the TAB key and activate it with the SPACE BAR.

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MODULE FIVE

PRINTING DOCUMENT

Printing is a special way of producing ones work in hard copy format. This could be done through the installed software on the computer system. As we know the regular way of printing so also one can also produce his or her work in Braille.

REGULAR PRINT

Make sure that the printer software of the device you are to use is already installed on your computer system. If it had been verified and it is being connected, proceed by:

1. Search for the file to be printed.
2. Open the file with the ENTER key.
3. Press the key combination of CONTROL+P for print dialog box.
4. Scroll to the number of copies you will like to print with the arrow key or type it in figure.
5. Select "pages per sheet." With the tab key and use you're UP or DOWN ARROW key to select the number of pages you want a paper to contain.
6. Select "scale to paper with the TAB key." And make sure that focus is on "no scaling."
7. Move to ok. Button with the TAB key.
8. Press the SPACE BAR.

The implication of this action is that the printer will begin to print the file right from the first page to the last page.

PRINTING IN BRAILLE

Printing in Braille requires a braille translator software and embosser. The index Everest Braille embosser is one of the best options in market today as well as Duxt Berry Translator and Winbraille software. The embosser could be viewed as a braille printer. The braille translator software at the other hand helps to convert Word document to braille.

You must install the Everest embosser's software driver and the "DBT10 or later" on your computer system in line with this lesson. Hence, printing in braille involves two steps, which are:

A. Using the Everest braille embosser
B. Embossing and brailling of the document

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USING THE EVEREST BRAILLE EMBOSSER

1. Connect the embosser to your computer system and make sure that it's plugged to electricity.
2. Insert paper into the sheet feeder.
3. Switch on the embosser.
4. Press the button A to load the setup A.
5. Press the button on and it will say "online"

EMBOSSING AND BRAILLING OF THE DOCUMENT

1. Open the file to be braille. Do copy or cut it with the respective combination key command.
2. Search for "DBT" and activate it with the ENTER key.
3. Maximize the "DBT" window with the key combination ALT+SPACE BAR key, then follow by letter X.
4. Press the key combination CONTROL+V to paste it in this maximized window.
5. Press the ALT key and scroll to "translate" with UP or DOWN ARROW key.
6. Activate with the ENTER key.
7. Scroll to "braille" with the arrow key and activate it with the ENTER key.
8. Press the key combination of CONTROL+E to emboss.

The computer system immediately sends the document or file to the embosser, and it brailles all out page by page. After you are through with the brailling, exit the "DBT" with the key combination [ALT+F4.

PRINTING FROM EXTERNAL STORAGE DEVICE

It is highly possible to print from any external storage device directly without copping such file into the computer system. This could be in the regular print format or Braille format.

1. Search for the device containing the file in "computer" or "my computer."
2. Activate the device with the ENTER key.
3. Search for the file to be printed.
4. Open the file with the ENTER key.

Now you can continue with any of the printing pattern analysed above from their very first step.

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MODULE SIX

ADJUSTMENT

CHANG THE LANGUAGE OF IN-BUILT CHECKER

This change could be necessary for people who use peculiar English that is different from the default setting of the MS. Word. This is the reason why the in-built checker normally sees any word that is not conforming to its default language as mistake. E.g. if you are typing in British English and the default language of the MS. word is English US. Every word not confirming with this will be regarded as mistake. However, you have the liberty to change the default language of your MS. word to suit your taste.

1. Open the file you wish to adjust for the in-built checker.
2. Press ALT, follow by letter R. to select "review tab."
3. Select "language" with the TAB key.
4. Press the SPACE BAR.
5. Use letter E. to select "English U.K"
6. Select "default…" with TAB key.
7. Activate it with the ENTER key.
8. Select "yes" with the arrow key and press SPACE BAR.
9. Select "ok" with the TAB key and activate with the SPACE BAR.

Note that this will also cause changes to the original template of the MS. Word which is the default language setting. But this procedure can only work as outlined in MS word 2007. The MS word 2010 and 2013 has a unique feature which will make you to follow the procedure below to achieve the same objective:

1. Press the key combination command ALT+R to select "review tab."
2. Press letter U to select and activate "language menu button drop down."
3. Select "set language proofing…" with UP or DOWN ARROW key and activate with the SPACE BAR.
4. Select your desire language with arrow keys or first letter navigation.
5. Select "set as default button" with the TAB key and activate with the ENTER key.
6. Press ALT+Y to activate the "yes button."
7. Press the SPACE BAR to activate the "OK button."

Note that you can change to any language of your choice both in MS word 2007, 2010 and 2013 with the explanation above by selecting such language with its first letter or the arrow keys, and this will be registered in the memory of the computer as its default template for subsequent files.

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ADJUSTING DATE AND TIME

1. Press the key combination of WINDOWS KEY+B to navigate to the "notification area chevron button" of your pc.
2. Select the current time display with the UP or DOWN ARROW key.
3. Press the ENTER key.
4. Select "Change date/time settings" with TAB key and activate with the ENTER key.
5. Activate "change date and time..." with the SPACE BAR.
6. Select the actual date with the arrow keys and press the tab key.
7. Type the hour in figure or select with the arrow key and press the TAB key.
8. Type the minute in figure or select with the arrow key and press the TAB key.
9. Type the second in figure or select with the arrow key and press the TAB key.
10. Select the time marker with the arrow key.
11. Select "ok" with the TAB key and activate it with the SPACE BAR.
12. Select "ok" with the TAB key again and activate it with the SPACE BAR.

ADJUSTMENT IN JAWS

You can also make any adjustment in the JAWS program. This had been ensured by the freedom scientist, its publisher. This will help in configuring the screen reader application to suit your need:

1. Switch to the JAWS program with the key combination of INSERT+J.
2. Press the ALT+O to get the "options menu."
3. Select "basic..." with letter B.
4. Select "automatic start JAWS" with the tab key and check it with the SPACE BAR if it is uncheck. You may need to activate this with the ENTER key before you can now check the check box of the autostart if it is unchecked, after which you will press the TAB key to select "start JAWS after log on for this user" and use the arrow key to select "always"
5. Select "use keyboard layout" with the TAB key and select laptop with the arrow key if you are a laptop user. This will configure your JAWS for laptop use. This is necessary because laptop configuration will make you get access to every function of JAWS most especially if you are not using the full size keyboard; with this, you can use your CAP'S LOCK key as INSERT key and will still function as the CAP'S LOCK key.
6. Select "ok button" with the TAB key and activate with the ENTER key.

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Note that anytime you want to use your CAP'S LOCK key for writing characters in upper case or capital letter, you must press it twice quickly.

CREATING SHORTCUT KEY FOR LOADING JAWS

It is very good for all JAWS screen reader users to create a shortcut key for loading their screen reader, most especially if sighted uses the PC with them. It has been discovered that most sighted don't like the screen reader on while working with a computer system having such installed, therefore, they exit it. This tends to create problem for the blind users because most sighted forget to put on the screen reader again.

Although, some books teach going to the desktop and selecting JAWS with the letter J and press enter key. But this is in turn difficult if JAWS is not the very first item in focus when letter J is pressed. However, using a specific shortcut key will enable one to put the JAWS on anytime and anywhere without the help of any sighted.

1. Press the key combination of WINDOWS KEY+M or WINDOWS KEY+D to go to the desktop.
2. Select JAWS with letter J.
3. Press the key combination of ALT+ENTER key to ev**oke** the "JAWS properties."
4. Select "shortcut key: hot key" with the TAB key.
5. Press letter J once.
6. Select "ok button" with the TAB key and activate it with the ENTER key. If your U.A.C. is turned on, the computer will prompt that you should get the administrative permit before proceeding. So, press the TAB key to select "continue button" and activate it with the SPACE BAR, then press the ENTER key to activate the "OK button."

   Note that you have successfully created a shortcut key for the JAWS screen reader. Now you can exit your JAWS screen reader to test the shortcut key by:

   A. Press the key combination of INSERT+F4 to unload your JAWS screen reader.
   B. Activate with the ENTER key.
   C. Press the key combination of CONTROL+ALT+J to put on the JAWS again.
   D. Wait for a while for it to load and you will hear the JAWS speak.

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If the JAWS comes on, that means you have done it correctly. Henceforth, "CONTROL+ALT+J" is to be used for putting on your screen reader anytime it is being exited. But if it does not speak, that means you have made a mistake in the procedure. Therefore, go over the whole process from the beginning again and test the shortcut key again also.

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MODULE SEVEN

WORKING WITH MUSIC AND VIDEO PLAYER

Working with music and video files is a way of manipulating the windows for entertainment. Through this task, it is possible to play copy or send such files. This section of the book will take us through the process of doing this. It could be automatically or manually done.

PLAYING MUSIC AND VIDEO CD

The auto play task can enhance the quick selection of button for initiating "play" command. The steps below will teach us how to handle auto play dialog box:

1. Insert the CD. Into the drive perfectly. Wait a minute for the auto play dialog box to display.
2. Scr**o**ll t**o** "play with" UP or DOWN ARROW key.
3. Activate with the ENTER key.

Result is that the computer will be playing the CD with the selected player. This is also good for PC. With many players. Whenever the auto play dialog box displays, one will have to select the command for play attached to the choice of player. But in a situation whereby the auto play dialog box does not display for any reason, you will have to:

1. Press the key combination of WINDOWS KEY+E to get to the "computer"
2. Scroll t**o** "audio CD or DVD" with your arrow keys
3. Press the APPLICATION key or SHIFT+F10 and scroll to "play" with the arrow keys
4. Activate with the ENTER key.

The result is that the computer will be playing the cd automatically. But in a case of playing a specific video or music file in the CD or DVD. You will have to select "open" rather than "play". Then you will select your choice from the list of files on the cd/DVD and activate with the ENTER key. One may also need to carry out some tasks if the CD/DVD music or video file is dormant:

A. Select the device through "my computer" or "computer."
B. Press the APPLICATION key or SHIFT+F10.
C. Scr**o**ll t**o** "open with submenu" or "open auto play"
D. Select the player you want to use. With the arrow key.
E. Press ENTER key.

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COPYING MUSIC AND video files

Just as the playing process, whenever you insert your cd. Into the drive, there are some buttons that will pop up automatically e.g. play audio cd. Using window explorer, copying audio cd. Using window media player. But in case of copying such files, you can select the command with copy and activate with the enter key or do the following whenever the auto play dialog box does not pop up:

1. Press the key combination of WINDOWS KEY+E to go to the "computer"
2. Scroll to the DVD attached to the name of that which you want to copy.
3. Press the key combination of CONTROL+C.
4. Search for the place you want to put the copied file and activate it with the ENTER key if you are not copying directly to the desktop.
5. Press CONTROL+V to paste it.

PLAYING SAVED MUSIC AND VIDEO FILES

Ability to play music and video files is not limited to DVD, CD or USB. This task is also possible for saved music and video files that have been copied or downloaded to the PC. Therefore, the steps below will serve as a guide for you in doing this:

1. Search for the music or video file.
2. Activate with the ENTER key.

If you want to play all music files in a particular location without you making selection, you will have to:

a. Go to the folder or the main location of the files where you can view all the music files.
b. Press the APPLICATION key or SHIFT+F10 without opening the folder.
c. Scroll t**o** your choice of player with the arrow keys.
d. Activate with the ENTER key.

RECORDING AUDIO FILES

It is possible to record sound from the environment into one's computer system as if one is recording with audio tape recorder. Every PC does come with a sound recorder that makes this easy to perform. These audio files may be played later or copied to any external storage device. For a successful recording of audio files, please follow the procedure outline below:

1. Press the WINDOWS key
2. Type "sound recorder" and activate it with the ENTER key.
3. Press the SPACE BAR key to activate "start recording"
4. Press the key combination of ALT+F4 to close the recorder.
5. Press the key combination of ALT+Y to save the recorded sound.
6. Type the name you want the file to bear and activate with the ENTER key.

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SENDING MUSIC AND VIDEO FILE

It is possible to send music and video files to other devices besides those present on one's pc such as phone memory cards, mp3 player or other computers. This could be done through numerous devices like the blue tooth, infrared, USB storage devices and memory card reader. But we will be focusing on blue tooth.

Before you can make use of the bluetooth transfer, you must be sure that your computer system is having the facilities to send and receive data and file through such means. To enable easy transfer of file, one must first add the blue tooth device systematically to the PC. Most especially if he had not used such with the computer system before and do the following;

1. Press the key combination of WINDOWS KEY+B to go to the "notification area chevron button" on the task bar
2. Press the SPACE BAR.
3. Scroll to "blue tooth button" with the UP ARROW key.
4. Press the APPLICATION key or SHIFT+F10.
5. Ch**oos**e "add blue tooth device."
6. Activate with the ENTER key.
7. Check for the blue tooth device you want to connect to with the arrow keys.

Now that the bluetooth had been added to the PC. Network connection, you will have to:

1. Search for the file you want to transfer or send.
2. Press the APPLICATION key or SHIFT+F10.
3. Scroll t**o** "send to submenu" with UP or DOWN ARROW key and press the enter key.
4. Scroll t**o** "blue tooth" with the arrow key and press the enter key.
5. Ch**oos**e the particular blue tooth device you are sending to with the arrow key and activate with ENTER key.

TRANSFERRING MUSIC AND VIDEO FILES TO EXTERNAL DEVICES

Transferring music and video files involves sending them to other locations. This suggests sending files through different means other than blue tooth. The common means used is USB cord.

You must have a USB enabled device and cord to perform this operation. The USB ports of your computer system must be functional as well. Having ensured these, follow the simple steps below to transfer your files:

1. Connect your device e.g. phone or external hard drive to the computer via the USB cord. Press the OK button on your device if prompted.

2. Search for the file you want to transfer and press the APPLICATION key of SHIFT+F10.

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3. Scroll down to “send to submenu” with the DOWN ARROW key and activate with the ENTER key.

4. Scroll down to your device name in the list presented with the DOWN ARROW key and activate it with the ENTER key.

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MODULE EIGHT

SPECIAL DICTIONARY AND SOFTWARE

SEARCHING THE ENCARTA DICTIONARY FOR MEANINGS

The Encarta Premium 2009 is a very nice application software. It facilitates research for improving one's knowledge in a particular field. It is more or less like internet assistance for information. Features like dictionary, games, encyclopaedia, maps, etc. are present in it. Everyone using it does not need internet connection except for advance searches beyond the scope of the Encarta.

TO USE THE ENCARTA

1. Search for the Encarta dictionary and activate it with the ENTER key.
2. Type the word in the "edit field" e.g. malaria.
3. Press the ENTER key.
4. Press the TAB key to select the list view announced with numbers.
5. Press the TAB key once
6. You can now read down with your arrow key.

SEARCHING FOR SYNONYMS

1. Activate the Encarta dictionary.
2. Type the word in the "edit field" e.g. anger.
3. Press the ENTER key.
4. Press the TAB key once.
5. Press the RIGHT ARROW key once.
6. Press the TAB key to move to the list view.
7. You can read down with your arrow key.

Note that you can no longer get meaning of words again at this point. To get meaning of words again, select the "edit field" with your TAB key and press the TAB key ones again. Then, press the LEFT ARROW key ones.

OTHER ADVANCE SEARCHES IN THE ENCARTA

You may feel like checking the Encarta Premium for advanced information or tips on a particular subject. What you will have to do is that, you must be able to summarise the subject to a simple phrase as a search term e.g. if you are having a question like give the vivid account of the First World War. You as a researcher will have to summarise the whole question to "first world war." This will enable the Encarta to search for the word effectively.

1. Launch the Encarta Premium.

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2. Press the TAB key to move to the list view.
3. Press ALT+T to activate [features]
4. Scroll to "Encarta Kits" with UP or DOWN ARROW key.
5. Activate the selection with the ENTER key.
6. Type your search term at the edit field
7. Activate with the ENTER key.
8. Press the TAB key to move to the list view.
9. View different results with the DOWN ARROW key.
10. Activate any desirable one with the ENTER key.

The information opens into a new window and the screen reader begins reading immediately. You can stop the reading with the CONTROL key in order to read it line by line with the navigation keys.

You may also choose to search for advance information on anything in the Encarta Kits without going through the Encarta Premium. You have to select and activate Encarta kit rather than the Encarta premium during the launching process. You can also expand your reading on a particular topic through the Encarta Premium by:

A. Launch the "Encarta Premium" with the ENTER key.
B. Press the TAB key once to position yourself in the edit field.
C. Type your search term and activate it with the ENTER key.
D. Press the TAB key to move to the list view.
E. Scroll to any desirable search result with your DOWN ARROW key.
F. Activate your choice with the ENTER key.

At this point the information opens into a new window and reading begins automatically. But if this did not happen as stated for unknown reason, therefore, press the arrow keys. If the computer is telling you that "no window is active, press window key plus M. To go to the desktop." Please:

A. Press the TAB key to move back to your search term.
B. Press the TAB key again to move to the list view to hear your earlier selected search result.
C. Press F8 key to activate "read text".
D. Press the SPACE BAR to activate "yes."

The Microsoft Encarta in built voice begins to read the chosen **and activated information.**

WORDWEB DCTIONARY AND THESAURUS

WordWeb as a thesaurus/dictionary software application can helps in looking up words from almost any program. It can find series of related words besides word's definition. WordWeb database has over one hundred and sixty thousand root words and two hundred

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and twenty-two thousand senses, many proper nouns, pronunciations, and usage tags. WordWeb works off line, nevertheless, you can also quickly view Web references such as the Wikipedia encyclopaedia while you are connected to the internet.

Procedures for using WordWeb:

1. Press the key combination command WINDOW'S KEY+B to move to the notification area chevron button; and activate with the SPACE BAR.

2. Scroll to WordWeb button with UP or DOWN ARROW key and activate with the SPACE BAR.

3. Type your search term in the edit field and activate with the ENTER key.

4. Press the TAB key twice to view the displayed meaning; and read through with the arrow keys.

NOTE: You can also check synonyms of such words typed in the edit field by pressing the TAB key to move to the area where different similar words are displayed. Then read down with the DOWN ARROW KEY.

You can also check advance meaning of words by moving to the Wikipedia from the application with these few steps:

A. Type the search term in the edit field and activate with the ENTER key.

B. Press the TAB key once; then press the key combination command of CONTROL+TAB twice to move to the Wikipedia.

C. Press the TAB key once and wait for some seconds for the article to load. Then read through with your navigation keys.

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READING BIBLE

PC study bible is mostly recommended for the jaws users because it works perfectly with it. Although we have numerous list of bible software that might be compatible with jaws but this lesson had been designed for this software.

1. Launch the "pc study bible." Wait for it to load.
2. Press the ALT key to get the menu bar.
3. Scroll to "file" with LEFT or RIGHT ARROW key and activate with the ENTER key.
4. Scroll to "book shelf" with UP or DOWN ARROW key and activate with the ENTER key.

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5. Scroll to "Bible submenu" with UP or DOWN ARROW key and activate with the ENTER key.
6. Scroll to any bible version of your choice e.g. "king James version" with UP or DOWN ARROW key.
7. Press the ENTER key.
8. Type the book, chapter and verse.
9. Press the ENTER key.
10. You can begin reading down with the reading keys.

Note that you are to type the chapter to be read in figure and not in words. Make sure that you type the correct spelling of the book which will be followed by the chapter e.g. proverbs 16. If you are searching for a specific Bible verse, type the book, chapter and the verse with column joining them together e.g. act 1:8

OCR/OPENBOOK **SOFTWARE**

Optical character recognition (OCR) software helps to convert handwriting, typed print or images into machine-decoded text. This software permits the editing of such materials. It also enhances the digitalisation of such material.

The advent of the OCR software creates access to information for persons with visual impairment. They are able to read up information in newspaper, passport, textbooks, magazines, just to mention few through screen readers installed on computer system as well as the refreshable braille display. However, some OCR software have synthetic voice that reads aloud the captured material which makes it handy for persons with visual impairment, e.g. OpenBook. Other OCR available in the market today are; TextBridge, Omnipage, Expervision's Typereader, Abby FineReader, ReadIris, etc.

The OpenBook software is a scanning and reading application software developed by the Freedom Scientific. It has the capacity to read aloud the hard copy of any given materials after scanning using its inbuilt voice. Thus, you must have any contemporary scanner or pearl reading camera by the Freedom Scientific to enjoy the functionality of this amazing software.

OpenBook software program can open almost all file formats in our today's world. You can edit these files and translate them into other formats like; DOC, TST, DUXT, RTF, and so on. You can also use the dictionary to check meaning and synonyms of words while reading.

AQUIRING DOCUMENT WITH OPENBOOK SOFTWARE

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The previous lesson reveals the powerful features of the OpenBook software. Thus, this lesson focuses scanning for the purpose of reading a printed document. The procedure outline below will teach the easiest way of doing this using the OpenBook software.

1. Connect your scanner or pearl reading camera to the computer system.
2. Launch the OpenBook software
3. Press the SPACE BAR key to acquire a page.

A dialog box to select device might display if you are using the software for the first time. So:

A. Press the TAB key once and scroll to the connected device with the UP or DOWN ARROW key.
B. Move to the ok button with the TAB key and activate with the ENTER key.
C. The scanning begins immediately; and OpenBook announce to you that: "scan initiated"

The OpenBook reads aloud the particular scanned page to you when it is completed. You can stop the reading with the CONTROL key. Then turn the document to the next page and press the SPACE BAR for acquisition. Save the file when you're done with the key combination CONTROL+S before exiting the software with ALT+F4.

OPENING AND EDITTING DOCUMENT

Every acquired document via the OpenBook software has the file extension ".OBS". They are saved in its default library, "My OpenBook document". You must get to this default library to retrieve any of these files. You can type "My OpenBook" at the start screen of your computer system and activate it with the ENTER key to quickly get to its default library.

Yu can also use the software to open any file format such as pdf, rtf, html, tst, etc. Hence, edit them and the ones acquired with the OpenBook software. Just follow the steps below to perform this.

1. Launch the openBook software.

2. Press the ALT key to bring up the menu and scroll down to "open..." with the arrow key.

3. Press the TAB key to move to the "file type". Then, choose any file format you want to open e.g. word document.doc, text file.tst, Adobe portable file format.pdf, etc. with the arrow keys or first letter navigation

4. Press the TAB key to get to "look in" combo box where you can select the location and scroll to the file. E.g. scroll to Desktop with the UP ARROW key and activate with the ENTER key; then, scroll down to another icon on the Desktop and activate it with the ENTER key.

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5. Scroll to the desirable file and activate with the ENTER KEY.

6. Press the key combination command CONTROL+E to switch to the edit mode. Read through with your arrow keys and make necessary corrections.

7. Save your work with the key combination command CONTROL+S.

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MODULE NINE

BROWSING THE INTERNET

The internet is a global consortium of network links by common communication programs and protocols. This is an established systematic application of science that allows interaction of different computers. It enables someone to communicate with people in another area of location. It is simply described as you and I side by side although in separate distant location.

This lesson had been structured to work with the JAWS screen reader. Any other user may consult his or her product dealer for information. The JAWS 11.0 or later version is the design of this section. Therefore, we have tried to let other users of JAWS version below this benefit from this lesson by stating what they will do without conflict with JAWS 11 or later version. The pop sound when entering or navigating a web page is a sign of automatic activation of the JAWS form mode for edit field. But users of JAWS below 11.0 will have to activate such edit field with the ENTER key without which they will not be able to type text into such fields. Please, get the book: "BIG TIME ON THE WEB by Olufemi S.A. Bayode" for extensive training on surfing the internet.

CONDUCTING SEARCHES ON THE INTERNET

This gives access to information on a particular subject or field. To a great extent it is essential for research purposes. Although there are lot of search engines on the internet designed for this purpose e.g. Google, Wikipedia, ask, answer, etc. so, if you are to make any search on the internet, you will have to utilize any of them by:

1. Launch the program "Mozilla."
2. Press the key combination ALT+D to move to the address bar.
3. Type any of the search engine e.g. www.google.com and activate with the ENTER key.
4. Type your search term in the "search edit field."
5. Activate with the ENTER key.
6. Search for any interested links heading with letter H.
7. Activate with the ENTER key.
8. After loading press CONTROL+HOME to go to the top of the page.
9. Search for the earlier activated link with letter H.
10. Read down paragraph by paragraph with letter P or read with your standard reading keys.

You can also copy any interesting part of the information to your PC. To do so, you will:

a. Move to the first character of the entire information intending to copy.

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b. SHIFT key and the required navigation key as stated under the topic: *highlighting and selecting*. For example, SHIFT+DOWN ARROW key continuously until all desired parts have been selected.
c. Press CONTROL+C.
d. Launch the Microsoft word.
e. Press CONTROL+V to paste your selection.
f. Press F12 to save it.

You might close the saved file or search for another information to be copied again in the same file. But always remember to save any important changes you are making to the file with CONTROL+S by subsequent copping and pasting.

LOGGING ON THE GMAIL ACCOUNT

1. Launch the programme "Mozilla."
2. Press the key combination ALT+D to go to the address bar and type www.gmail.com there.
3. Type your "user name in the edit field." You may have to activate the edit box before typing it if you are using JAWS below 11.0.Then, activate with the ENTER key.
4. Type your password and press the ENTER key to sign into your Gmail account.

If wrong user name or password is being used, you will not be able to log on so you will need to start again with step 3.

CHECKING AND READING MAIL

The Gmail inbox opens automatically each time you log on or sign into your email account on the Gmail website. Your Gmail account is presented in basic HTML or standard view. It's best to view one's email in basic html. Moreover, checking and reading mail after the successful logging into your account requires the simple procedure below:

1. Move to the "table" with the list of mails in your inbox with letter T.
2. Press the ENTER key on the subject of any mail to open it for reading. Don't press the ENTER key on the "sender ID" with the checkbox. This will only highlight the mail.
3. Press letter P to read down paragraph by paragraph or your standard reading keys.

After reading the mail and you want to read another mail, move back to your inbox by pressing the key combination command of ALT+LEFT ARROW. Then, scroll through your mails with the arrow keys and activate it with the ENTER key. Anytime you are confused with the reading procedure, you will have to start again from the beginning.

Messages having attachment are displayed as a link with their names after the subject link. Having opened the mail for reading, to download this attachment:

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A. Scroll to "scan and download" or "download attachment" with your DOWN ARROW key.
B. Activate this with the ENTER key.

After the whole process of checking and reading mail, you may decide to sign out by:

A. Press the key combination CONTROL+HOME key to go to the top of the page.

B. Scroll down to the "sign-out" link with the DOWN ARROW key and activate with the ENTER key.

This procedure can only work for email in basic html view. You need to follow the procedure below if your email is in standard view.

A. Press INSERT+F7 for the JAWS link list dialog box.
B. Use the arrow key to search for the name used in opening the gmail account and press the ENTER key.
C. Scroll to the "sign out button" with the DOWN ARROW key and activate it with the ENTER key.

The result is that you have signed out automatically. You can open another website or exit the programme "Mozilla."

Note that, signing out is only necessary when you are through with everything on your Email.

REPLYING A MAIL

After reading your mail, you may want to reply the same sender of the mail. So, you will have to follow the steps below:

1. Activate the "reply" with the key combination of ALT+SHIFT+R if on basic html. Hence, scroll down to the "reply" link beneath the mail you just read with the DOWN ARROW key and press the ENTER key if on standard view.
2. Changing the automatic filled "subject" is by typing the new subject after the JAWS had announced the subject to you.
3. Move to the message body edit field with the TAB key and type your message.
4. Read through with your arrow keys and make necessary corrections.
5. Move to the "send button" with the TAB key and activate with the ENTER key.

You may want to verify if the message had been sent successfully, so:

A. Press INSERT+CONTROL+F for the JAWS find dialog box.
B. Type "sent"
C. Press the ENTER key to jump to where the message is placed.

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D. Read the result with your arrow keys.

Note that the mail form of reply is not completely blank because the sender to, e mail address, subject and RE. Indicating reply will display on the screen. But these cannot interfere with the main message you are writing.

You can also make changes to subject of the mail form as explained above.

SENDING MAIL

After the successful login on or signing in, you are to:

1. Move to the "compose button" with letter B and activate with the ENTER key. You can also activate "compose mail" with the key combination command of ALT+SHIFT+C depending on your default account view on gmail.
2. Type the e mail address of the receiver correctly in the "to edit" and make correction with DELETE key or BACK SPACE if necessary.
3. Press the TAB key to move to the "subject" edit field and type it.
4. Press TAB key again to get to the message body edit field.
5. Type the message, read with the navigation keys and make correction with DELETE key and BACK SPACE for excellent work.
6. Move to the "send button" with the TAB key and activate with the ENTER key.

This automatically results to the sending of the mail. But in a situation whereby JAWS cannot locate the send button, you are to:

A. Press ALT+LEFT ARROW key to move backward.
B. Press ALT+RIGHT ARROW key to move forward again.
C. Move to the "send button" with the TAB key and press the ENTER key.

Note that this is only done when your JAWS screen reader cannot find the sent button after pressing the TAB key.

If you want to verify the place you are after selecting and activating the "compose button"

A. Press the TAB key to move to "subject" edit field."
B. Press SHIFT+TAB key to return to the "to:" edit.

If you intend sending the same message to other addresses rather than that alone:

A. Move to the "CC. edit" or "BCC. Edit" with the TAB key.
B. Activate with the ENTER key.
C. Type the E mail addresses and separate them with comma.
D. Move to the "subject" with the TAB key.
E. Continue with the step four of the sending mail as outlined above.

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SENDING EMAIL ATTACHMENT

We often share files with friends by sending or transferring them through Bluetooth and USB cable. The sender and the receiver stay at the same location to exchange these files because their devices can only communicate over a short distance. This means a receiver that is very far from a sender cannot receive anything. However, communication over a wide or large area network makes files sharing possible among people regardless location and distance.

Sending email attachment is a typical example of file sharing. It is a way of sending computer files such as images, videos, audios, software applications and so on to people via email. An email attachment is any of these files sent along with an email message. You can attach one or more files to any email message, and be sent along with it to the recipient. Should you want to send an email attachment, please follow this:

1. Scroll down to the "compose button" with the DOWN ARROW key or letter B and activate with the ENTER key. You can also press the key combination ALT+SHIFT+C to activate "compose mail" depending on the default view of your Gmail.
2. Type the recipient email address and press the TAB key to navigate to the "subject edit field.
3. Type the subject
4. Move to "attach file/brows" button and activate it with SPACE BAR or ENTER key.
5. Navigate to the triview with the TAB key.
6. Use your arrow keys or first letter navigation to locate the file you want to attach.
7. Press the ENTER key.
8. Search for the "message" edit field to type your thought although not mandatory.
9. Navigate to the "send" button and activate with the ENTER key.

The mail is sent with the attached file. Hence, you can sign out, check mail, reply or compose a new mail.

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FACE BOOK SIGN UP

Face book allows interaction with people around the globe. It helps in linking one to old friends and enables making new ones. One can also benefit in this enormous opportunity of meeting loved ones by signing up:

1. Load the program Mozilla.
2. Press the key combination command of ALT+D to go to the address bar**.** Type m..com at the edit field. And activate with the ENTER key.
3. Press the key combination of CONTROL+HOME to go to the top of the page. Then, scroll down to "create account" link with the DOWN ARROW key and activate it with the ENTER key.
4. Press the letter E to move to the form field for your first name. Activate it with the ENTER key and fill it.
5. Move to the surname/last name edit field with the TAB key and type it.
6. Move to the email/phone number edit field with TAB key and type it.
7. Press the TAB key to move to the sex combo box and choose with the UP or DOWN ARROW key.
8. Move to the birthday field with the TAB key and use the arrow keys and TAB key to complete this field.
9. Move to the password edit field and type it.
10. Select "sign up button" with the TAB key and activate with the ENTER key.
11. Continue with other instructions to be provided by your screen reader.

Note that it is save and easier to use another password that is different from your email password. But it is evident that you must use an email address that has not been used by anyone on the Face Book.

STATUS UPDATE

Your status updates are things written on your wall or timeline post. You can post pictures, text or link to any information, audio, video, ap, just to mention few on your wall. Your friends on see things on your timeline. They can share, like or comment on any while you do same for theirs.

1. Launch Mozilla and type m..com in the address bar.
2. Activate with the ENTER key. Then, wait for the page to load.
3. Log in to your account with your Email/phone number and password. Wait for your screen reader to announce the headings frames and links on the page to you
4. Keep pressing letter E until you get to "Write a post" edit field and activate with the ENTER key.
5. Type your thought and make any necessary correction as you desire.
6. Move to "post button" with the TAB key and activate with the ENTER key.

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The post is published on your timeline/wall as the page reloads. All your friends on Face Book will see the post. They can like, comment or share it. You can also check your post and posts from others on Face Book by:

1. Move to the top of the page by pressing the key combination command CONTROL+HOME key.
2. Press 3 to move to the first post at the heading level 3. Then, read down with the DOWN ARROW key.

There are some links beneath each post. You can activate any of them as you wish. These include:

Like- to endorse a post;

React- presents you with options to show your feeling for a post such as love, like, sad, angry, wow, etc.

Comment- as the word implies, add a thought and read what other people said about the post;

Full story- read the entire post;

Share- to republish the post on your timeline/wall for your Face Book friends.

CHATTING AND SENDING MESSAGES ON

Chatting and messaging is a way of communicating with your friends. This could be via text, link, picture, audio and video sharing. However, there's difference between chatting and messaging as implied here on . Choosing "Chat" link reveals your friends currently online while "Message" doesn't. The option of chatting provides the recipient name i.e. the friend's name is filled already; but you must supply the recipient name for the option of messaging.

Every conversation under "Chat" and "Message" appears under the message link. So, you don't miss any conversation regardless the link you choose. Hence, the chatting procedure is presented below:

1. Log on to the web site m.facebook.com
2. Type your ID, your email/phone number and password at the edit field.
3. Select "log in" with the tab key and activate it with the space bar. You can press ALT+R if you want your password to be remembered for that ID on m..com by Mozilla. Then, wait for the page to load.
4. Scroll down to "Chat" with the DOWN ARROW key and activate with the ENTER key. Alternatively, you can press the key combination ALT+SHIFT+6 to activate the "Chat" link.

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5. Scroll down with the DOWN ARROW key to see the list of your friends currently online.
6. Activate any of them with the ENTER key to begin chatting. The page reloads and presents you with the new view of chatting with that person.
7. Press letter E for edit field and activate with the ENTER key.
8. Type your thoughts and make corrections.
9. Move to the send button with the TAB key and activate with the ENTER key.

The process of sending message is relatively similar. Just take a look and follow the procedure below:

1. After the successful logging in to your account, Scroll down to "Message" link with the DOWN ARROW key and activate it with the ENTER key. Alternatively, you can press ALT+SHIFT+4 to open the message link.
2. Scroll down to "send new message" link with the DOWN ARROW and activate with the ENTER key.
3. Type the person's name at the edit field and activate with the ENTER key. Then, the page reloads and searches for a match
4. Scroll down with the DOWN ARROW key to see the result and activate the appropriate name with the ENTER key. The page reloads and present you with the new view for messaging the person.
5. Press the tab key to get the edit field for text.
6. Type your message, read through and make corrections.
7. Select "send button" with the tab key and activate with the SPACE BAR or ENTER key.

You may also like to view different messages of friends sent to you so:

A. Press ALT+SHIFT+4 for the message link.
B. Select list of messages with the down arrow key. Each message is presented with the sender's name and few lines from its content.
C. Activate any of these senders with the enter key to read his/her message.
D. Use the edit field beneath the message to respond without going to the "send new message" link.

LOGGING OUT THE FACE BOOK

This is necessary after searching for friends, chatting, reading, etc. before closing the web site.

1. Press CONTROL+HOME to move to the top of the page.
2. Scroll down to the logo, "graphic " and activate it with the ENTER key.
3. Press CONTROL+END to jump to the bottom of the page.
4. Scroll up to the logout button with the UP ARROW key and activate with the ENTER key.

This will log you out. You can close the web site by pressing CONTROL+W.

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TAKING ONLINE EXAMINATION

Learning on the internet is possible for every individual with sight problem as well as online test and examination. The first thing is to obtain permission from the administrator and the service provider. One will also have to be aware of all the links on the web page involved and the title of the exam or test page.

Consequent upon the above, use this link to download a simulated online test page:

https://drive.google.com/file/d/0B5MI5TlUGUXoYmhjTEhhNnowTWM/view?usp=drivesdk

Unzip the file, copy and paste the folder in the document folder of your computer system then, follow the procedure below:

1. Open the folder: e-learning module for testing; press the SPACE BAR key to select: "login details"
2. Press the APPLICATION key or SHIFT+F10, scroll down to "open with submenu" with the DOWN ARROW key and activate with the ENTER key.
3. Scroll down to Firefox with the arrow keys and activate with the ENTER key.
4. Type your first name in the Username edit field and press the TAB key.
5. Type a7f6 in the password edit field and activate with the ENTER key

This automatically takes you to the question page. Then, begin your exam by reading downwards with your arrow keys and selecting your choice of answer with the enter key.

Make sure that you are at the point where you hear check box not check before you select an answer attached to the check box, without which your choice will not be picked.

At the bottom of your exam page you will see "submit button" activate this button with the SPACE BAR to submit your answers.

Note that this text page is a structure of a typical exam page on any E-learning page. Some pages may have validate answer button, valedictory, end test button or submit button, just to mention few. This is usually located at the bottom of the entire question.

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Appendix

Functions of major keys:

ESCAPE key: Cancel command

F1: Visit Microsoft Office Online help system

F2: Move text or graphics. F2

F4: Repeat the last action

F5: GO to page command

F6: Go to the next pane or frame

F7: Choose the Spelling command (Review tab)

F8: Extend a selection

F9: Update the selected fields

F10: Show Key Tips.

F11: Go to the next field

F12: Choose the Save As command

TAB key: Navigate through different panes and areas within the window and application, also functions paragraphing in the Microsoft Office word

CAP'S LOCK: Typing in capital or upper case letter

SHIFT: Typing in captal or upper case letter, generating operational signs and some punctuation marks as well as modifier key for selection and highlighting

CONTROL: Modifier key for some basic keyboard commands

FN key: second function key or improve action

WINDOW: Takes you to the start screen or start menu

ALT: Bring up the menu command of the application or program

SPACE BAR: Activate command, controls and buttons. Also used to space within characters and words within the Microsoft Office word application

APPLICATION key: bring up the context menu. Performs the function of the right click of a mouse.

ENTER key: Activate command, controls and buttons. Also used for discontinuing a line to begin a new paragraph within the Microsoft Office word

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DELETE: Erase mistakes forward

BACK SPACE: Erase mistake backward

INSERT key: Also known as the JAWS key. It is a modifier key for specific functions within the JAWS screen reader application.

HOME: Moves to the beginning of item in a row or line within Microsoft Office word

END: Moves to the end of a row or line within the Microsoft Office word

PAGE UP: Moves up

PAGE DOWN: Move down

ARROW keys: Moves in the four directions

SOME MICROSOFT WORD SHORTCUT KEYS

CONTROL+A is to select all text, files and folders.

CONTROL+B is for bolding

CONTROL+C is to copy.

CONTROL+D is font dialogue

CONTROL+E is centralizing

CONTROL+F is find dialog box.

CONTROL+G is go to

CONTROL+H is find and replace dialog box.

CONTROL+I is italics

CONTROL+J is justify.

CONTROL+K is hyperlink.

CONTROL+L is align left

CONTROL+M is for indenting paragraph from the left.

CONTROL+N is new blank document.

CONTROL+O is open.

CONTROL+P is print.

CONTROL+Q is for removing paragraph formatting.

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CONTROL+R is align right.

CONTROL+S is save.

CONTROL+T is for hanging indent.

CONTROL+U is underlining.

CONTROL+V is paste.

CONTROL+W is close.

CONTROL+X is cut.

CONTROL+Y is redo.

CONTROL+Z is undo.

CONTROL+HOME is for going to the top of the file.

CONTROL+END is for going to the bottom of the file.

CONTROL+LEFT ARROW is for going a word backward.

CONTROL+RIGHT ARROW is for going a word forward.

CONTROL+UP ARROW is for going a paragraph upward.

CONTROL+DOWN ARROW is for going a paragraph downward.

CONTROL+PAGE UP is for going to the previous page

CONTROL+PAGE DOWN is for going to the next page.

CONTROL+GULF is for single open quote.

CONTROL+APOSTROPHE is for single closing quote.

CONTROL+ENTER key is for page break.

CONTROL+BACK SPACE is for erasing a word backwards.

CONTROL+DELETE is for erasing a word forward.

CONTROL+LEFT BRACKET is for decreasing font size 1 point.

CONTROL+RIGHT BRACKET is for increasing font size 1 point.

CONTROL+1 is for single line spacing.

CONTROL+2 is for double line spacing.

CONTROL+5 is for one and half [1.5] line spacing.

CONTROL+SHIFT+N is for new folder dialogue box

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Word 2013 Shortcuts

Manage Word Documents and View:

CONTROL+N: Create new document

CONTROL+O: Open document

CONTROL+W: Close document

CONTROL+S: Save document

F12: Save document as

CONTROL+P: Print document/ print preview

CONTROL+F6: Switch between multiple Word documents

ALT, then F, R: Open Recent (file, recent)

ALT+CONTROL+P: Switch to Print Layout view

ALT+CONTROL+O: Switch to Outline view

ALT+CONTROL+N: Switch to Draft view (used to be normal view)

CONTROL+SCROLL MOUSE: Zoom in and zoom out

ALT, then w, q: Open Zoom Menu (no native shortcut exists for zoom in/zoom out)

ALT+CONTROL+S: Split the document window

Navigation in Word Documents:

ARROW Left/Arrow Right: Jump one character to the left / to the right

CONTROL+ARROW Left/Control + Arrow Right: Jump one word to the left or to the right

END: Jumps to the end of a line.

HOME: Jumps to the beginning of a line

ARROW DOWN: Jumps one line down

ARROW UP: Jumps one line up

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CONTROL+ARROW DOWN/ARROW UP: Jump one paragraph down/one paragraph up

PAGE DOWN: Jumps one screen down

PAGE UP: Jump one screen up

CONTROL+PAGE DOWN/PAGE UP: Move to beginning of next page/beginning of previous page

ALT+CONTROL+PAGE DOWN/PAGE UP: Jump to top/to bottom of visible window

CONTROL+END/HOME: Jump to end/to beginning of document

F6: Cycle through Ribbon, open panes, Status Bar and document window

CONTROL+G or F5: Go to a page, bookmark, footnote, table, comment, graphic, or other location

ALT+CONTROL+Z: Go back to previously edited location in document (up to 4 places)

SHIFT+F5: Go to a the last change or revision. Also works after opening document.

CONTROL+SHIFT+F5: Set, go to and edit bookmarks

Select Text, Move, and Delete Text:

Shift + Arrow Right/Arrow Left: Extend selection one character to the right/to the left

Control + Shift + Arrow Right/Arrow Left: Extend selection one word to the right / to the left

Shift + End: Extend selection to the end of a line

Shift + Home: Extend selection to the beginning of a line

Shift + Arrow Down/Arrow Up: Extend selection one line down/one line up

Shift + Page Down/Page Up: Extend selection one screen down/one screen up

Control + Shift + End: Extend selection to the end of a document

Control + Shift + Home: Extend selection to beginning of document

Alt + Control + Shift + Page Down: Extend selection to end of visible window

Alt + Control + Shift + Page Up: Extend selection to beginning of visible window

Control + A: Select all - Extend selection to entire document

Arrow Keys: Cancel selection and return to beginning or end of selection

F8: Turn Extend Mode on: Extend selection without pressing Shift key

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Enter: (in extended mode)

After pressing F8 for Extended Mode, adds one paragraph to selection Arrow keys, Page up/Page down

Extend selection in Extended Mode:

Shift + F8: Reduce the size of a selection in Extended Mode

Control + Shift + f8, and arrow keys: Select a vertical block of text in Extended Mode

Escape: Turn extend mode off

F2, then move to position and press Enter: Move selected text to different position

Shift + F2, then move to position and press Enter: Copy selected text to different position

Delete/Backspace: Erase one character to the right/to the left (or delete selection)

Control + Delete/Backspace: Delete one word to the right/to the left

Delete: Delete one character to the right or delete selection

Control + Shift + Comma/Control + Shift + full stop: Decrease/Increase font size one value

Undo, Copy and Paste:

Control + z: Undo the last action

Control + Y: Redo the last action

Control + X/Control + C/Control + V: Cut/copy/paste selected text or object

Control + Shift + C: Copy text format

Control + Shift +V: Paste text format

Control + V, then Control, then K: Paste and keep Source Formatting

Control + V, then Control, then T: Paste and keep Text only

Alt + Shift + R: Copy the header or footer from previous section of the document

Insert Special Characters, Text Elements, and Breaks:

Alt + Control + C: Insert Copyright symbol

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Alt + Control + T: Insert Ttrademark symbol

Alt + Control + R: Insert Registered Trademark symbol

Alt + Control + E: Insert Euro Currency symbol

Alt + Control + Full stop: Insert horizontal ellipsis

Alt + Control + Dash: Insert em dash

Alt +Control + Left bracket twice: Insert en dash

Alt, then n, u: Insert Symbol

Type character code and press Alt + X: Insert Unicode character, e.g. 20ac

Alt + character code on numeric keyboard: Insert ANSI character

Alt + Control + F: Insert a Footnote

Alt + Control + D: Insert an Endnote

Control + k: Insert a hyperlink

Alt + Shift +i: Insert Citation Mark

Alt + Shift +x: Insert Index Mark

Enter: Insert paragraph break by discontinuing writing in the current line

Shift + Enter: Insert line break without breaking paragraph

Control + Enter: Insert page break

Control + Shift + Enter: Insert column break (break table)

Control + Shift + Space bar: Insert nonbreaking space

Control + Shift + Dash or Hyphen: Insert nonbreaking hyphen

Control + Dash: Insert optional hyphen

Format Text and Paragraph:

Control + B: Apply/remove bold

Control + I: Apply/remove italic

Control + U: Apply/remove underline

Control + Shift + D: Apply/remove double-underline

Control + Shift + W: Apply/remove words underline (only words, no spaces)

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Control + Shift + H: Apply/remove hidden formatting

Control + Shift + A: Apply/remove all Cap

Control + Shift + k: Apply/remove small capitals

Control + D: Open the Font dialog box

Control + Shift + Comma/Fullstop: Decrease/Increase font size one value

Control + [Left bracket/Right bracket: Decrease/Increase font size one point

Control + Equals: Apply/remove subscript

Control + Shift + Equals: Apply/remove superscript

Control + Shift + C: Copy formatting

Control + Shift + V: Paste formatting

Shift + F3: Change between all upper- first letter upper and all lower case

Alt + H, 4: Apply strike-through formatting (font dialog)

Control + Shift + Q: Change the selection to the Symbol font

Shift + F1: Reveal Formatting (show all formats of selection)

Control + Alt + H: Apply/remove Highlight Text Feature

Format Paragraphs and Apply Styles:

Control + R: Right-align paragraph

Control + L: Left-align paragraph

Control + E: Center-align paragraph

Control + J: Justify-align paragraph

Control + M/Control + Shift + M: Indent paragraph from the left and increase/decrease indent

Control + T: Increase hanging indent

Control + Shift + T: Decrease hanging indent

Control + 1: Set line-spacing to single-space

Control + 2: Set line-spacing to double-space

Control + 5: Set line-spacing to 1.5

Control + 0: (zero) Add or remove one line space preceding a paragraph

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Alt + Control + Shift + s: Open or close Styles task pane

Alt + Control + 1: Apply Heading 1 style

Alt + Control + 2: Apply Heading 2 style

Alt + Control + 3: Apply Heading 3 style

Alt + Shift + Arrow Right/Arrow Left: Promote / demote Headings

Control + Shift + N: Apply Normal style

Control + Shift + S: Open Apply Styles task pane (will not close with pressing it a second time)

Search and Replace:

Control + H: Open traditional find and replace window

Control + H, then Alt + D: Open traditional find window

Shift + F4: Repeat last find after closing find window

Control + Tab: Jump between find menu and document

Alt + Space, Arrow keys and Enter: Move find menu window

Escape: Close traditional search window if active

Control + f: Open (new) search menu in navigation task pane

Alt, W, K: Open and close Navigation pane (View, Navigation)

Ribbons and Navigation Pane:

Control + F1: Show or hide the ribbon

Space bar or Enter key when in ribbon: Open or activate selected item

Alt, W, K: Open and close Navigation pane (View, Navigation)

F6/Shift + F6: With Navigation Pane open: Switch forward/backwards between Navigation Pane, Bottom, Taskbar, Ribbon, and Document.

Tab/Shift + Tab: In Navigation Pane: Move through Navigation Pane options

Tables:

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Arrow Down/Arrow Up: Jump one row down / one row up

Tab/Shift + Tab: Jump to (and select) next/previous table cell

Alt + Home: Jumps to first column

Alt + End: Jump to the last column

Alt + Page Up: Jumps to the first row

Alt + Page Down: Jump to the last row

Control + Arrow Left: One cell to the left

Control + Arrow Right: One cell to the right

Shift + End: Select current table cell

end, then shift + Home: Select content of current table cell. Press and hold shift and press arrow keys repeatedly

Extend selection to adjacent cells:

Control + Shift + f8, then press Extend selection or block

Alt + 5 on numeric keypad (with numLock off): Select an entire table

Alt + Shift + Arrow Up: Move current row up

Alt + Shift + Arrow Down: Move current row down

In first column, press shift + end: Select row

In first row press Alt + Shift + Page Down: Select column

Shift + Delete: Delete columns with columns selected

Outline View:

Control + Shift + O: Switch to Outline View

Tab/Shift + Tab: Promote/Demote a paragraph (or Alt + Shift + Arrow Left/Arrow Right)

Alt + Shift + Arrow Up/Arrow Down: Move selected paragraphs up/down

Control + Shift + N: Demote to body text (set style to normal)

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Alt + Shift + Plus/Dash: Expand/Collapse text under a heading

Alt + Shift + A: Expand or collapse all text or headings

Slash key on the numeric keypad: Hide or display character formatting

Alt + Shift + L: Show the first line of body text or all body text

Alt + Shift + 1: Show all headings with the Heading 1 style

Alt + Shift + n: Show all headings up to Heading n

Control + Tab: Insert a tab character

Review Documents:

F7: Choose the Spelling command (Review tab).

Alt + Control + M: Insert a comment

Control + Shift + E: Turn change tracking on or off

Alt + Shift + C: Close the Reviewing Pane if it is open.

Control + Shift + Asterisk: Display nonprinting characters.

Alt + F10: Display the Selection and Visibility task pane.

Control + Shift + G: Open the Word Counting dialog box

Print Documents:

Control + P: Print a document (print preview)

Escape: Close print preview

Arrow keys, Page up/Page Down: Move around the preview pages (with focus on preview page)

Control + Home/Control + End: Move to first page / last page (with focus on preview page)

Enter Special Fields:

Alt + Shift + D: Insert current Date Field

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Alt + Shift + P: Insert Page Number Field

Alt + Shift + t: Insert current Time Field

Alt + Shift + I: Insert Mark Citation Field

Alt + Shift + X: Insert Mark Index Field

Alt + Shift + O: Insert Citation Field

Control + F9: Insert an empty field

Control + Shift + l: Insert a LISTNUM field

Shift + F9: Show or hide field code/result of selected field

Alt + F9: Show or hide field codes/results of all fields in document

F9: Update selected fields

F11/Shift + F11: Go to the next field/ previous field

Control + Shift + F7: Update linked information in a Microsoft Word source document

Control + Shift + F9: Unlink a field

Control + F11/Control + Shift + F11: Lock a field / Unlock a field

Mail Merge:

Alt + Shift + K: Preview a mail merge

Alt + Shift + N: Merge a document

Alt + Shift + M: Print the merged document

Alt + Shift + E: Edit a mail-merge data document

Alt + Shift + F: Insert a merge Field

Other key functions:

F1: Get Help or visit Microsoft Office.com

Alt + Space bar: Open the window menu

Alt + F4: Exit Word

Shift + F10: Display a shortcut menu (Simulate right mouse button)

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Alt + F3: Create new Building block with selected texts

SHORTCUT KEYS FOR WINDOW MEDIA PLAYER

Control + A select all files

Control + B plays previous

Control + shift-B rewind

Control + C copy file

Control + d edit current play list

Control + E eject

Control + F plays next

Control + shift + F fast forward

Control + H shuffle

Control + M show menu bar

Control + n new play list

Control + O open

Control + P play or pause

Control + S stop

Control + T repeat

Control + u open URL

Control + W closes the window.

Control + 1 full mode

Control + 2 skin mode

Alt + enter key full screen

Alt + 1 zooming 50%

Alt + 2 zooming 100%

Alt + 3 zooming 200%

F1 help

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F3 search for media files

F5 refresh

F8 mute

F9 decrease volume

F10 increase volume

F7 mute [window media player 11]

F8 decrease volume [window media player 11]

F9 increase volume [window media player 11]

Control + alt + L move to current play list [window media player 11]

Control + alt + M move to main tree [window media player 11]

Control+ insert + 2 say currently playing track [window media player 11**]**

DESKTOP KEYSTROKES IN JAWS

Don't be confused. Keystrokes are referred to as keyboard combination for commands. The ones below could be termed as the JAWS hot keys for specific action in the windows.

Num pad + forward slash is for left mouse button.

Num pad + asterisk is right mouse button.

Num pad + plus is pc cursor.

Num pad + minus is jaws cursor.

Num pad + minus twice is invisible cursor.

Num pad 0 + Num pad minus is route jaws to pc cursor.

Num pad 0 + num pad plus is rout pc cursor to jaws cursor.

Insert + down arrow key is say all.

Insert + left arrow key is reading the prior word.

Insert + right arrow key is read the next word.

Insert + up arrow key is read the current line.

Insert + num pad 5 twice is to spell the current word.

Insert + up arrow twice is to spell the current line.

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Insert + home twice is spell to cursor.

Insert + page up twice is spell from cursor.

Insert + home is read to cursor.

Insert + page up is read from cursor.

Insert + num pad 5 is read the current word.

Alt + up arrow key is read the prior sentence.

Alt + num pad 5 is to read the current sentence.

Alt + down arrow key is to read the next sentence.

Insert + shift + down arrow key is read the selected text.

Insert + 4 is to select the symbol to print.

JAWS KEYSTROKES FOR LAPTOP

Caps lock + 8 left mouse button

Caps lock + 9 right mouse button

Caps lock + semi column PC cursor

Caps lock + P jaws cursor

Caps lock + P twice invisible cursor

Caps lock + left bracket route jaws to PC cursor

Caps lock + apostrophe route PC to jaws cursor

Caps lock + A. Say all

Caps lock + comma Read current character

Caps lock + M. Read the prior character

Caps lock + full stop Read next character

Caps lock + comma twice Read phonetically

Caps lock + K. Read current word

Caps lock + J. Read prior word

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Caps lock + L. Read next word

Caps lock + k. Spell current word

Caps lock + I. Read current line

Caps lock + U. Read prior line

Caps lock + O. Read next line

Caps lock + h. Read current sentence

Caps lock + n. Read prior sentence

Caps lock + Y. Read next sentence

Control + caps lock + I. Read current paragraph

Caps lock + shift + B. Check battery status

Note that you can adjust your reading rate with jaws whenever you initiate the say all command. Press the page up key to increase the speed. Press the page down key to decrease the speed. You can rewind with the left arrow key and you can fast forward the reading with the right arrow key. The control key is for pause.

Note that this is not limited to the say all command for laptop only. It is also applicable to the say all command for the desktop configuration.

SOME SPECIALIZED JAWS KEYSTROKES

INSERT + 1 on the numbers row: *Keyboard Help [NOTE: This is a toggle keystroke*, press it once to turn on keyboard help; press it again to get out of keyboard help].

INSERT + F12: Time [speaks the current time].

INSERT + F12: Says current date [press it twice quickly to speak the current date].

INSERT + F11: System Tray Icons, [explore the dialog box and then press ESCAPE key when you are finished].

INSER + F10: List of currently running programs or windows.

INSERT + F4: Unload jaws at anytime.

INSERT + F3: Jaws find dialog.

INSERT + F2: List of JAWS Managers, [explore the dialog box and then press escape key when you are finished].

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INSERT + F1: Screen Sensitive Help, **[**opens in the virtual viewer, press **escape key** when you are finished].

INSERT + ESCAPE KEY: Screen refresh.

INSERT + 5 on the number roll: Colour of font.

INSERT + 2 on the number roll: Key echo [Pressing it continuously cycles you around key echo of character, word, character/word and none].

INSERT + V: Verbosity setting.

INSERT + T: Say title of window or running program.

INSERT + J: Display jaws.

INSERT + H: Jaws help.

INSERT + B : Read current active window.

SHORTCUT KEYS FOR WINDOW MEDIA PLAYER

CONTROL+A select all files

CONTROL+B plays previous

CONTROL+SHIFT+B rewind

CONTROL+C copy file

CONTROL+D edit current play list

CONTROL+E eject

CONTROL+F plays next

CONTROL+SHIFT+F fast forward

CONTROL+H shuffle

CONTROL+M show menu bar

CONTROL+N new play list

CONTROL+O open

CONTROL+P play or pause

CONTROL+S stop

CONTROL+T repeat

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CONTROL+U open URL

CONTROL+W closes the window.

CONTROL+1 full mode

CONTROL+2 skin mode

ALT+ENTER key full screen

ALT+1 zooming 50%

ALT+2 zooming 100%

ALT+3 zooming 200%

F1 help

F3 search for media files

F5 refresh

F8 mute

F9 decrease volume

F10 increase volume

F7 mute [window media player 11]

F8 decrease volume [window media player 11]

F9 increase volume [window media player 11]

CONTROL+ALT+L move to current play list [window media player 11]

CONTROL+ALT+M move to main tree [window media player 11]

CONTROL+INSERT+2 say currently playing track [window media player 11]

List of relevant books

Get perfect at presentations [Microsoft Office PowerPoint]

Combatting virus [computer and internet security]

Web design: what and how to [web design using HTML]

How to use the ATM [technology and banking]

100 tips for computer skills [definition of different computer terminologies pertinent to using JAWS with the computer for beginners.]

Big time on the web [internet surfing]
Work it out [Microsoft excel]

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Rudiments of computer literacy For learners with visual impairment [A teacher's guide]

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