# Using Google Docs with Jaws

Allotted time: 30 minutes

Standards:

Expanded Core Curriculum, Assistive Technology

Objectives:

1. be able to write and edit documents using a basic understanding of cursor placement..
2. be able to select, copy and paste text..

# Materials:

* PCs with Jaws installed
* Stable internet connection

## The what of this lesson:

Using Google Docs with Jaws

## The why of this lesson:

Using Google Docs with Jaws will help you complete your school work.

## Vocabulary:

* Toolbars-A toolbar is a bar located at the top of a screen which lists different controls. In Google Docs, the toolbar lists information such as undo, redo, font, etc.
* Button-A button is an element on a webpage that moves to a certain location when activated. For example, on the toolbar, pressing the undo button will undo text that was entered in a document.
* Menu-A menu is a row of items at the top of the screen that have different options. In Google Docs, these menus are file, edit, view, insert, format, tools, addons, help, and accessibility.

## Keyboard Commands:

* Go to the toolbar-Press Insert and the F8 key.
* To access the menus press alt and the letter of the menu you want to access (I.E. alt+F for the file menu).
* To close a document press control F4.
* To access a list of keyboard shortcuts press control /.

## What’s the pattern?

* What’s the pattern with these keyboard shortcuts?

## Do Now:

Log in, start your screen reader, go to Chrome, and go to Drive.

## Practice Activity:

* Have students find a document and open it. Explore the menus, access the toolbar, and change the size and font of the text.

## Assessment:

* Have students work on an assignment in Google Classroom.

## Closure:

* Answer any questions.
* Ask students if they liked that activity.

## Reflection

## Notes