# Reading a document with the cursor, document titles, and the File Explorer

Allotted time: 30 minutes

Group size: one-to-one

Standards:

Expanded Core Curriculum, Assistive Technology

**Standard - 3.4.8.A3**

Compare how a product, **system**, or environment developed for one setting may be applied to another setting.

## Objectives:

1. be able to identify the titles and section titles of documents with Headings.
2. be able to access documents, open and close programs, and will be able to navigate easily to the desktop.
3. be able to write and edit documents using a basic understanding of cursor placement.

## Materials:

* Desktop with Jaws installed
* Stable internet connection
* Flash Drive with document
* Wiki Sticks
* Braille passage in uncontracted braille

## **Vocabulary:**

* Characters-A group of letters.
* Words-A group of letters.
* Lines-A group of words.
* Paragraph-A group of text.
* File Explorer-This is the place to find files on your computer.
* Cursor-A blinking vertical bar on the screen. The cursor allows you to type text into your computer.
* Quick keys-Letters that can move to different elements in a document. Press a letter to move to a particular element (I.E. H for headings).
* Heading-A title of a section.
* Heading level 1-A title of a section.
* Heading level 2-A title of a section within a section.
* Heading level 3-A title of a section within a section within a section.
* Go to the File Explorer-Windows E.

## **Key commands:**

* Read by character-The left and right arrow keys.
* Read by word-Control left and right arrow keys.
* Read by line-The up and down arrow keys.
* Paragraph-Control up and down arrow keys.
* Read the title of the current program you have opened-Insert and the letter T.
* To turn on quick keys-Press insert and the letter Z.

## Instruction:

* Today we are going to learn about the cursor and what it does. We will also learn how to navigate a document using headings. If there is time, we will learn how to open a document using the file explorer.
* Ask the student if you can put the flash drive into their computer.
* Explain what a heading is and why it’s important in a document.
* Activity-Navigate using headings.
* Now we are going to learn about the cursor.
* Explain what the cursor is.
* Activity-Cursor placement activity.

1. Provide the student with a few sentences of a braille passage.
2. Have the instructor move throughout the document using their screen reader.
3. When they stop, have the student place the wicki stick at the place where the instructor stopped.

* If there is time, go over the file explorer and have the student open a document.

## Closure:

* Answer any questions.

## Reflection

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