# Selecting Text and Switching between Open Documents

Allotted time: 45 minutes

Group size: small group

Standards:

Expanded Core Curriculum, Assistive Technology

Standard - CC.1.2.11-

Integrate and evaluate multiple sources of information presented in different media or formats (e.g., visually, quantitatively) as well as in words to address a question or solve a problem.

## Materials

* Desktops with JAWS installed
* Stable internet connection

Objectives:

Students will be able to:

* Identify and demonstrate several keyboard commands for selecting text.
* Learn how to switch between two open Google Documents.

## Do now:

* Log in to the computer
* Start JAWS
* Open Chrome
* Create a new document.

## Keyboard Commands

* Select a character-Shift and left/right arrow keys.
* Select a word-Control, shift, left/right arrow keys.
* Select a line-Shift up and down arrow keys.
* Select a paragraph-Control, shift, and up/down arrow keys.
* Switch between open Google Documents-Control tab.
* To create a new document-You could do this in the file menu or from Google Drive. To get to the file menu alt F and N for new.

## The what and why of this lesson:

What: To select text and switch between open documents.

Why: This is important when doing research, completing assignments, and other tasks.

## Instruction

* Today we are going to learn how to select text and switch between open documents.
* Provide the keyboard commands.

## Practice/Assessment

* Have students create a grocery list and practice selecting text. Have them create the list then put it into alphabetical order.

## Closure

* Answer any questions

## Reflection

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## Notes

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