# Navigating the Desktop, Shutting Down, Restarting, and Turning off Computer

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

* Desktop computers with JAWS installed.
* Stable internet connection.

Objectives:

Students will be able to:

* Navigate the desktop using JAWS.
* Learn how to turn off, shut down, and restart the computer.

## The what and why of this lesson

What: To navigate the desktop, shut down, restart, and turn off the computer.

Why: This can help with troubleshooting issues that arise.

## Do now:

* Log in
* Start JAWS

## Keyboard Commands

* Windows M-Minimizes all windows and takes you to the desktop.
* Windows D-Minimizes all windows and takes you to the desktop. Pressing windows D again will return you to the current program you were in.
* Press the right and left arrow keys to navigate between the different icons on your desktop. You can use first letter navigation to move to a specific program.
* Use control home and end to move to the top and bottom of the icons.
* Press windows T to move to the taskbar.
* Press windows B to move to the system tray.
* Press windows tab to access taskview. Taskview lists all of the apps you have open.

## Instruction

# JAWS and Windows 10 Webinar Handout

## Introduction

Keyboard shortcuts are available for navigating Windows 10 with JAWS. Use these tips to increase productivity.

## Navigate the Desktop

The desktop includes shortcuts to frequently used items. Add/remove shortcuts to customize your desktop.

1. Press **WINDOWS KEY+D** or **WINDOWS KEY+M** to place focus on the desktop. Use the command **WINDOWS KEY+D** to toggle between the desktop and the prior application in focus. For example, if you are in an open Word document, pressing this command once will place focus on your desktop, and pressing it again will return you to the Word doc.

Pressing **WINDOWS KEY+M** places focus on the desktop but will not toggle you back to your prior application. Both commands provide a quick way of navigating to the desktop.

1. Navigate the items on your desktop using the **RIGHT**, **LEFT**, **UP**, and **DOWN** **ARROW KEYS**.
2. Press **ENTER** on an item to open it.

## Explore the Taskbar and Notification Area/System Tray

The Windows 10 Taskbar is typically located at the bottom of the screen, and contains four distinct areas:

* The Start menu
* Shortcuts to running applications
* The Notification Area/System Tray
* Pinned applications defined by the user for customization

The Start menu contains shortcuts to apps, files, and settings. The Notification Area/System Tray includes items such as the clock, battery status, and internet connection status.

1. When focus is on the desktop, press **TAB** to navigate to each area mentioned above.
2. When on the Start button, press **ENTER** to open it.
3. When on the Taskbar, press **RIGHT ARROW** or **LEFT ARROW** to navigate among the pinned apps and running applications.
4. Press **ENTER** on a shortcut to open an application. If the selected application is already running, focus will switch to it.
5. When on the Notification Area/System Tray, press **UP ARROW** or **DOWN ARROW** to navigate to each item.
6. Press **ENTER** on an item to open it.
7. Alternatively, press **INSERT+F11** to open the System Tray dialog. This is a JAWS command you can perform from any application.
8. Press **UP ARROW** or **DOWN ARROW to navigate to each item.**
9. Press **ENTER** on an item to open it.
10. Press **ESC** to close the System Tray dialog if you do not want to select an item. Focus will return to your currently open window.

## Access Windows Notifications

Windows notifies you of new emails, installed apps, and system updates. To access notifications:

1. Press **WINDOWS KEY+A** to open a list of notifications.
2. The notifications for each application are in individual list boxes. Press **TAB** to navigate through these list boxes.
3. When in a list box for a particular application, press the **UP ARROW** or **DOWN ARROW** keys to navigate the notifications.
4. Press **ENTER** on a notification to open it.
5. Press **TAB** to navigate to the Clear All Notifications button for each application, then press the **SPACEBAR** to activate it.
6. Press **TAB** to locate the Clear All Notifications button and press the **SPACEBAR** to dismiss all notifications at once.

## Sign Out, Restart, or Shutdown

1. Sign out by pressing **WINDOWS KEY+X**, **U**, then **I**.
2. Restart by pressing **WINDOWS KEY+X**, **U**, then **R**.
3. Shutdown by pressing **WINDOWS KEY+X**, **U**, then **U**.

Note: While on the desktop or in an application, press **WINDOWS KEY+W** for a list of Windows commands, and press **INSERT+H** for a list of JAWS commands.

 Handout taken from [JAWS and Windows 10 Webinar Handout](https://docs.google.com/document/u/0/d/1g7-w5ZtkFhx5WGIolT0_1AaIcLc7X7RLxU8CXMNdlXo/edit) American Printing House for the Blind Access Academy.