

## Introduction to the Windows 10 Desktop, Teacher's Lesson Plan

1. Version application: Windows 10, JAWS versions up to 2019
2. Audience
  - 2.1. This lesson is intended for all users who are new to screen readers and want to begin learning the basic layout and navigation of the Windows 10 desktop using JAWS. Students should already be familiar with the keyboard and be able to easily locate letters, numbers on the number row, modifier keys, the enter key, and the arrow keys. They should also understand the concept of pressing multiple keys simultaneously to execute keyboard commands.
3. Key Vocabulary
  - 3.1. See vocabulary attachment.
4. Description:
  - 4.1. This lesson introduces the Windows 10 Desktop, orients users to its layout, and provides instructions on how to navigate through icons and other parts using JAWS. It gives learners the skills needed to begin using the desktop as soon as possible. All lessons are available in both HTML and audio.
5. Objectives:
  - 5.1. Students will understand what the Windows 10 Desktop is, and how they may benefit from learning to navigate the items it contains with JAWS.
  - 5.2. Students will explore the basic layout of the Windows 10 Desktop, including icons to commonly used applications, the Start button, and Taskbar.
6. Lesson Introductions:
  - 6.1. For this lesson, we'll briefly define the Windows 10 Desktop, describe its layout, then provide an overview of its various parts. Next, we will explain how to activate an icon using the keyboard, which launches the corresponding application. Other ways of completing this task will also be covered, as will closing an application once it has been opened. Useful keyboard commands will be provided to show students faster means of navigation and execution. Understanding the Windows 10 Desktop will enable students to easily access a wide range of applications.
7. Step-by-Step Procedures:
  - 7.1. Place focus on the Windows 10 Desktop by minimizing all windows using keyboard command WINDOWS Key+D.
8. Navigating to icons on the desktop
  - 8.1. Navigate up, down, left, or right through the icons using the UP, DOWN, LEFT, and RIGHT ARROW keys respectively.
  - 8.2. Navigating to a specific icon using first letter navigation
9. Navigating through other parts of the Windows 10 Desktop using TAB or SHIFT+TAB
  - 9.1. Start button

- 9.2. Search edit box
- 9.3. Toolbar
- 9.4. Task View button
- 9.5. Taskbar
- 9.6. People button
- 9.7. System Tray
- 9.8. Show Desktop button
- 9.9. Back to Desktop
10. Accessing and navigating the parts of the Windows 10 Desktop with JAWS
11. Launching an application from the Windows 10 Desktop (then closing that application)
12. Launching an application from the Search edit box.
13. Navigating to various parts of the Desktop using keyboard commands
  - 13.1. Move focus to the Taskbar by pressing WINDOWS Key+T
  - 13.2. Move focus directly to the Search edit box by pressing WINDOWS Key+S
  - 13.3. Place focus in the System Tray or Notification Area by pressing WINDOWS Key+B

Link to Windows 10 keyboard commands provided by Microsoft

<https://support.microsoft.com/en-us/help/12445/windows-keyboard-shortcuts>

14. Preparation Notes:
  - 14.1. If your student has used JAWS in the past, the Windows 10 Desktop may already be familiar.
  - 14.2. For this lesson, we are assuming that JAWS is already installed.
  - 14.3. Your student should already know how to type and be able to locate letters, numbers on the number row, modifier keys, the enter key, and arrow keys with relative ease.
15. Teacher's Notes:
  - 15.1. Check in with your students as they're navigating various parts of the Windows 10 Desktop. As they work through the lesson, take note of how well they grasp the concepts while moving through the recommended exercises.
  - 15.2. Additional practice will help to reinforce an understanding of the Desktop layout as well as Windows keystrokes.
  - 15.3. Students may benefit from accessing the Windows 10 Desktop lesson in both HTML and audio formats, though preferences will differ from one student to another.
  - 15.4. Familiarize your students with quick navigation keys for quickly navigating through the Windows 10 Desktop lesson in HTML format. They should also be instructed on how to start, stop, and navigate through the audio files, as well as how to move between applications when working through the lesson.
  - 15.5.