Navigating Google Sheets with Jaws

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 in order to address a question or solve a problem.

Objectives:

Students will be able to:

1. Be able to define common element types on the internet such as Headings, Buttons, Links, Tables as well as text.
2. Be able to navigate a Google Sheet using a variety of keyboard commands.

## Materials

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

## Keyboard commands

* Use the up, down, left, and right arrow keys to navigate between rows and columns of a Google Sheet.
* To add a sheet press shift F11.
* If you have more than one sheet you can use alt up and down arrow to move between the sheets.
* Press F2 to edit the contents of a sheet.
* To access the menus press alt, shift, and the corresponding letter of that menu (Ex alt, shift, and F for the file menu).
* To rename a sheet press alt shift F followed by R for rename.

## Vocabulary

* Google Sheets-Google sheets is a spreadsheet application from Google.
* Spreadsheet-Spreadsheets are tables with rows and columns used to input information such as scientific data, surveys, and other information.
* Rows-Rows go from left to right.
* Columns-Columns go up and down.
* Cell-A cell is where information is collected in the spreadsheet.
* Menus-Menus in Google Sheets allow you to change various things in a spreadsheet. Menus include file, edit, view, tools, accessibility etc.

## Instruction

* Today we are going to learn how to navigate Google Sheets using Jaws.
* Go over vocabulary and keyboard commands.
* Have students start by turning on Jaws if it’s not already on.
* Next, have students open Chrome.
* Have students go to Google Drive ([drive.google.com](file:///Users/diane/Library/Containers/com.apple.mail/Data/Library/Mail%20Downloads/9795881D-02E5-49DA-BC48-DD4F0F731B02/drive.google.com)).
* Have them press the letter C for the create menu.
* Additionally, students could press shift S to create a new sheet.
* Explain the layout of sheets. After the page loads, most of the screen is where the rows and columns are located. At the top of the screen there is the menu bar with the different menu options like file. Under the menu bar is the tool bar. This is where you can change things like the font, font color and other changes.

## Practice/Assessment Activities

* Have students answer questions about the Arctic animals found in the Google sheet.
* Have them share the document once they’re finished.

## Closure

* Answer any questions

## Reflection

## Notes

##

The Google sheet is in view mode and a copy will need to be made to edit it.