



Computer Training Program for Visually Challenged

July 23, 2012 – August 4, 2012

C-DAC, Kharghar, Navi Mumbai

Topic to be covered:

- Basics of Computers
 - About computer
 - Computer hardware and software
 - Linux desktop
 - Keyboard layout and hands-on practice with Keyboard
- The Screen Reader (Orca)
 - What is a screen reader?
 - Installing the screen reader
 - Setting speech parameters
 - Basic reading functions (read current line, read current character, read all text etc)
 - Accessing list of shortcuts
 - Exploring the interface/screen
- Exploring Gnome Desktop
 - Navigating desktop elements
 - Navigating desktop menus - Applications, Places and System
- Working with File Browser
 - Concept of files/folders in Linux
 - Navigating file browser
 - Locating a file/folder
 - Create a file/folder, cut/copy/paste file/folder
 - Searching a file
- Working with Gedit
- Working with OpenOffice.org word processor
 - Create/Save/Open/Edit the document
 - Basic reading functions (read current line, read current character, read all text etc)
 - Advanced reading functions e.g. skim read, reading through document structure
 - Formatting text: font, style, alignment, indentation
 - Creating tables, and a table of contents
 - Using tools like spell-check, cut/copy/paste, navigator window
 - Preparing a document for printing
- Working with Openoffice spreadsheet (2hrs)
 - Concept and use of workbook, worksheet, row/column/cell
 - Create/save/edit worksheet in open office spreadsheet
 - Using functions
- Working with Internet
 - Exploring web browser
 - Navigating web page elements (headings, links, lists etc) using structural navigation.
 - Reading a web page/book
 - Filling online forms
 - Create your email account
 - Exploring useful sites (rail ticket booking site, e-gov sites, institution site)

- Check your email account
 - Replying to messages and forwarding
 - Compose, read and delete email
 - Download/Upload attachments
- Working with Terminal (command line interface)
 - Playing multimedia
 - Final evaluation
 - Working with other languages like Marathi and Hindi
 - Introduction to other assistive technology available for visually impaired including magnifier, braille display, and OCR display.

By Accessibility Team
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