Title: Orientation and Basic Navigation in Google Docs, Teacher's Lesson Plan

1. Version application: Google Docs
2. Audience
   1. This lesson is intended for all users who are new to Google Docs or need to learn about orientation and basic navigation before working in Google Docs. Understanding the concept of executing keyboard commands is helpful since they will be used throughout this lesson.
3. Key Vocabulary
   1. See vocabulary attachment.
4. Description:
   1. This lesson instructs students on orientation and basic navigation when working in Google Docs.
5. Objectives:
   1. Students will understand the orientation and layout of documents in Google Docs as well as become familiar with basic navigation commands and features.
6. Introduction:
   1. For this lesson, we’ll orient you to the layout of Google Docs and show you some basic navigation commands and features to use while creating and editing documents.
7. Step-by- Step Procedures:
   1. Orientation and Basic Navigation

7.2 Before you begin working in Google Docs, it will be helpful to understand the layout as well as some basic navigation features and commands to make creating and editing documents easier. Once you’ve either opened an existing document or created a new one, your Virtual Cursor will be turned off by default. If it isn’t, use the toggle command **INSERT+Z** to turn it off. You can then navigate as you would in other word processors such as Microsoft Word.

Press **INSERT+F8** to explore the controls on the toolbar.

Navigate to the control you wish to activate with the UP or DOWN ARROW keys and press **ENTER**.

You can access the menus as you would in other applications by pressing **ALT** and the corresponding letter. For example, press **ALT+F** to activate the File menu. Once in the menu, you can up and down arrow through the options.

It’s important to note that pressing ALT by itself will not access the Menu bar for Docs. Instead, it will activate the menus for your web browser.

The Google Docs menus include: File, Edit, View, Insert, Format, Tools, Table, Add-ons, and Help.

Press **ALT+SHIFT+H** to access the Docs Help menu and select an option for additional info on using Docs.

Retrieve a list of keyboard shortcuts by pressing **CTRL+/.**

8.0 Preparation Notes:

8.1 If your student has used Google Docs in the past, orientation and basic navigation may be familiar.

* 1. For this lesson, we are assuming a Google account has already been created. If not, assist your students with this task before accessing Docs.

8.3 It will be helpful if your students can locate letters, numbers on the number row, modifier keys, the enter key and arrow keys with relative ease.

1. Teacher’s Notes:

9.1 Check in with your students as they’re enabling screen reader and braille support in Google Docs. As they work through the lesson, take note of how well they grasp the concepts while moving through the recommended exercises.

9.2 Additional practice will help reinforce an understanding of the Google Docs layout as well as how to navigate documents and menus.