

The logo for Parkinson's UK, featuring the text "PARKINSON'S<sup>UK</sup>" in white, sans-serif font, centered within a solid blue rectangular background.

PARKINSON'S<sup>UK</sup>

# Parkinson's UK IT Support Torridge Branch

Spring 2016

# Introduction

- My name: - Andrew Tregoning
- Phone Number: - 01237 479459
- email: - andrewtregoning@btinternet.com
- Toilets: - In hallway on left
- Coffee break: - approx 3pm
- Finish: - 4pm

# Help is Available Online at [www.andrewtregoning.co.uk](http://www.andrewtregoning.co.uk)

Computer Obedience x +

andrewtregoning.co.uk/tasks/index.htm

☆ Google ☆ Researcher Voice -

## Littleham Computer Obedience Lessons

PARKINSON'S<sup>UK</sup>

Obedience Lessons

Tame Your Computer with Andrew

PARKINSON'S<sup>UK</sup>

Some Useful Resources To Help You  
(Click to choose [Save](#))

### Parkinson's UK IT Support (Torrige Branch)

<a href="#">Session 1</a>	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8	Session 9	Session 10
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November 2015

<a href="#">Security Issues</a>	<a href="#">Windows 10 Tips and Tricks</a>
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[Click Here For The Survey](#)

Autumn 2014 Lessons

<a href="#">Introduction Session</a>	<a href="#">Lesson 2 Making a Calendar</a>	<a href="#">Lesson 3 emailing Photos</a>
<a href="#">Lesson 4 Excel Budget</a>	<a href="#">Lesson 5 Word Tips + Templates</a>	<a href="#">Lesson 6 Formatting</a>

Spring 2014 Lessons

<a href="#">Lesson1 - Intro</a>	<a href="#">Lesson2 - Internet</a>	<a href="#">Lesson 4 - email</a>
<a href="#">Lesson 5 - Digital Photographs</a>	<a href="#">Lesson 6 - Digital Photographs contd</a>	<a href="#">Lesson 7 - Layering Images + text</a>

# Introductions: -

**Who are you?**

**Where do you come from?**

**Why are you here?**

**(These are not philosophical questions!)**



# Rationale

My overall intention, is to:-

- help make you more confident and more competent in the use of IT technology
- make you feel more in control of your computer – rather than feeling the computer is in control of you!

# Ideas for Practical Sessions

The following are areas that we could investigate – these are just a few off the top of my head:-

Please feel free to suggest other areas of interest.

# Ideas for Practical Sessions

1. Using keyboard shortcuts rather than a mouse for common operations (general and application specific).
2. Adapting mouse speed and click speed. Use of sticky keys / filter keys. Increasing size of pointer. Using mouse trails etc.
3. Customising desktop layout and start menu (Windows 10) for easier use. Removing what is not needed and making important options easier to find.

# Ideas for Practical Sessions

4. Customising display screens for better clarity and visibility. Using increased contrast. Use of “reverse colours”. Larger fonts. Zooming and magnification techniques.
5. Use of alternative inputs – ergonomic keyboards / coloured keyboards / voice input / tracker ball / Joystick.
6. Using predictive text to aid typing (on-screen keyboard / Auto-fill)



# Ideas for Practical Sessions



7. Synthesized voices for text reading.
8. Use of typing practice programs to improve / maintain finger movement
9. Using communication software such as Skype
10. Using other devices – Tablets / Smart Phones / Touch screens

# Session 1 - Using Shortcut Keys

If you find mouse use difficult, try substituting energy efficient keyboard shortcuts. There are a wide range of other options for each program you use, whether on a PC or a Mac.



# General Key Shortcuts

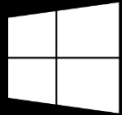
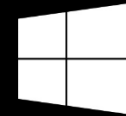
- **CTRL+A:** Select **A**LL
- **CTRL+X:** Cut (think of scissors )
- **CTRL+C:** **C**opy
- **CTRL+V:** Paste (insert symbol )
- **CTRL+Z:** Undo
- **CTRL+S:** **S**ave
- **CTRL+P:** **P**rint

# Other General Key Shortcuts

- **F1**            Help
- **Alt + Tab**    Switch between open  
                         programs



# WINDOWS key Shortcuts



Start Menu



Fit window to **right** hand side of desktop.



Fit window to **left** hand side of desktop



**M**inimize all



**L**ock the computer



## Wireless Connection

To connect to the “Ristie” wireless broadband (**BTHub5-J236**) you will need the following code: -

**ab8faf278f**



# Web Page Shortcuts

- **Ctrl + “+”**      **Enlarge** text
- **Ctrl + “-”**      Reduce text
- **Ctrl + “0”**      Set text back to default
- **Alt + Home**      Go to Home page
- **Ctrl + “F”**      **F**ind on page



# Web Page Shortcuts

- **Tab** Move to next link on page
- **Shift + Tab** Move to previous link
- **Alt + ←** Go to previous webpage
- **Alt + →** Go to next webpage
- **Alt + ↓** Activate drop-down list



(Use **Enter** to confirm)





## WORD Special Shortcut Keys

CTRL+B: **B**old

CTRL+U: **U**nderline

CTRL+I: **I**talic

CTRL+] Increase the font size by 1 point.

CTRL+[ Decrease the font size by 1 point.

CTRL+E **cE**ntre a paragraph.

CTRL+J **J**ustify a paragraph.

CTRL+R **R**ight-align a paragraph.

CTRL+L **L**eft align a paragraph.



## WORD Special Shortcut Keys

- CTRL+1** Single-space lines.
- CTRL+2** Double-space lines.
- CTRL+5** Set 1.5-line spacing.
- CTRL+0** Add or remove one line space preceding a paragraph
- Shift+F3** Change Capitalization (UPPER/lower/Sentence)



# Open Ease of Access Centre

## Make your computer easier to use

### Quick access to common tools

You can use the tools in this section to help you get started.

Windows can read and scan this list automatically. Press the SPACEBAR to select the highlighted tool.

Always read this section aloud

Always scan this section



Start Magnifier



Start Narrator



Start On-Screen Keyboard



Set up High Contrast



Not sure where to start? [Get recommendations to make your computer easier to use](#)

## Explore all settings

When you select these settings, they will automatically start each time you sign in.



[Use the computer without a display](#)

Optimise for blindness



[Make the computer easier to see](#)

Optimise visual display



[Use the computer without a mouse or keyboard](#)

Set up alternative input devices



[Make the mouse easier to use](#)

Adjust settings for the mouse or other pointing devices



[Make the keyboard easier to use](#)

Adjust settings for the keyboard



[Use text or visual alternatives for sounds](#)

Set up alternatives for sounds



[Make it easier to focus on tasks](#)

Adjust settings for reading and typing



[Make touch and tablets easier to use](#)

Adjust settings for touch and tablets

# That's it folks!



You can all go for a lie down in a darkened room now!