

Chapter 22

Intermediate Use of the Internet: Forms and Tables

Key Terms

Forms: A form on the internet (a web page) is a group of items which can contain some or all of the following. Any web based form might have form fields (also referred to as edit boxes), combo boxes, check boxes, radio buttons, graphical items, buttons, and tables. There can be many variations of forms—if you know the fundamentals of common items and how to move through these items, you will be able to complete most web based forms. **You can Tab down a form, or press and hold down the Shift Key and tap Tab to move back up the form.**

Form Fields: In many cases these are also referred to as “Edit Boxes.” Basically, both terms mean an area where you type in text. After you have typed in the text, you Tab to the next Form Field, type in more text, and continue until you have filled in all of the form fields. Usually, at the end of a group of form fields will be some type of “Button” that says something like “SUBMIT,” or another word meaning the same thing. After you tap the Enter Key on this button, then information you have typed into the form fields is sent to the storage of the web site you are on, and you are moved to the next page.

Combo Boxes: Generally, a combo box appears to be a form field when you first land on it. The difference is, you will hear your screenreader say something about “combo box,” and you may hear the first item in the list of items contained in the combo box. There are three ways to handle a combo box that are universal—this means that anyone can use these commands on any regular computer, with or without adaptive software. The first method is to down arrow through the list of items. The second method can be found in the common “States” combo box, where you can tap the first letter of the name of the state you want, until you hear it, and then Tab to the next form field. The third method is to press and hold the Alt Key and tap the down arrow key one time to open the combo box—a list of all of the items in the combo box drops down. When this list is dropped down, you can use either method one or method two to find the item you want, and then Tab to the next form field, or item on the form. To close the combo box, press and hold down the Alt Key and tap the up arrow key one time.

Check Boxes: A check box means just what it says. This is a box on the form that allows you to tap the spacebar to put in a check mark, or tap Enter a second time to uncheck the box—the spacebar acts as a toggle button to check and uncheck the check boxes. Once you have tapped the spacebar to check a check box, Tab to the next item on the form. Examples of check boxes are items on a form that wants to know your nationality, age, educational level, income level, or any other category.

Radio Buttons: A radio button is very similar to a check box. It can be checked and unchecked by tapping the spacebar when you are on it. One Difference might be that you will generally see radio buttons in cases where you mark either “Yes” or “No.”—only one of these can be marked, so you will not be able to mark both. Some web page writers will use radio buttons just like check boxes—this is not a good practice. If you do encounter this type of use of radio buttons on a web based form, treat them as you would check boxes. After you have marked a radio button, Tab to the next item on the form. **In some cases one radio button is already marked, so you will have to use your arrow keys to move to the radio button you want checked, and then Tab to the next item on the form or web page.**

Graphical Items Including “Captcha” Boxes: Items which are graphical can be buttons, links, text, or the “Captcha” form field area. In a number of web based forms, especially those on which you are typing in your personal information to set up some type of account (i.e. email, bank, credit card, or personal information service); a “Captcha” box is used near the end of the form. Next to, generally above, the “Captcha” box is a group of letters and numbers, with some letters be capitalized and others lower case, which are all distorted and graphical. No screenreader will actually read these letters and numbers because they are graphics and not true text. There is generally a darker background on which these graphical letters and numbers are placed which makes it more difficult to see them. In accordance with federal guidelines, many of the “Captcha” boxes now have a graphical symbol that you can tab to which allows an audio version of the “Captcha” box to play. You can just hear the letters and numbers spoken, with a fuzzy background noise—these are difficult to hear. After you fill out the information in the “Captcha” box, Tab to the next item on the form.

Buttons: A button on a form, as well as on any web page, is an item you tap the spacebar on to either “Submit” the information you have typed in the form to the storage of the web site, to login to a web site, to tell the computer to search for something you have typed in a search edit box. There are a number of uses for buttons on a web page, but it generally comes down to several simple things; you are either submitting information, or you are searching for something.

Table: A table is a self contained set of columns, rows and cells. The beginning cell is at the top left of the table, and the ending cell is at the bottom right of the table. Information in tables can be anything which needs to be organized in a systematic manner. One common example of a table on a web page is a monthly calendar. There are columns which indicate each day of the week. There are rows with indicate each week of that month. Each cell in the calendar represents a specific day or date in the month being displayed. Often a calendar will have combo box at the top which allow you to select the specific month you want to view, and another combo box which lets you display the calendar year you want to view.

Columns: In a table, columns run top to bottom, or up-and-down.

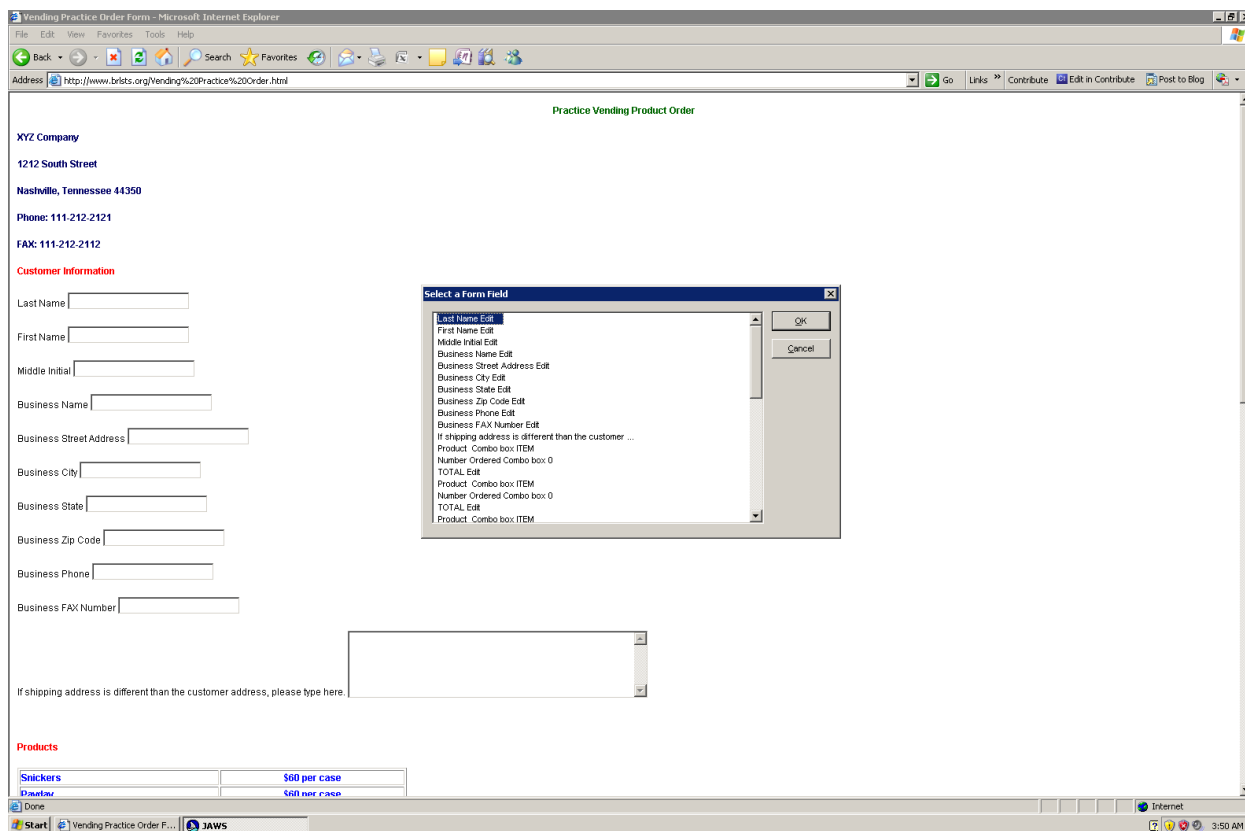
Rows: In a table, rows run across, or left-to-right.

Cell: In a table, a cell is a place or coordinate where the column and row meet.

Form Fields Using the JAWS Screenreader

If you are using the JAWS screenreader and want to fill out a form, press Control Home to make sure you are at the top of the form. At this point you can begin to Tab down the form, or tap the letter “F” to move to the first form field. In older versions of JAWS you will need to tap the Enter Key one time on the first form field to go into “Forms Mode,” and then type. It is important to remember not to tab the Enter Key again until you are ready to submit the form. You must use Tab (or Shift Tab if you need to go back up the form), spacebar to check boxes, but not the Enter Key. You can list the form field items on a web based form, press and hold down the Insert Key and tap the F5 Key one time. Release both keys and a list of the form fields will appear. You can press Control Home to move to the top of this list, Control End to move to the bottom of this list, or use your up and down arrow keys to explore the list. If you know which form field you want, tap the first letter of the name of that form field until you hear it, and then tap the Enter Key one time. When you hear a form field that you want to go to, tap the Enter Key one time and you will be placed in that form field, ready to type.

Screenshot of a list of form fields using the JAWS screenreader.



Form Fields Using the WinEyes Screenreader

If you are using the WinEyes screenreader you can use Tab and Shift Tab to move up and down the form. When you hear the form field you want to write in, tap the Enter Key one time to enter the box and begin typing. One command in WinEyes to be familiar with, which might help in cases where you want to turn on and off “Browse Mode,” is Control Shift “a.” If you are typing in a form and discover you need to leave the mode where you are typing in form fields to read information somewhere else on the form, press and hold down the Control and Shift Keys and tap the letter “a” one time. Move to the area of the form where you want to read the information, come back to the form field you need to type in and tap the Enter Key one time. Another way to work with form fields when using WinEyes is to press and hold down the Insert Key and tap the Tab Key one time. Next, press and hold down the Alt key and tap the letter “o” to list the form fields on the web page. One problem with older versions of WinEyes is that it will say “form” and a number after the item—no form field names were given.

Form Fields Using the www.satogo.com Screenreader

If you are using the www.satogo.com screenreader press Control Home to make sure you are at the top of the web page. Tap the letter “f” to move to the first form field. You should be able to begin typing at this point. Remember, you can Tab down a form and Shift Tab up a form. Do not tap the Enter Key until you are ready to submit the form.

Form Fields Using the NVDA Screenreader

If you are using the NVDA screenreader, tap the letter “e” to move to the first edit field (form field). You may need to tap the Enter Key one time. Then, it is a matter of typing and tabbing through the form. Shift Tab can move you back up the form if you need to change the information in a form field—when you use a Shift Tab to back up to a previous form field, the information is highlighted, therefore, all you have to do is type in the new information, then continue tabbing down the form.

Combo Boxes in All Screenreaders

When you are in a form, and hear “combo box,” press and hold down the Alt Key and tap the down arrow key one time to open the combo box (to close the combo box, press the Alt up arrow key combination). The list of items in the combo box will appear. You can use your up and down arrow keys to move through this list. When you hear the item you can, you can generally Tab to the next item on the form. In some forms you may need to tap the Enter Key one time on the item you want. To check this to see which method you need to use, go to the item on the combo box list, Tab one time, Shift Tab one time and see if the item was selected. If the item was not selected, go to it again, tap the Enter Key one time, and then Tab to the next form item. Several other methods for moving down the items in a combo box are to tap the first letter of the name of the item until you hear it, or simply down or up arrow without using the Alt down arrow key combination. Tapping the letter “c” in most screenreaders move you to the first combo box on the web page, tap the letter “c” again and you will move to the next combo box on the web page, if there is one. Press and hold down the Shift Key and tap the letter “c” to move backwards through the combo boxes.

Check Boxes in all Screenreaders

Generally, the key command for moving to checkboxes in a web form is the letter “x.” You can tap the letter “x” again-and-again to move through the checkboxes on a web form or web page. Press and hold down the Shift Key and tap the letter “x” to move backwards through the checkboxes on a web based form or a web page. JAWS will allow you to press Insert F3, then down arrow to check boxes, and tap the Enter Key one time to list them. If you are using the WinEyes screenreader the letter “x” will not work because it means “text.” You can check and uncheck a check box by tapping the spacebar—the spacebar acts as a toggle to check and uncheck the check box.

Radio Buttons in all Screenreaders

Generally, tapping the letter “r” again-and-again will move you through the radio buttons on a web based form or web page. Press and hold down the Shift Key and tap the letter “r” to move up (or backwards) through the radio buttons on a web based form or web page. The spacebar acts as a toggle to check and uncheck a radio button. Many radio buttons only allow you to select one of a group of items. The most common example is the “Yes” and “No” choice. **In some cases one radio button is already marked, so you will have to use your arrow keys to move to the radio button you want checked, and then Tab to the next item on the form or web page.**

Graphical Items in all Screenreaders

Generally, you can tap the letter “g” to move through the graphical items on a web based form or a web page. Press and hold down the Shift Key and tap the letter “g” to move up or backwards through the graphical items on a web based form or a web page. Remember, graphical items might be a link, a button, or some other pictorial type of item on the web form or web page. Remember that one type of form field is called a “Captcha” box. You can tab to a graphical item that will play an audio version of the information that needs to go into this box.

Buttons in all Screenreaders

Generally, you can tap the letter “b” again-and-again to move through the buttons on a web based form or a web page. You can press and hold down the Shift Key and tab the letter “b” to move backwards through the buttons on a web based form or a web page. There are not usually many buttons on a web form or a web page. On the typical login web form there might be one, or a few buttons. On a form that you submit, there may be one or just a few buttons. **Remember that when you are dealing with a form, and typing information into it, do not tap the Enter Key until you are ready to submit the information.** Tab and Shift Tab is your means of moving through the form until you are ready to submit what you have written. Also, tapping either the Enter Key or the spacebar will activate a button.

Tables

A table is a self contained area that can be in a document, on a web based form, or on a web page. In most screenreaders, tapping the letter "t" will take you to the first table on the web based form or web page. Tap the letter "t" again and you will move to the next table, if there is one. Remember, the beginning cell of the table is at the top left of the table, and the ending cell of the table is at the bottom left of the table. You can press and hold down the Shift Key and tap the letter "t" to move backwards through the tables on a web based form or a web page. It contains columns which go top to bottom (up and down), rows that run across from left to right, and has one cell for each place the column and row meet or intersect. One common table is the monthly calendar. A table can contain any kind of information, including monthly schedules, quarterly finance statements, or even a one week schedule for school or work. You will read through web based tables on forms that have an edit box (form field) in most of the cells. You can list these edit boxes by using the command for your screenreader, or you can Tab and Shift Tab through them. One common method for moving through the cells on a table is to tap the Tab Key to move forward, and the Shift Tab key combination to move backward. While this works, it does not always give you the kind of information that you need when working in the table.

Screenshot of several web based tables containing text form fields (edit boxes) and combo boxes. A "Product" combo box is open.

Vending Practice Order Form - Windows Internet Explorer

http://www.bbbs.org/vending%20order%20order.html

Vending Practice Order Form

If shipping address is different than the customer address, please type here.

Products

Snickers		\$60 per case
Payday		\$60 per case
Milkyway		\$60 per case
Hershey's		\$60 per case
Juicy Fruit		\$30 per case
Milk Duds		\$40 per case
Butterfinger		\$60 per case
Pepsi		\$5 per case
Coke		\$6 per case
Mountain Dew		\$5 per case
Potato Chips		\$30 per case
Corn Chips		\$34 per case
Trail Mix		\$36 per case
Cookies		\$45 per case
Coffee		\$40 per case
Peanuts		\$50 per case

Product ITEM Number Ordered 3 TOTAL

Product ITEM Number Ordered 0 TOTAL

Product ITEM Number Ordered 0 TOTAL

Product ITEM Number Ordered 0 TOTAL

Product ITEM Number Ordered 0 TOTAL

Shipping is \$1 per case; tax is 5% for total order, including shipping.

Total Cases Shipping TAX Final Cost

Payment Method

VISA

Done

Internet | Protected Mode: Off

7:58 AM 12/27/2009

Web Based Tables Using the JAWS Screenreader.

Navigating (moving through) the Table with the JAWS Sceenreader

If you want to move through the table, pressing and holding down the Alt Control keys and tapping one of the arrow keys or the Home or End key, will help you move through the table. Alt Control right arrow moves you to the cell to the right of the cell you are on. Alt Control left arrow moves you to the left of the cell you are on. Alt Control down arrow moves you to the cell just below the cell you are on. Alt Control up arrow moves you to the cell above the cell you are on. Alt Control Home places you in the first cell of the table. Alt Control End places you in the last cell of the table. Alt Control Shift up arrow places you in the first cell of the column you are on. Alt Control Shift down arrow places you in the last cell of the column you are on. Alt Control Shift left arrow places you in the first cell of the row you are on. Alt Control right arrow places you in the last cell of the row you are on.

Reading the Table with the JAWS Screenreader

If you want to read areas of a table, the Insert and Shift Keys held down at the same time, in combination with other keys will make this possible. Say the current cell is the one exception. To say the current cell you are on, press and hold down the Alt Control Keys and tap the Num Pad 5. To read the current row you are on, press Insert Shift up arrow. To read from the start of the row you are on, press Insert Shift and tap the Home Key. To read to the end of the row you are on, press Insert Shift and the Page Up Key. If you want to read the current column you are on, press Insert Shift and the Num Pad 5. To read from the top of the column you are on, press Insert Shift and the End Key. To read to the bottom of the column you are on, press Insert Shift and the Page Down Key.

Web Based Tables Using the WinEyes Screenreader

Entering and Exiting Tables Mode Using the WinEyes Screenreader

To move to a table on a web page tap the letter “t.” If there is a table you will have to press and hold down the Control Key and tap the Plus (+) Key on the Num Pad. This will allow you to use the WinEyes commands for reading the contents in the table. To exit table mode press and hold down the Control Key and tap the Minus (-) Key on the Num Pad. To exit all tables modes on the web page, press and hold down the Control and Shift Keys and tap the Minus (-) Key on the Num Pad.

Navigating (moving through) the Table with the WinEyes Screenreader

To navigate or move one cell in a direction in a table when you are using the WinEyes screenreader, press and hold down the Insert Key and tap one of the arrow keys. Insert left arrow moves you one cell to the left of the cell you are on. Insert right arrow moves you one cell to the right of the cell you are on. Insert up arrow moves you one cell above the cell you are on. Insert down arrow moves you one cell below the cell you are on. To move to the ends of rows and columns, press and hold down both the Control and Insert Keys and tap one of the arrow keys. Control Insert up arrow moves you to the top of the column you are on. Control Insert down arrow moves you to the bottom of the column you are on. Control Insert left arrow moves you to the beginning of the row you are on. Control Insert right arrow moves you to the end of the row you are on. Insert Home moves you to the top left cell of the table, and Insert End moves you to the bottom right cell of the table you are in. Tab and Shift Tab moves you forward and backward through the cells on the table. Your arrow keys (alone) will move you through the cells on the table.

Reading the Table with the WinEyes Screenreader

To read the current cell you are on, press and hold down the Insert Key and tap the Num Pad Enter Key. Columns are read by pressing and holding down both the Alt and Insert Keys, and tapping one of the arrow keys. To read the column you are on press Alt Insert and tap the down arrow key. To read from the column start press Alt Insert left arrow. To read the column to the end press Alt Insert right arrow. To read the first column cell press Alt Insert up arrow. To read rows in a table using the WinEyes screenreader, you will need to press and hold down both the Shift and Insert Keys and tap one of the arrow keys. To read the row press Shift Insert down arrow. To read the row start press Shift Insert left arrow. To read the row to the end press Shift Insert right arrow. To read the row first cell press Shift Insert up arrow.

Web Based Tables Using the NVDA and www.satogo.com Screenreaders

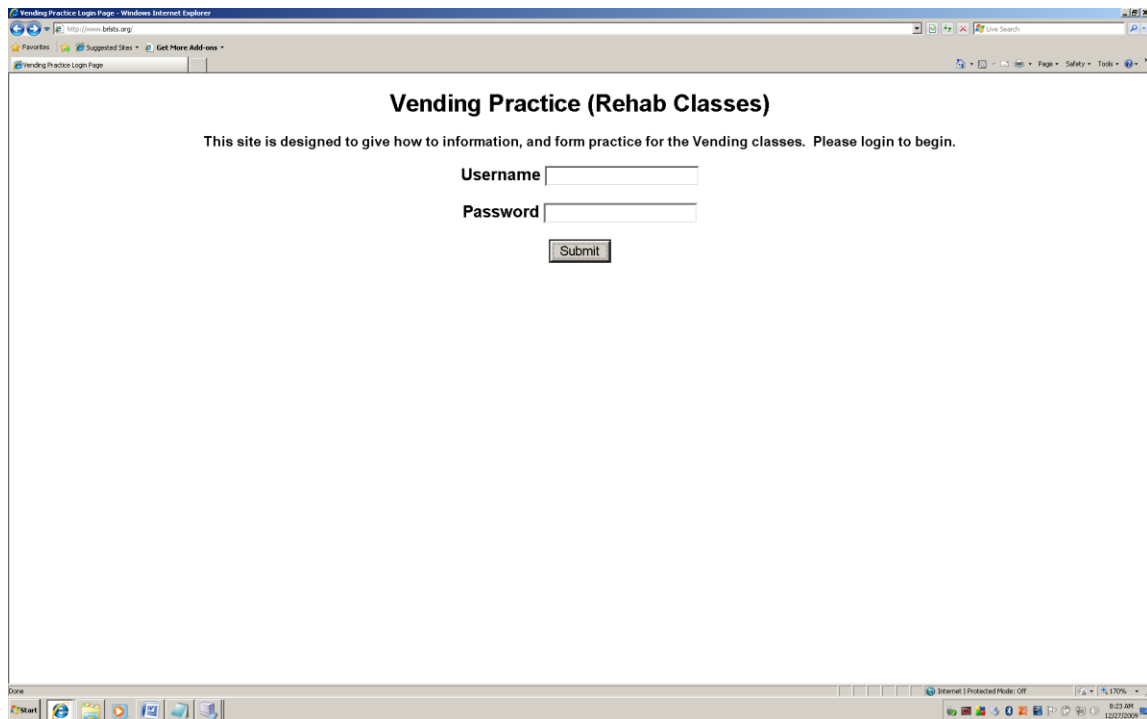
Moving to web based tables with either the NVDA or www.satogo.com screenreader is done by tapping the letter “t.” When you are placed on the table, your arrow keys, Tab and Shift Tab Keys allow you to move through and read the contents of the table. Neither of these screenreaders have the power of JAWS or WinEyes in terms of navigation or reading web based tables.

Activities for Forms and Tables

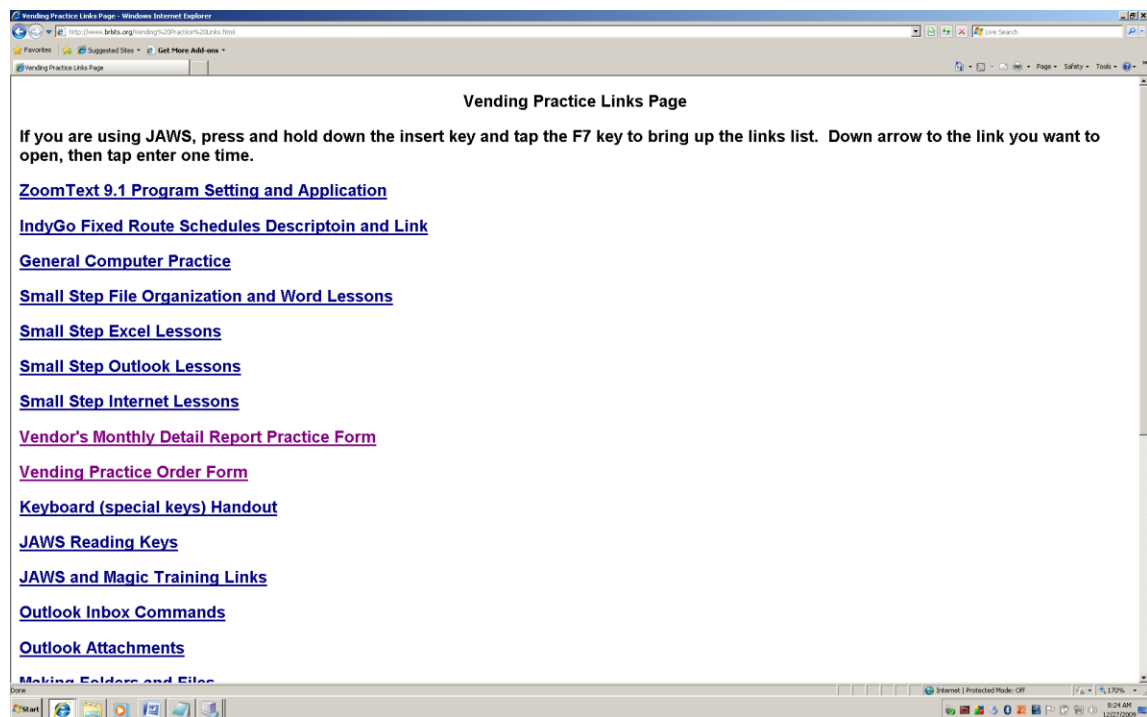
Activity 1

1. Press and hold down the Windows Key and tap the letter “r.”
2. Type www.brlsts.org
3. Tap the Enter Key one time.
4. Press and hold down the Control Key and tap the Home Key one time to make sure you are at the top of the web page.
5. Tab one time to be placed on the “Username” form field (edit box).
6. Tap Enter if necessary to go into a mode where you can type text.
7. Type “student” (without the quotes).
8. Tap the Tab Key one time.
9. Type “test” (without the quotes).
10. Tap the Tab Key one time.
11. Tap the spacebar one time on the “SUBMIT” button.

Screenshot of login page for www.brlsts.org.



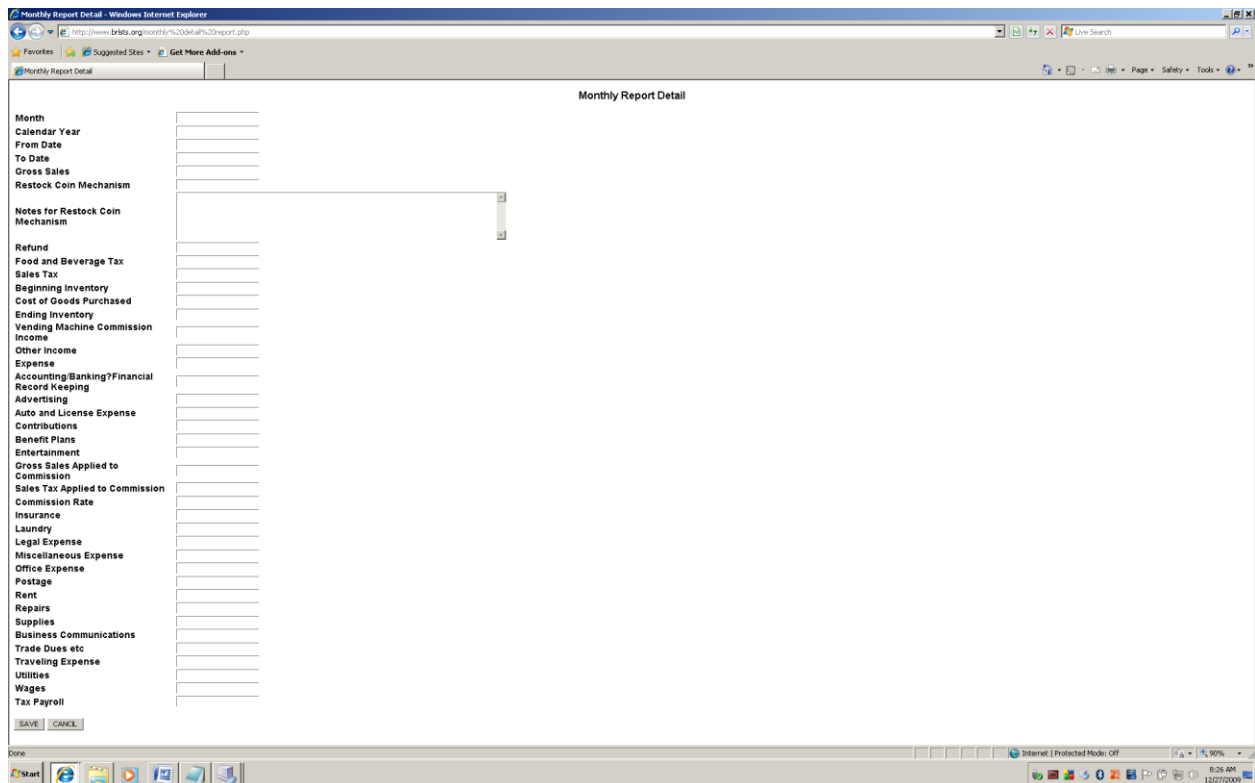
Screenshot of links on beginning page of www.brlsts.org.



Activity 2

1. You have logged into the www.brlsts.org web site and are on the opening page of links. Choose to either bring up a list of links, or tap the Tab Key until you hear or see **Vendor's Monthly Detail Report Practice Form.**
2. Tap the Enter Key one time to open this web based form.
3. Tap the Tab Key five (5) times and listen to what each of the form fields (edit boxes) has said.
4. Press and hold down the Shift Key and tap the Tab Key five (5) times to move back up the form, listening to what is said for each of the form fields (edit boxes).
5. Tab to or tap the letter "b" to move to the "SAVE" and then to the "CANCEL" buttons.
6. Tap the spacebar on either the "SAVE" or the "CANCEL" button and you will be taken to the top of the form.

Screenshot of Vendor's Monthly Detail Report Practice Form.



The screenshot shows a web browser window titled "Monthly Report Detail" with the URL <http://www.brlsts.org/monthlyPC000a4PC0report.php>. The form is titled "Monthly Report Detail" and contains a list of fields for data entry. The fields are:

- Month
- Calendar Year
- From Date
- To Date
- Gross Sales
- Restock Coin Mechanism
- Notes for Restock Coin Mechanism
- Refund
- Food and Beverage Tax
- Sales Tax
- Beginning Inventory
- Cost of Goods Purchased
- Ending Inventory
- Vending Machine Commission
- Income
- Other Income
- Expense
- Accounting/ Banking/ Financial
- Record Keeping
- Advertising
- Auto and License Expense
- Contributions
- Benefit Plans
- Entertainment
- Gross Sales Applied to Commission
- Sales Tax Applied to Commission
- Commission Rate
- Insurance
- Laundry
- Legal Expense
- Miscellaneous Expense
- Office Expense
- Postage
- Rent
- Repairs
- Supplies
- Business Communications
- Trade Dues etc
- Traveling Expense
- Utilities
- Wages
- Tax Payroll

At the bottom of the form, there are two buttons: "SAVE" and "CANCEL". The browser's taskbar at the bottom shows the time as 9:26 AM on 12/27/2009.

Activity 3

1. You are on the Vendor's Monthly Detail Report Practice Form. Press Control Home to make sure you are at the top of the web page.
2. Tab to the first edit box which says "Month."
3. Make sure you are in the mode where you can type.
4. Type the word "June" (without the quotes).
5. Tap the Tab Key one time.
6. Type the year in numbers "2020" (without the quotes).
7. Tap the Tab Key one time.
8. Type in numbers "3/28/20" (without the quotes).
9. Tap the Tab Key one time.
10. Type in numbers "6/30/20" (without the quotes).
11. Tap the Enter Key one time to submit the information. You will be placed at the top of this same form, and the edit boxes will be blank.

Screenshot of the beginning edit boxes (form fields) of the Vendor's Monthly Detail Report Practice Form.

The screenshot shows a web browser window titled "Monthly Report Detail - Windows Internet Explorer". The address bar contains the URL "http://www.brlts.org/monthly%20report%20report.php". The page content includes the title "Monthly Report Detail" and a list of labels on the left side, each corresponding to an empty input field on the right side:

- Month
- Calendar Year
- From Date
- To Date
- Gross Sales
- Restock Coin Mechanism

The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: Off", and the system clock "8:29 AM 12/27/2009".

Activity 4

1. You are on the web page for the Vendor's Monthly Detail Report Practice Form.
2. Press and hold down the Alt Key and tap the left arrow key one time. You will be moved back one web page to the links page of www.brlsts.org. **Note: You might try the Backspace Key from the Vendor's Monthly Detail Report Practice Form to see if this will allow you to move back one web page.**
3. Tap the Tab Key one time and you will be placed on the link called "Vending Practice Order Form."
4. Tap the Enter Key one time and you will be placed on the "Vending Practice Order Form."

Screenshot of the Vending Practice Order Form.

The screenshot shows a web browser window titled "Vending Practice Order Form - Windows Internet Explorer". The address bar shows the URL: <http://www.brlsts.org/vending%20practice%20order.html>. The page content includes:

103 Company
1212 South Street
Nashville, Tennessee 4400
Phone: 112-212-2121
Fax: 112-212-2112

Customer Information

Last Name: _____
First Name: _____
Middle Initial: _____
Business Name: _____
Business Street Address: _____
Business City: _____
Business State: _____
Business Zip Code: _____
Business Phone: _____
Business Fax Number: _____

If shipping address is different than the customer address, please type here: _____

Products

Snickers	\$10 per case
Proctery	\$10 per case
Whynoy	\$10 per case
Herhey's	\$10 per case
Quincy Trail	\$10 per case
Milk Duds	\$10 per case
Butterfinger	\$10 per case
Post	\$5 per case
Coke	\$5 per case
Mountain Dew	\$5 per case
Kitabo Chips	\$10 per case
Crunch Chips	\$10 per case
Total Wt.	\$10 per case
Cookies	\$10 per case
Coffee Cake	\$10 per case
Pringles	\$10 per case

Product (ITEM) Number Ordered (0) TOTAL

Product (ITEM) Number Ordered (0) TOTAL

Product (ITEM) Number Ordered (0) TOTAL

Product (ITEM) Number Ordered (0) TOTAL

Product (ITEM) Number Ordered (0) TOTAL

Shipping is \$1 per case, tax is 5% for total order, including shipping.

Total Cases: _____ Tax: _____ Final Cost: _____

Payment Method

VISA
 MasterCard
 American Express
 Venator

Name as it appears on card: _____
Card Number: _____ Expiration Date: _____ Code on back of card: _____

Shipping Method

Standard
 Next Day \$10 more per order
 Same Day \$25 more per order

Final Cost Plus Shipping Cost: _____

Done

Internet | Protected Mode: Off | 75% | 8:42 AM | 12/27/2009

Activity 5

1. You are on the web page for the Vending Practice Order Form.
2. Press and hold down the Control Key and tap the Home Key one time to be sure you are at the top of this web page.
3. If you are using JAWS or www.satago.com, press and hold down the Insert Key and tap the down arrow key to read the entire page. If you are using WinEyes press and hold down the Control and Shift Keys and tap the letter "r" to read the entire page.
4. Press Control Home to return to the top of this web page, after you have listened to it.
5. Tap the letter "c" to move to a combo box. Do this four (4) times.
6. Press and hold down the Shift Key and tap the letter "c" four (4) times to move back up the combo boxes.
7. Tap the letter "b" one time to hear the "Submit" button.
8. Press Control Home to return to the top of the Web page.
9. Tap the Tab Key five (5) times to move down the edit boxes (form fields) and listen to what is said by each box.
10. Press and hold down the Shift Key and tap the Tab Key five (5) times to move back up (backwards) through the edit boxes (form fields) and listen to what is said by each box.

Activity 6

1. You are on the web page for the Vending Practice Order Form.
2. Press Control Home to make sure you are at the top of this web page.
3. Tap the letter “c” to move to the first combo box.
4. Press and hold down the Alt Key and tap the down arrow key to open (show the list of items) this combo box.
5. Press and hold down the Alt Key and tap the up arrow key to close this combo box.
6. Press and hold down the Alt Key and tap the down arrow key to re-open this combo box.
7. Down arrow to or tap the letter “p” until you hear or see “Payday.”
8. Tap the Tab Key one time to move to the next item.
9. Press and hold down the Shift Key and tap the Tab Key one time to check to be sure “Payday” is the item indicated in the combo box.

Screenshot of a combo box opened, showing the item “Payday” highlighted.

ITEM	Price per case
Snickers \$60 per case	\$60 per case
Payday \$60 per case	\$60 per case
Milkyway \$60 per case	\$40 per case
Hershey's \$60 per case	\$60 per case
Juicy Fruit \$30 per case	\$5 per case
Milk Duds \$40 per case	\$6 per case
Butterfingers \$60 per case	\$5 per case
Pepsi \$5 per case	\$30 per case
Coke \$6 per case	\$34 per case
Mountain Dew \$5 per case	\$36 per case
Potato Chips \$30 per case	\$45 per case
Corn Chips \$34 per case	\$40 per case
Trail Mix \$36 per case	\$50 per case
Cookies \$45 per case	
Coffee Cake \$40 per case	
Peanuts \$50 per case	

Product	Number Ordered	TOTAL
Payday \$60 per case	0	
ITEM	0	
ITEM	0	
ITEM	0	
ITEM	0	

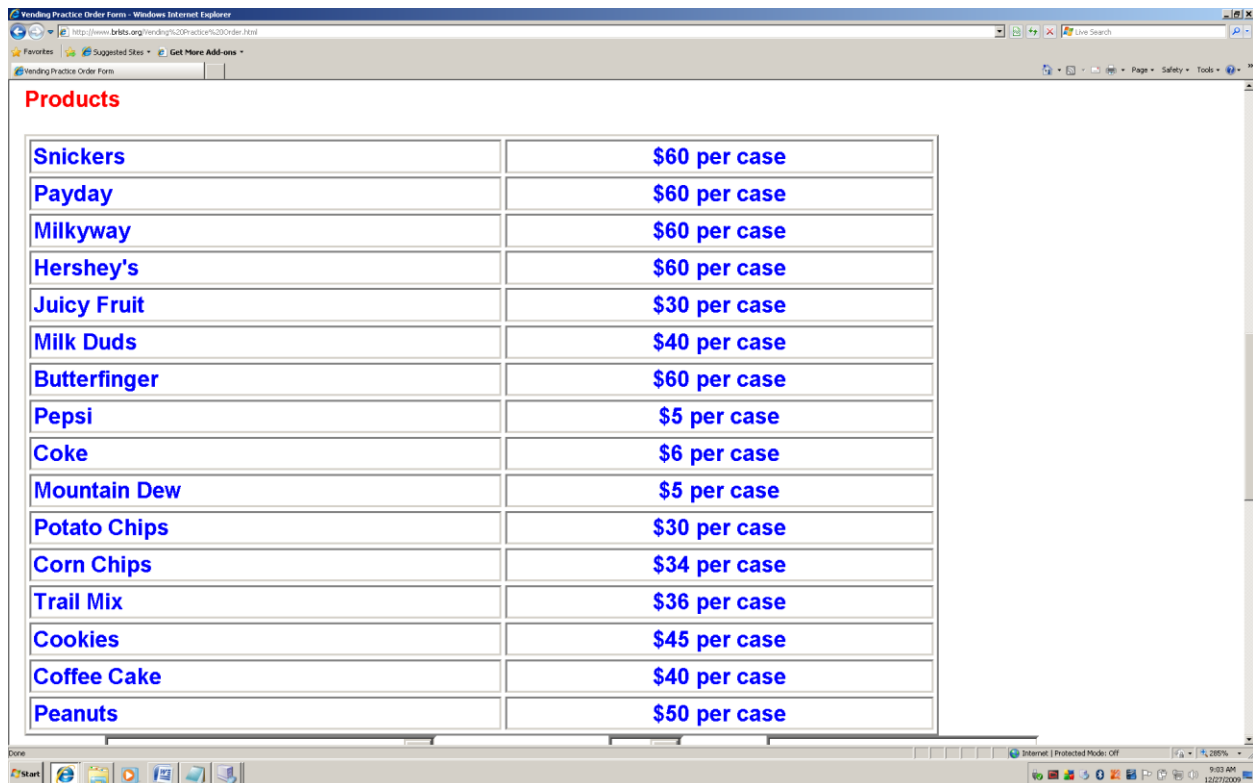
Shipping is \$1 per case; tax is 5% for total order, including shipping.

Total Cases Shipping TAX Final Cost

Activity 7

1. You are on the Vending Practice Order Form web page.
2. Press Control Home to make sure you are at the top of this web page.
3. Tap the letter “t” to move to the table on this web page.
4. Use the navigation commands for your screenreader to move through this table.
5. Find the top left cell and the bottom right cell.
6. Have your screenreader read the column, and then the row.
7. Have your screenreader read the first cell in the column, and in the row.
8. Practice using your arrow keys to move through the table.
9. Practice using Tab and Shift Tab to move through the table.

Screenshot of the simple, two column table, on the Vending Practice Order Form web page.



The screenshot shows a web browser window with the title "Vending Practice Order Form - Windows Internet Explorer". The address bar shows the URL "http://www.brts.org/vending%20Practice%20Order.html". The page content includes a heading "Products" and a two-column table listing various items and their prices per case.

Product	Price per case
Snickers	\$60 per case
Payday	\$60 per case
Milkyway	\$60 per case
Hershey's	\$60 per case
Juicy Fruit	\$30 per case
Milk Duds	\$40 per case
Butterfinger	\$60 per case
Pepsi	\$5 per case
Coke	\$6 per case
Mountain Dew	\$5 per case
Potato Chips	\$30 per case
Corn Chips	\$34 per case
Trail Mix	\$36 per case
Cookies	\$45 per case
Coffee Cake	\$40 per case
Peanuts	\$50 per case

Chapter 22 Review

Test Your Knowledge

1. A web based form does not have which of the following.
 - a. Button
 - b. Table
 - c. File Menu
2. When filling out a web based form you type in which of the following items.
 - a. Form Field (edit box)
 - b. Button
 - c. Link
3. Which key do you tap to check a checkbox?
 - a. Tab
 - b. Spacebar
 - c. Enter
4. Some radio buttons will allow you to only have one of the buttons marked. Which of the following allow you to move to the radio button you want marked, and then Tab to the next item on the form?
 - a. Alt
 - b. Arrow key(s)
 - c. Control
5. A "Captcha" box is which of the following.
 - a. A checkbox.
 - b. A graphical item.
 - c. A form field with a series of graphical letters and numbers near it.

6. Which of the following form items allow you to submit the information you have typed into a form?
 - a. Button
 - b. Link
 - c. Radio button.

7. Which of the following key combinations takes you to the top of a web page?
 - a. Shift Tab
 - b. Home
 - c. Control Home

8. Which of the following key combinations opens a combo box?
 - a. Control up arrow
 - b. Shift down arrow
 - c. Alt down arrow

9. You can use keys such as the Tab, or a letter such as “b” for button, to move forward through a web page or a web based form. Which key and you press and hold down, and then tap the Tab Key or a letter to move backwards through a web page or a web based form?
 - a. Insert
 - b. Shift
 - c. Control

10. Which of the following **will not** move you back one web page?
 - a. Alt left arrow
 - b. Alt right arrow
 - c. Backspace

11. Which of the following will move you forward one web page?

- a. Alt left arrow
- b. Alt right arrow
- c. Backspace

12. What letter, when tapped on a web page or a web based form will move you to a table.

- a. T
- b. B
- c. L

13. A table has which of the following items.

- a. Cell
- b. Row
- c. Column
- d. All of the above.

14. The first cell of a table is in which of the following positions.

- a. Top Right
- b. Bottom Left
- c. Bottom Right

15. Describe how you can read the column in a table you are on.

16. Describe how you can read the row in the table you are on.

17. Describe how you can read the first cell of the column you are on.

18. Describe how you can read the first cell of the row you are on.

19. Which of the following keys do you never hit, during the process of filling out a web based form?

- a. Tab
- b. Enter
- c. Control

20. Write a list of all of the items you can think of which can be found on a web based form.