

Using Skype for Windows Desktop with Window-Eyes

Skype is a popular, free, and cross platform application that enables people to communicate and share information via the Internet. Skype's most popular features include voice and video calls, text chat and file sharing. This worksheet is a supplemental resource for the Skype training webinar and includes the learning objectives as well as several review questions that focus on tips and best practices when using Skype with the Window-Eyes screen reader.

Learning Objectives

- Review the Skype client download and installation steps
- Complete the Skype sign in process
- Identify the components of the Skype user interface
- Configure Skype options recommended for Window-Eyes users
- Practice opening and closing Skype
- Learn how to change Skype online status
- Find contacts and send a contact request
- Answer a call and place a call
- Understand the benefits of Skype Enhanced
- Send instant message and review conversation history
- Send a file and receive a file
- View and edit profile

Review Questions

1. What is the recommended version of Skype to use with Window-Eyes?

Answer:

2. What two pieces of information do you need to sign in to Skype?

Answer:

3. True or False: You must sign in to Skype manually each time you use it.

Answer:

4. What are the five main areas of the Skype window?

Answer:

5. What window is displayed when you select a contact?

Answer:

6. What are the two recommended options that should be checked in the Skype Options dialog and what setting should be selected under the View menu?

Answer:

7. How can you quit Skype?

Answer:

8. What are the five online status options and what menu can you find these options under?

Answer:

9. What are the three ways you can search for contacts and what must happen before you can add someone as a contact in Skype?

Answer:

10. True or False. Using Skype to call someone on their mobile phone or land line is free.

Answer:

11. Once you select someone from your contact list, what keyboard shortcut can you use to call them?

Answer:

12. What is the keyboard shortcut to answer an incoming call?

Answer:

13. What is the keyboard shortcut used to hang up?

Answer:

14. What is the name of the factory installed app that is used to make Skype more usable with Window-Eyes?

Answer:

15. How do you instant message a selected contact?

Answer:

16. What is the Skype Enhanced hot key to read the conversation history?

Answer:

17. What Skype Enhanced hot key speaks the most recent chat message in the conversation history?

Answer:

18. How can you display a comprehensive list of Skype tasks for a selected contact?

Answer: