

BASIC COMPUTERS SKILLS

Refer to PRACTICAL SHEETS n°:
MC25, MC27, MC31, MC34, MC36

Use these TOOLBOX resources:
One Note

Exercise

Learn to recognize the different functions of a computer.

In order for a student to be able to use a computer to address some of their difficulties, it is important that they are comfortable with the basic features of a computer.

In the following exercise, link each of the symbols to its function.

Be careful, the same function can have several symbols.

Remember to:

- Consult practical sheet n° 36 to check your answers



Write a text



Find a document



Turn on/off a computer



Do a search on the internet



Check emails



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OneNote

Exercise

After having consulted the files on the following software:

- Word
- OneNote
- Dysvocal

Complete the following table.

Check the software that allows you to perform the proposed task. If you know of other software that allows you to perform these functions, enter them in "others".

	Word	OneNote	Dysvocal	Others
Writing a text				
Write/adapt a written text with one click (highlighting complex sound, spacing between words/letters...)				
Oralizing the written word/immersive reader				
Dictate a text				
Correcting spelling				
Word predictor				