# Computer

Goal: To independently access computer to complete school assignments

OBJECTIVES:

1. [student] will be able to open a program on the computer
2. [student] will be able to create a new file
3. [student] will be able to save a file to the hard drive or disk
4. [student] will be able to print the file/document
5. [student] will be able to navigate within the document using [a mouse, tool bar, short cut keys, function keys]
6. [student] will be able to format document by adjusting page margins
7. [student] will be able to adjust viewing/sound to meet needs [adjusting size of font, color, contrast sound, speed, pitch]
8. [student] will be able to insert [words, page break, header/footer] within a document
9. [student] will be able to delete [words, phrases, sentences] within a document
10. [student] will be able to copy and paste information within a document.
11. [student] will be able to use spell check to check document
12. [student] will be able to use the help function to troubleshoot
13. [student] will be able to navigate with 2 or more documents
14. [student] will be able to navigate with multiple programs

# Screen Reader

Goal: To independently use a screen reader to access computer

OBJECTIVES:

1. [student] will be able to load software
2. [student] will be able to turn voice on/off
3. [student] will be able to adjust [speed, pitch, volume]
4. [student] will be able to navigate within a document
5. [student] will be able to access the help file/manual to troubleshoot