

DIGITAL COMMUNICATION TOOLS

Course Outline

- I. Technology Skills for Life, Career and Academic Success
 - A. Digital Life in the 21st Century
 - B. Your Computer Inside and Out
 - C. Storage Media
 - D. Files and Folders
 - E. Creating, Savings and Storing Files
 - F. Opening, Renaming, and Saving Data Files
 - G. Managing Your Files
- II. Internet Safety
 - A. Safe Online Communication
 - B. Privacy Protection
 - C. Cyberbullying
 - D. Viewing Inappropriate Material
 - E. File Sharing
 - F. Appropriate Communication with Adults
- III. Keyboard Learning Skills
 - A. Work-Area Arrangement
 - B. Keying Position
 - C. Learning New Alpha-Numeric Keys
 - D. 10-Key Pad
 - E. Speed and Accuracy
- IV. Note-Taking Skills
 - A. Creating Notebooks, Sections and Pages
 - B. Outlines and Drawing Tools
 - C. Adding Space and Data
 - D. Changing Appearance of Pages
 - E. Handwritten Notes
 - F. Creating Subpages
 - G. Translating Handwritten Notes
 - H. Flags and Sticky Notes

- I. Resize, Split and Reorder Containers
 - J. Templates
 - K. Sides Notes and Capturing
 - L. Working with Pictures
 - M. Downloading from the “Cloud”
 - N. Communicating with SmartPhone
- V. Word Processing Skills
- A. Word User Interface
 - B. Eight Keys of Great Communication
 - C. Boundaries and Guidelines
 - D. Proofing and Accuracy
 - E. Adding Words to the Dictionary
 - F. Formatting and Accessibility Tools
 - G. Alignment Tools
 - H. Applying Styles
 - I. Memos
 - J. Numbered Lists
 - K. Tabulations
 - L. Correcting Correspondence
 - M. Collaboration Tools and Proofreader’s Marks
 - N. Modified and Block Style
 - O. Envelopes
 - P. Building Tables
 - Q. Complex Tables
 - R. Formatting Tables
- VI. Speech Recognition
- A. Setting Up and Training Speech
 - B. Learning Commands
 - C. Opening and Closing Applications
 - D. Dictating, Deleting Text and Punctuation
 - E. Formatting Text
 - F. Adding Words and Commands

VII. Mobile Devices

- A. Advantages and Disadvantages
- B. Time and Calendar Preferences
- C. Send and Receive Data
- D. Input Methods
- E. Creating, Searching and Editing Contact Entries
- F. Maintain Address Book or Contact List
- G. Attach Notes to Task
- H. Write, Edit, delete and Attach Memos/Notes
- I. Using Calculator
- J. Navigating the Internet
- K. Managing Multimedia Elements
- L. Recording Function

VIII. Handwriting Recognition

- A. Digital Pens
- B. Electronic Signatures
- C. Input Data into Mobile Device
- D. Other Types