

LOW ADULT SECONDARY:

Individual can work with or learn basic computer software, such as word processing; can follow simple instructions for using technology. Individuals at this level have mastered the competencies at Low Intermediate ABLÉ level and will demonstrate the following competencies before advancing to the next level:

- 1.1 Create a business letter using a word processing program.
- 1.2 Reformat margins, spacing, justification, and tabs within documents.
- 1.3 Select and use the appropriate document template for different types of documents.
- 1.4 Create supporting visual aids for a simple presentation.
- 1.5 Create simple tables.
- 1.6 Copy tables to a separate document.
- 1.7 Troubleshoot computer problems by checking electrical connections and using computer support materials.
- 1.8 Access and use the HELP function.
- 1.9 Send and receive e-mail messages with attachments.
- 1.10 Access a specific Web page (URL) and search the Web using a variety of tools.
- 1.11 Utilize e-mail, news groups, or other web browser applications to obtain information on a selected topic.
- 1.12 Evaluate and select appropriate information from multiple resources to complete a research assignment.
- 1.13 Access, utilize, and research resources daily through the World Wide Web.
- 1.14 Install and use a new software program.

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Instructor/Student Comments and Observations:
