



## **TECHNOLOGY OLYMPICS SKILLS – NOTETAKER – LEVEL 1**

These are the skills needed to achieve the highest rating possible using a NOTETAKER. Ribbons will be given for independent set-up of ALL equipment.

The student will be able to:

- set-up all equipment.
- create a file.
- enter test name and student number
- enter given text (numbered word list and short sentences)
- format using new paragraph/new line
- use delete/insert commands as needed to complete the assignment
- proof text and make corrections as needed
- print the document for judging

You will be REQUIRED to PROVIDE the following materials for the competition:

- A NOTETAKER
- EARPHONES
- INK PRINTER
- PAPER
- PRINTER CABLE
- EXTENSION CORDS
- MULTIPLE OUTLET STRIP
- TAPE RECORDER AND EARPLUGS/HEADPHONES IF TAPED TEST REQUESTED

It is the policy of Region 10 Education Service Center not to discriminate on the basis of race, color, national origin, gender or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 503 and 504 of the Rehabilitation Act of 1973, as amended. Region 10 Education Service Center will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational programs and services.