



TECHNOLOGY OLYMPICS SKILLS - NOTETAKER – LEVEL 3

1. Create a file
2. Skip lines
3. Centering
4. Paragraph format
5. Format of block style letter
6. Compose a thank you letter to a sponsor of an event you attend (content will not be provided, however sponsor information will be given) block style
7. Insert page breaks
8. Copy and paste
9. Find and replace
10. Proofread for spelling errors
11. Inserting additional passages where requested
12. Single-space and double-spaced format
13. Printing multiple pages
14. Input at least 15 words per minute
15. At least a 5th grade reading and writing level

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.