

# Basic computer tools manipulation referential





## Context

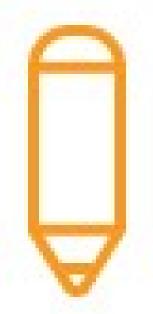
The use of technology can be very useful for pupils with special needs. Indeed, the demands in terms of written production, speed of writing and reading increase over the years, and the gap with other children widens if nothing is done to compensate for difficulties in writing or reading. However, the benefits of computer support depend on technological accessibility, i.e. on the means used to help the pupil learn to use the computer and software.



## Presentation

The most important thing about using a computer in the classroom is to teach the student how to use it and to know which software to use for which problem (reading, writing, etc.). It is necessary for someone close to the student to invest time, energy and skills, or to go to a speech therapist or other professionals. Basic learning consists of :

- Knowledge of the basic functions of the computer
- Knowing which software to use according to the learning situation
- Automatizing the use of the keyboard



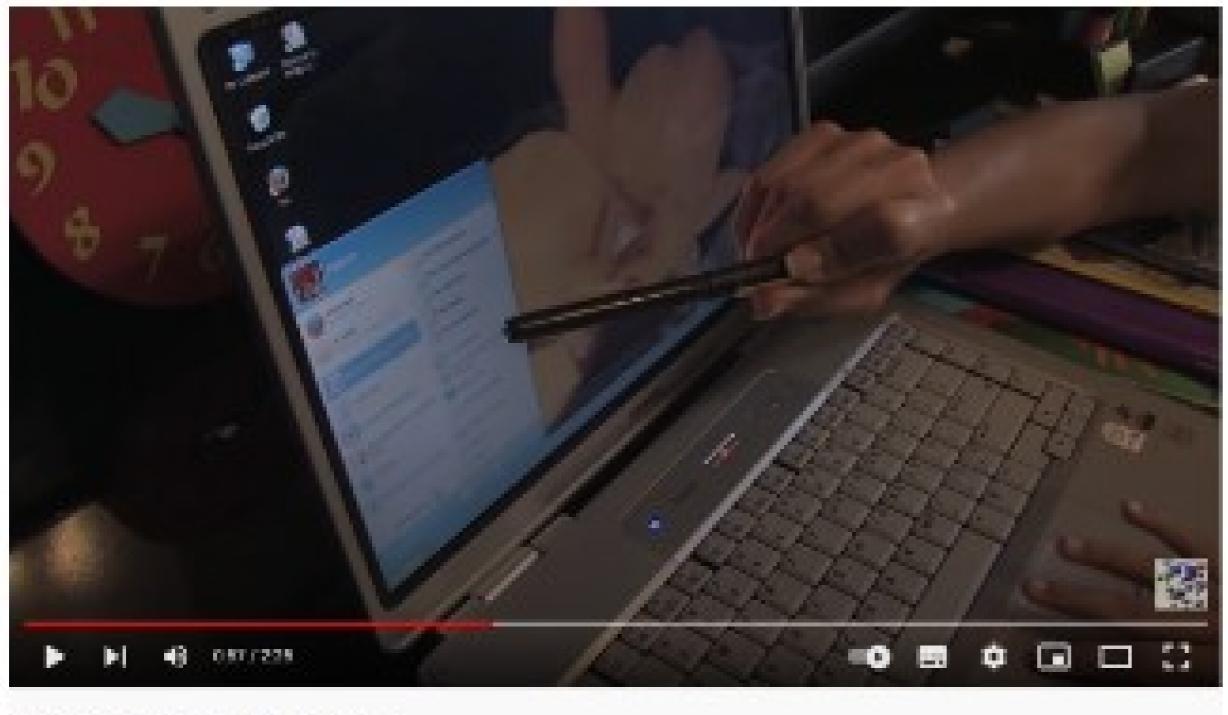
# Referential of the basic manipulations of a computer

### 1<u>- Knowledge of the basic functions of the computer</u>

To teach young people the basic functions of using a computer, it is important to show and practice. It is also useful to have a practical guide with the basic handling

- Switching on/off
- Copy/paste; double click; use the mouse
- Opening a page/software
- Do a search on the internet etc...

There are several youtube videos that allow you to learn the basic manipulations <a href="https://www.youtube.com/watch?v=3Z0AGuniyrl">https://www.youtube.com/watch?v=3Z0AGuniyrl</a>



#### 2- Understand how software works

It is important not to use too much software as support in school. It is necessary to find one or two that are adapted to the needs of the young person.

For each of them, it is necessary that the young person learns:

- when and why to use it?
- how to use it easily and quickly?

The table below allows the student to know which software to use for which need(s):

	Word	OneNote	Dysvocal	Others
Writing a text	X			<ul><li>Note</li><li>publisher</li></ul>
Write/adapt a written text with one click (highlighting complex sounds, vowels/consonants, spacing between words/letters)		X	X	
Oralizing the written word/immersive reader	X	X	X	<ul><li>Microsoft</li><li>Onedrive</li></ul>
Dictate a text	X	X	X	<ul> <li>Dragon</li> <li>Google Docs Voice</li> <li>Typing</li> </ul>
Correcting spelling	X			<ul> <li>Antidote</li> </ul>
Word Predictor			X	<ul> <li>phonoWritter</li> <li>Skippy</li> <li>WordQ</li> </ul>

#### 3- Automating the use of the keyboard

One effective way is to put colours on the keyboard. The colours make it easier for the eye to find the letter it is looking for; it is no longer a letter but a colour associated with it. Thanks to the colour code, the DYS student can find his way around the keyboard more quickly and easily.

There is free software for practicing keyboarding:

- --> Klavaro
- -->RapidTyping, typing tutor

Learning games for younger children:

- --> Type fast (fast word typing)
- --> Tuxtype 2 (letter typing game)



#### Resources

#### Guide to Learning Computer Skills:

https://www.cdw.com/content/cdw/en/articles/software/guide-to-learning-computer-skills.html

Learn to use keyboard: https://klavaro.sourceforge.io/en/index.html