

## Office automation training for Deficient Visual

<p style="text-align: center;"><b>Objectives</b></p> <ul style="list-style-type: none"> <li>• Master the office automation tools of the occupational environment.</li> <li>• Dominate the specific components to the visual deficiency.</li> </ul>	<p style="text-align: center;"><b>Target audience</b></p> <ul style="list-style-type: none"> <li>• To every partially blind person wishing to take advantage of adapted computing solutions.</li> </ul>
<p style="text-align: center;"><b>Windows Environment (1 in 2 days)</b></p> <ul style="list-style-type: none"> <li>• Presentation of Windows,</li> <li>• Current Manipulations,</li> <li>• Windows,</li> <li>• Management of files and documents,</li> <li>• Launch of applications,</li> <li>• Hot keys,</li> <li>• Configuration panel,</li> <li>• Saving,</li> <li>• Creation of user profile.</li> </ul>	<p style="text-align: center;"><b>Microsoft Word (1 in 3 days)</b></p> <ul style="list-style-type: none"> <li>• Presentation of Microsoft Word,</li> <li>• Creation and management of the document,</li> <li>• Customization of the software,</li> <li>• Recording of models,</li> <li>• Format,</li> <li>• Style,</li> <li>• Automatic Contents,</li> <li>• Creation of models,</li> <li>• Head and foot of page,</li> <li>• Creation of tables with Word.</li> </ul>
<p style="text-align: center;"><b>Aid programme in the reading (1 in 3 days)</b></p> <ul style="list-style-type: none"> <li>• Character Enlarger Zoomtext or Magic,</li> <li>• Web Reader (HPR Home Page Reader).</li> </ul>	<p style="text-align: center;"><b>Microsoft Excel (1 in 3 days)</b></p> <ul style="list-style-type: none"> <li>• Presentation of Excel,</li> <li>• Files and sheets,</li> <li>• Format,</li> <li>• Formulae,</li> <li>• Functions,</li> <li>• Graphics,</li> <li>• Some functions of database.</li> </ul>
<p style="text-align: center;"><b>Initiation into Internet tools (1 in 2 days)</b></p> <ul style="list-style-type: none"> <li>• Web Browsers,</li> <li>• Configuration of the browsers,</li> <li>• Engines and research engines,</li> <li>• E-mail,</li> <li>• Newsgroups.</li> </ul>	