

KURZWEIL 3000 ESSENTIAL SKILLS GUIDE AND ASSIGNMENTS

RATIONALE AND EXPLANATION:

This guide and the accompanying assignments have been written with a view to helping new users quickly become competent and confident in using Kurzweil 3000, even those with relatively little experience with computers. The guide can be used as a reference for someone who is just beginning to use the program. Or, the assignments can be used with the guide to help individuals learn the basics of Kurzweil 3000 either on their own or in the context of a hands-on workshop.

There has been no attempt to showcase or even introduce many powerful features of Kurzweil 3000. I have found that it is often overwhelming for new users when too many of the features are introduced all at once. I have attempted here to offer new users an opportunity to experience immediate success in using the essentials of the program--scanning and working on screen with text.

It is my hope that initial success in using Kurzweil 3000 will lead naturally to an exploration of the many other features that can be used to help meet such a wide range of needs.

It should be noted that there are three files that make up the set of practice exercises. There is the document that outlines the suggested assignments as well as two files that contain the material that is to be scanned in order to complete the assignments.

I welcome constructive feedback of any kind.

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