

## Recommended Technical Skills for Students

### Internet

- Install and configure an Apex Learning supported web browser and browser plug-ins
- Use a web browser to access the internet
- Sign in to the Apex Learning web site
- Use a search engine
- Upload and download files
- Play videos and audio files
- Use headphones

### Word Processing

- Create new documents
- Open and edit documents
- Save and print documents
- Use formatting such as bulleted and numbered lists
- Copy, cut, and paste text
- Use a spell checker, dictionary, and thesaurus

### Distance Learning Students

- Create and send an email message
- Attach files to an email message
- Receive and reply to messages
- View and save email attachments
- Scan and fax documents

### World Language Courses

- Use a microphone
- Use audio recording software

Copyright © 2015 Apex Learning Inc. Apex Learning® and the Apex Learning logo are registered trademarks of Apex Learning Inc.