

# Office Applications

Andrew

- ✚ Proficiency in the use of MS Office tools so that papers, projects, and presentations in other classes are professionally prepared.
- ✚ Develop mastery of alphabetic keyboard, including alpha, numeric, and command keys.
- ✚ Develop the ability to format documents.
- ✚ Develop the ability to use automatic features the computer equipment provides to perform various editing functions.
- ✚ Process documents that are acceptable in format, language usage, error detection and correction.
- ✚ Develop work habits that are important to success in school and business.
- ✚ Develop speed and accuracy in using the computer keyboard.
- ✚ Develop proofreading techniques.
- ✚ Learn the basics of MS Word 2003 and MS Excel 2003 in conjunction with the above.

