

Office Applications

- ☉ 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.

In this class I expect to earn a high B or a low A. I hope to learn how to type and use the computers helpful functions. I work hard and I pay attention, and I hope that I leave this class with computer skills that I can use in everyday life.

