

OFFICE APPLICATIONS

Course Goals;

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



Alli Webster

This Year in Office Applications I expect to improved my typing time. I also look forward to learning how to write I resume for future reference.