

COMPUTER APPLICATIONS

Brian Garber

Course Goals:

- ▣ 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.

Dear Mom and Dad,

I expect to earn an “A” in Mr. Horner’s Office Applications class. I hope to master the skills necessary to become effective in the business world as well as build on my knowledge of HTML and web page design.

Love,

Brian

