

Office Applications

What I will learn

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



Brooke Shanks

In this class I will learn a the proper way of typing. I will also learn how to create a website and more about technology. I will learn more about technology in general. I think that in this course I will receive at least a B. I'm a hard worker and constantly listening to learn more.