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 is 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.

After reviewing the course, I expect to get a low A or high B because I can do most of the list above beforehand. I hope to advance my computer skills with the projects and work that the teacher has planned for us to do. What I do learn in this class, I hope to carry on with me for later in life so I can teach my friends and relatives about computer skills that can/might be essential for later in life.

Caitlyn Canfield