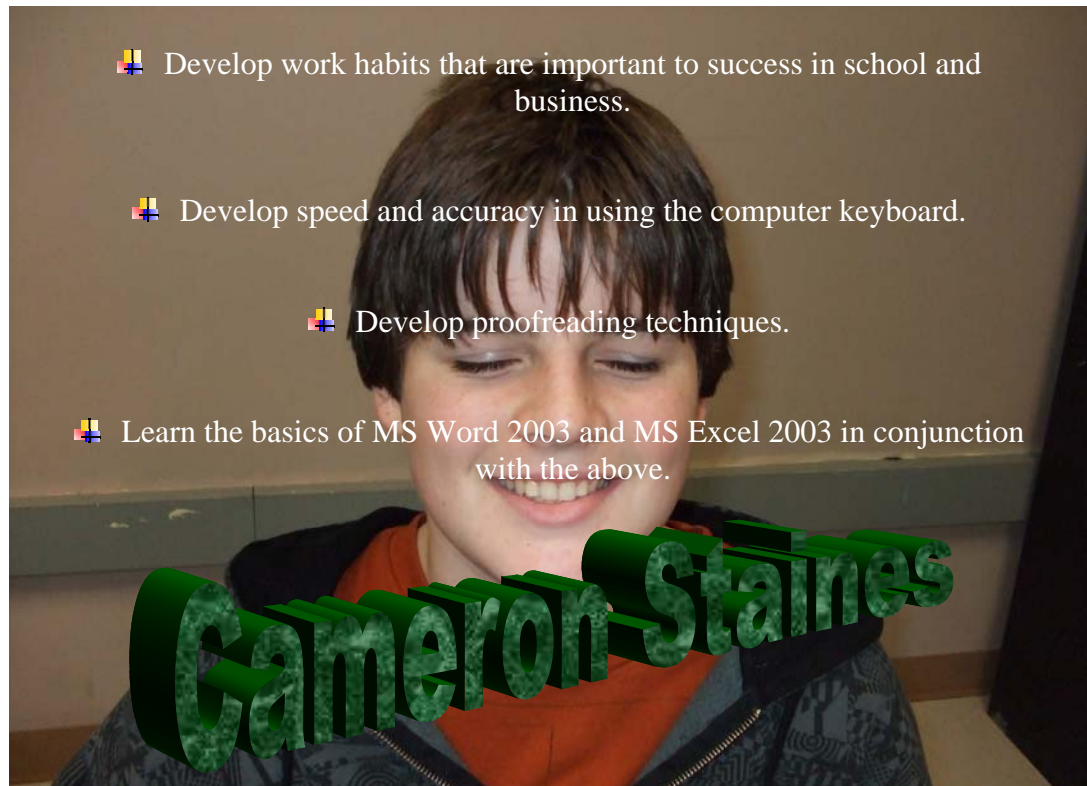


OFFICE APPLICATIONS

- ✚ 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



My main goal of office applications is to be able to type without looking at the keyboard, I also want to be better at working a computer.