

# COMPUTER 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 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 Microsoft Office 2007 in conjunction with the above.
  - A. Keyboarding Review
  - B. Speed and Accuracy development (ongoing)
  - C. MS Word - Creating and Editing a Word Document – Announcement
  - D. MS Word - Creating a Research Paper
  - E. MS Word - Creating a Resume and a Cover Letter
  - F. MS Excel - Creating a Worksheet and an Embedded Chart
  - G. MS Excel - Formulas, Functions, Formatting and Web Queries
  - H. MS Excel - What-If Analysis, Charting, and Working with Large Worksheets
  - I. MS-PowerPoint 2007-Creating and Editing a Presentation
  - J. MS-PowerPoint 2007-Creating a Presentation with Illustrations and Shapes
  - K. Microsoft Access 2007-Creating and Using a Database
  - L. Microsoft Access 2007-Querying a Database
  - M. Microsoft Access 2007-Maintaining a Database

I expect to earn an “A” in this course



CAROLINE CHUNG