

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 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.



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