

# Office Application

- ❖ 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. Keyboarding Review

In this class I expect to get between an A and B because I am a hard worker and I will type using the right formats and functions. I will always pay attention and will try not to miss any work.

## Heather Ignatius

<http://www.geocities.com/dancer.0153/>

