

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.

During this course, I hope to better improve my typing skills and become a better worker on computers. I hope to learn more about what Microsoft Word has to offer. I also hope to learn about making my own website and uploading information to it on a regular basis to make a blog. I'm looking forward to expanding my horizons on the computer and becoming a better student.



David Haas