

COMPUTER APPLICATIONS

1. Develop mastery of alphabetic keyboard, including alpha, numeric, and command keys.
2. Develop the ability to format documents.
3. Develop the ability to use automatic features the computer equipment provides to perform various editing functions.
4. Process documents that are acceptable in format, language usage, error detection and correction.
5. Develop work habits that are important to success in school and business.
6. Develop speed and accuracy in? using the computer keyboard.
7. Develop proofreading techniques.
8. Learn the basics of MS Word 2003 and MS Excel 2003 in conjunction with the above.

I expect to get an A in this class. I will work hard and already have some experience with computers. This will help me to get this grade.



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