

Jason Weingarten

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.
- ☑ 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.
- ☑ Learn the basics of MS Word 2003 and MS Excel 2003 in conjunction with the above

I expect to earn an A in this class. In order to get this grade, I will make sure I turn in all of my assignments in time.