

# Computer Applications

## ➤ What I am going to learn

- 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.



# **Kiyvan Savar**

**In this course I am expecting to earn a grade in the B to low A range. I think that with the step-by-step instructions to utilizing the computer I can't get that low of a grade. And seeing as how I have used a computer before, not too much of this experience will be very new to me.**