

COMPUTER 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.

I expect to earn an A for my grade in Office Applications. I am very tech-savvy and follow the directions. I enjoy typing and Mr. Horner is my favorite teacher. I will be respectful of him and my classmates. I will work hard and do all of the required work and more! Overall, I think it will be a great semester in Office Applications and I will do well.



Lily Gordon