

Office Applications



Elizabeth Berezna

🌀 What we will be learning

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.

In this class, I hope to get an "A". I will accomplish this goal by paying attention in class, doing all the assigned work, and trying my best. Right now, we are working on our typing skills, and we will then be working on building our websites on Monday.