

# Michele Levy

## 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.
- 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 be able to learn how to type faster, and more accurate. I also want to be able to work with computers better and be able to design my own website. I hope to do well in this class and ultimately get an A at the end of the year.