

## COMPUTER APLICATIONS

- 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 Microsoft Office 2007 in conjunction with the above.

I am going to try to get an A in this course. Every day I will work as hard as I can, and try my best. I will always pay attention to the teacher and ask all my questions. I will always come prepared to class and ready to learn new things about computer and technology. This course will increase my know in computer, which is a very important tool that I use every day.



**Maria LLaneza**