

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



Emma Howard