

Office Applications

Course Description

- This course provides instruction in MS Word and MS Excel. It is a one-semester course designed to enable students to master fundamental computer skills necessary in college and business. Students use Microsoft Office 2003 to create professional documents. Topics in MS Word and MS Excel are covered in project form and include creating and editing documents such as research papers and resumes using wizards (templates) in the instruction process. The MS Excel projects include creating a worksheet with an embedded chart, formulas, functions, formatting and Web queries.

Things I Will Learn in Office Application

- 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.