

Office Application



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- ❖ 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 will be A. I cannot get except A... is kidding. I think B or C. If I can speak English well, then I can do it better. But, now, I am satisfied even if I get B or C. I am getting better. Cool.