

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.

During this course, I expect to become more knowledgeable on my computer, and typing skills. I expect to learn how to type the correct way, and to know where to place my fingers on the keyboard. I also hope to learn about all the different applications of Microsoft word, and to learn how to make new things on word. Also, making one of my own webpage's, is also something I would like to learn, and explore.

