Introduction to MS Office

This course is designed to assist you in developing skills in touch keyboarding and correct manipulation of the computer using proper keyboarding techniques and drills for speed and accuracy.   Additionally, you will have opportunities to learn and utilize Microsoft Word and Excel software programs.

Units Covered:

- Business Letters
- Reports
- Tables
- Spreadsheets

- Memorandums
- Charts
- PowerPoint
- And Much More!!

Attendance:

- Attendance on a regular basis is essential to your success in this course.
- Little homework is required if you are present and use your work time wisely.
- If you are absent, see me for handouts and assignments---this is YOUR responsibility!
- You will take any quizzes, if given, on the day you return.

Evaluation:

- Timings = 20%
- Assignments = 35%
- Tests and Quizzes = 45%

Materials Needed EACH Day:

- Pen/Pencil
- Folder
- Notebook (Small...70 pages or less)
- Assignment Notebook
- Positive Attitude and a Smile ☺
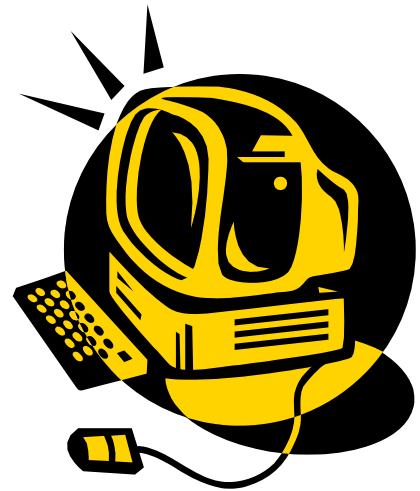
Timings:

Timings will be taken twice a week. Errors in excess of the limits will be subtracted from your GWAM (with a maximum of five errors). Only your top two timings will be graded. A breakdown of the timing/grading scale is on a separate handout.

I Need Help!!!

I am more than happy to help you with assignments any time. I am available both before and after school---just schedule an appointment with me.