Course Information
Location: Check with your counselor
Offered to: Grades 6-8
Credits: .50 credits
Length: One Semester
Fees: Lab fee may be required

Course Description
You will:
• Learn and demonstrate correct technique
• Navigate a word processing document
• Complete basic and advanced word processing formatting
• Edit and review documents using word processing tools

You Will Learn:
• Manage files
• Know keyboarding shortcuts
• Create business and personal letters
• Create envelopes and labels
• Create reports including title page, table of contents, and reference pages

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February 2022