

Name: \_\_\_\_\_ Date: \_\_\_\_\_

You will learn many important facts about software programs in Computer Applications class and have the opportunity to practice and improve your technical skills. In this class, you will learn how to use features in Microsoft Word that will make you a better communicator to all kinds of individuals such as visual learners, business owners and fellow professionals. When you are learning how to make Excel spreadsheets, you will be computing your food cost forms with a computer instead of using paper, pencil and calculator, so you will have an accurate menu price in a few minutes instead of an hour. The Power Point training you will receive will enable you to make both interesting and entertaining presentations that we will watch and listen to in the final week when your group presents a final project. This class will be both enjoyable and challenging.

Words 144

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Minutes: \_\_\_\_\_

Words per minute: 144 / \_\_\_\_\_ minutes = \_\_\_\_\_