**Learner Outcomes**

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1. **Keyboarding**
   1. Students will become familiar with the keys
   2. Students will use correct keying technique
   3. Students will type fluently
   4. Students will use proper posture
   5. Students will apply this to other assignments/projects
2. **Microsoft Word**
   1. Students will learn how to create a variety of different documents
   2. Students will learn how to create new folders
   3. Students will learn how to create, save, and open documents
   4. Students learn to communicate through multimedia
   5. Students will learn know how to format texts/graphics
   6. Students will understand the purpose for using this program
   7. Students will be able to use this for real world situations
3. **Microsoft PowerPoint**
   1. Students will learn how to create a multimedia presentation
   2. Students will learn how to transition between slides
   3. Students will learn to create animations
   4. Students will learn how to format text/graphics
   5. Students will learn how to apply music to the presentation
   6. Students learn to communicate through multimedia
   7. Students will communicate and present through technology to incorporate other forms of assignments/projects
   8. Students will understand how this program may be beneficial with other future assignments/projects.
4. **Microsoft Excel**
   1. Students will learn how to create spreadsheets
   2. Students will learn how to merge cells
   3. Students will learn how to change the height and width of a cell
   4. Students will learn how to use the calculations function properly
   5. Students will learn how this program can be beneficial for future use.