

Computer Office/Business Software

Instructor: Kristi Brummal

Grades: 7th-12th

Fee: \$30/Month Tuition, plus one-time \$20 supply fee

Materials: **MUST** Have Microsoft Office and Laptop Computer. ***No exceptions.***

Course Description: Learn the Microsoft Office Suite of Software, Adobe PDF, and compare with Google online software suite. Learn how to format letters, business and personal correspondence, creating forms and formfills, work in spreadsheets with formulas, graphs, linking sheets and workbooks, create effective presentations and slideshows, learn how to export to pdf and utilize the productivity features of PDFs.