

# Our Lady of the Assumption School

## Computer Class

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Through the process of using *Type to Learn* and the *Microsoft Office* applications, kindergarten through eighth grade students increase their keyboarding speed and improve accuracy. In addition to computer class lessons that focus on the individual applications included in the *Microsoft Office* Suite, assignments from other classes are completed in the computer lab that employ the use of those programs, allowing our students to become well acquainted with the various functions of *Word*, *Publisher*, *Excel*, and *PowerPoint*. Additionally, the *KidPix* software provides opportunity for artistic expression and creativity, while select educational Web sites are utilized to integrate the use of critical thinking and language arts skills into the curriculum. In the course of using the Internet as an educational tool, safety and responsibility are always emphasized, and students are closely monitored when conducting research or visiting Web sites on school computers.