This full-year class provides a review of proper keyboarding techniques by learning to type by touch. Using Microsoft Office 2019, students will become proficient in creating MLA reports, employment letters, resumes, PowerPoint presentations, and Excel worksheets. *This class is a prerequisite to Web Programming and Computer Science.* **This class is counted as a high school credit, even if taken in 8th grade, fulfilling one (1) of the two credits required for high school graduation.**