

## PERSONAL LEARNING GOALS FOR THIS COURSE

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*FRIDAY 16<sup>TH</sup> JANUARY, 2026*

I want to learn how to create professional reports with the ability of making use of Microsoft word occassionally. I aim to develop practical skills that will enhance my document creation and management abilities.

### **MY LEARNING GOALS:**

1. Ability to work effectively on Microsoft word and create professional report using different methods.
2. I will love to know more about using the navigation tools and go to features.
3. I need to understand how to properly share document using Emails.

By achieving these goals, I will be able to work more efficiently with Word documents in both academic and professional settings.

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