

Word Processing II - IS109

Section: IS109 816232S Online

Section Type: Lecture

Credit Hours: 1.00

Course Description: Word processing skills that include how to add visual appeal; mail merge, tables and columns; enhance presentation of text with charts; use macros; create and apply styles.

Course Notes: Repeatable once for graduation credit if using a different software package. Students who do not have the required prerequisites must receive Departmental consent before enrolling.

Section Notes: This course covers the Microsoft Word software (available for free student download).

WHEN

Days: Arranged

Times: Arranged

Start Date: 02/05/2024

End Date: 05/02/2024

WHERE

Online

INSTRUCTOR

AMBER BRAWNER

BOOKS

Title: BENCHMARK SERIES MICROSOFT WORD 365 LEVE

Author: RUTKOSKY

Required: Yes