Word Processing II - IS109

Section: IS109 826252S Online
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.
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WHEN Start Date: 03/02/2026 End Date: 05/07/2026
Days:
Arranged
Arranged

INSTRUCTOR
GENERAL STAFF
BOOKS
Title: BENCHMARK SERIES MICROSOFT WORD 365 LEVE
Author: RUTKOSKY
Required: Yes