Word Processing II - IS109

Section: IS109 836231S 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: 10/02/2023
End Date: 12/07/2023
WHERE
Online
INSTRUCTOR
AMBER BRAWNER
BOOKS
No textbooks for this course.