

Word Processing II - IS109

Section: IS109 846192S 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: Please check your device technical specification for downloading the Microsoft Office 2019 suite. <https://products.office.com/en-us/office-system-requirements?rtc=1#coreui-contentrichblock-1zj29rj>

WHEN

Days: Arranged

Times: Arranged

Start Date: 05/04/2020

End Date: 05/29/2020

WHERE

Online

INSTRUCTOR

AMBER BRAUNER

BOOKS

Title: BENCHMARK SERIES: MICROSOFT WORD 365

Author: RUTKOSKY

Required: Yes