

## Word Processing II - IS109

---

**Section:** IS109 846232S 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: 04/29/2024

End Date: 05/24/2024

### **WHERE**

Online

### **INSTRUCTOR**

AMBER BRAWNER

### **BOOKS**

Title: BENCHMARK SERIES MICROSOFT WORD 365 LEVE

Author: RUTKOSKY

Required: Yes