

## Word Processing II - IS109

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**Section:** IS109 846242S 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.

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**WHEN**

Days: Arranged

Times: Arranged

Start Date: 05/05/2025

End Date: 05/30/2025

**WHERE**

Online

**INSTRUCTOR**

AMBER BRAWNER

**BOOKS**

Title: BENCHMARK SERIES MICROSOFT WORD 365 LEVE

Author: RUTKOSKY

Required: Yes