

Word Processing II - IS109

Section: IS109 856211S 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: 12/06/2021

End Date: 12/31/2021

WHERE

Online

INSTRUCTOR

AMBER BRAUNER

BOOKS

Title: BENCHMARK SERIES: MICROSOFT WORD 365

Author: RUTKOSKY

Required: Yes