

Word Processing II - IS109

Section: IS109 856251S 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: 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.

WHEN Start Date: 12/01/2025 End Date: 12/26/2025

Days:

Arranged

Arranged

INSTRUCTOR

GENERAL STAFF

BOOKS

Title: BENCHMARK SERIES MICROSOFT WORD 365 LEVE

Author: RUTKOSKY

Required: Yes