

CBOT 474 Intermediate Word Processing

CBOT 474 INTERMEDIATE WORD PROCESSING

Work with tables, pictures and shapes; edit and review documents using comments and track changes; learn how to integrate other office applications with Word; use mail merge, templates, and macros; use content controls to create forms; master documents, and desktop publishing and graphics features. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Prerequisites: Completion of, or concurrent enrollment in CBOT 472 or equivalent.

Transfer Credit: CSU

