

CIS-84 — WORD PROCESSING: WORDPERFECT FOR WINDOWS

About This Course

Transfer: CSU

3.00 units

Prerequisite: None., Advisory: CAT-51.

Description: Introductory, intermediate, and advanced document formatting using WordPerfect for Windows. Students create fliers, letters, memos, reports and office documents. Topics include mail merge, table basics, advanced features and text editing tools of WordPerfect for Windows. Students create reference documents, online forms and newsletters. Topics may include the use of macros and collaboration and integration tools. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CAT-84) (Letter grade only)