

CAS 216A: Beginning Word

Introduces the basics of Microsoft Word to create, edit, and print basic documents such as letters and memos and become familiar with the program's writing tools.

This course is presented in a lecture/lab format. Other methods such as instructional worksheets, videotapes, demonstrations, or one-on-one instructions may be used. Out-of-class preparation will be required.

Credits: 1

Prerequisites: Recommended: Placement into RD 115 and WR 115; keyboarding 25 words per minute. Audit available.

Program: [Computer Applications and Office Systems](#)

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