

CAS 217 : Intermediate Word

Introduces additional concepts of Microsoft Word to enhance documents through advanced features. Includes working with images; creating/using styles; formatting multi-page documents using advanced features of headers/ footers and section breaks; integrating software to create and format tables and charts; using advanced mail merge; creating documents with columns; creating and using fill-in forms.

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

Credits 3

Prerequisites

Instructor permission also accepted.

Subject

[Computer Applications Systems](#)

Course Outcomes

Upon completion of the course students will be able to:

- Use advanced features of Word to efficiently produce documents.
- Create, analyze, and critique documents to meet professional and industry standards.

Prerequisite Courses

[CAS 216](#)