

BST220 : Advanced Word Processing Application

Students learn proficiency using many of the advanced functions and special features of a comprehensive word processing package. Course content includes: tabs, print styles and sizes; macros; data manipulation; basic mathematical computations; advanced editing and formatting features; custom document elements; special text features like outline, columns, forms, merges; and graphic elements. Managing document options and setting are also covered. [BST110](#) and [BST220](#) cover all the material for the Microsoft Office Specialist Word Expert Certification exam.

Credits 3

Prerequisite Courses

[BST110: Computer Applications](#)

Semester Offered

Spring