

OST 134 Text Entry & Formatting

COURSE DESCRIPTION:

Prerequisites: OST 130

Corequisites: None

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. Course

IV. Specialized forms and tables

- A. Order forms
- B. Billing forms
- C. Financial statements
- D. Balance sheets
- E. Complex tables

V. Word procesBillin 213.2 (r)8.g a3 (y)-7p7 (l)-3.8 (r)8.11 (213i3 (y)-7.9 (e)4.a1 (213 (a613i37o)4.2 ()J.2 (r)8.Billin)2J0 Tc 0