

**Provider:**

Indiana Online

**Course Code:**

4528

**Content Area:**

CTE: Business, Marketing, Information Technology, Entrepreneurship

**Course Delivery:**

Online

**Enrollment Type:**

Continuous

**Enrollment Deadline:**

None

**Course Description:**

This course will introduce the student to the Microsoft suite (Microsoft Word, Microsoft PowerPoint, and Microsoft Excel). Students will learn the new features of the software through a variety of activities, simulations, and case studies. During the course, students will learn how to create innovative graphical flyers, along with formatting letters and reports using Microsoft Word. They will also be able to create professional presentations using Microsoft PowerPoint, and create spreadsheets and charts that will be useful in fields such as science, medical, technology, business, and mathematics using Microsoft Excel.

**Credit:**

1

**Credit Type:**

High School

**NCAA Approved:**

Yes

**Contact:**

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317-759-5559

**Cost:**

\$275.00

**Indiana Course Title:**

Digital Applications and Responsibility