

# 100-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	電腦軟體應用實務(一)	Serial No. / ID	0798 / IF11021
Dept.	資訊工程學系	School System / Class	大學日間部1年2班
Lecturer	張顧耀	Full or Part-time	專任
Required / Credit	Optinal / 2	Graduate Class	No
Time / Place	(一)34 / H707	Language	Chinese

Introduction
The objective of this course is to learn Microsoft WORD and PowerPoint.

Outline
1. Word - Sharing and Maintaining Documents  2. Word - Formatting Content  3. Word - Applying Page Layout and Reusable Content  4. Word - Proofreading documents  5. Word - Applying References and Hyperlinks  6. Word - Performing Mail Merge Operations, Managing Macros and Forms  7. PowerPoint - Managing the PowerPoint Environment, Creating a Slide Presentation  8. PowerPoint - Working with Graphical and Multimedia Elements, Creating Charts and Tables  9. PowerPoint - Applying Transitions and Animations, Collaborating on Presentations  10. PowerPoint - Preparing Presentations for Delivery, Delivering Presentations

Prerequisite
none