

# 100-1 Preliminary Syllabus, Da-Yeh Univ

| Information       |                |                       |                |
|-------------------|----------------|-----------------------|----------------|
| Title             | 英語簡報及文書處理      | Serial No. / ID       | 2019 / ELF1060 |
| Dept.             | 英美語文學系         | School System / Class | 大學日間部1年1班      |
| Lecturer          | 曹秀蓉            | Full or Part-time     | 專任             |
| Required / Credit | Required / 2   | Graduate Class        | No             |
| Time / Place      | (四)56 / J415-1 | Language              | Chinese        |

| Introduction   |
|--|
| There are two major goals:<br>(1) to develop students ' English vocabulary in the context of computing and information technology<br>(2) to develop students ' operation skills in the use of computers, including English typing, word-processing, and slide-making |

| Outline  |
|--|
| Introduction to the Course<br>English Typing Basics<br>Word-processing : advanced editing<br>Word-processing : long article editing<br>Word-processing : table editing<br>Word-processing : page setup<br>Word-processing : merge<br>slide-making : editing、multimedia<br>slide-making : template<br>slide-making : animation<br>slide-making : show、hyperlink |

| Prerequisite |
|--------------|
| N/A          |