

100-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	計算機概論	Serial No. / ID	2464 / FBM1006
Dept.	財務金融學系	School System / Class	大學日間部1年1班
Lecturer	楊朝欽	Full or Part-time	兼任
Required / Credit	Required / 3	Graduate Class	No
Time / Place	(二)789 / H303	Language	Chinese

Introduction
This course will let students to learn how to use Microsoft Office series . The Microsoft Office Specialist exam require students to complete a series of tasks to c r e a t e e or modify a typical business document. For example, Modify the Reimbursements report by completing the following: Insert a control at the bottom center of the report footer with the name Count Companies and the caption of Companies that counts the number of records in the report. Create page breaks before and after each record.

Outline
What is a Computer? History of Computers. Hardware Components Type of Software Digital and Analog Principles of Digital Communication Presentation Skill Microsoft Power Point Microsoft Visio

Prerequisite
NONE