

101-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	電腦軟體應用實務(一)	Serial No. / ID	0843 / IF11021
Dept.	資訊工程學系	School System / Class	大學日間部1年1班
Lecturer	黃鈴玲	Full or Part-time	專任
Required / Credit	Optinal / 2	Graduate Class	No
Time / Place	(一)56 / 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