

# 101-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	電腦軟體應用實務(一)	Serial No. / ID	0847 / IF11021
Dept.	資訊工程學系	School System / Class	大學日間部1年2班
Lecturer	林仁勇	Full or Part-time	專任
Required / Credit	Optinal / 2	Graduate Class	No
Time / Place	(一)78 / H731	Language	Chinese

## Introduction

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

## Outline

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

## Prerequisite

none