

# 101-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	英語簡報及文書處理	Serial No. / ID	3117 / ELF1060
Dept.	英美語文學系	School System / Class	大學日間部1年2班
Lecturer	曹秀蓉	Full or Part-time	專任
Required / Credit	Required / 2	Graduate Class	No
Time / Place	(二)34 / J415-1	Language	Chinese

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

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

Prerequisite
N/A