

## 97-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	計算機概論	Serial No. / ID	1728 / ELF1053
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	(一)34 / J415-1	Language	Chinese

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

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

Prerequisite
N/A