

98-1 Preliminary Syllabus, Da-Yeh Univ

| Information | | | |
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| Title | 計算機概論 | Serial No. / ID | 1304 / ELF1053 |
| Dept. | 英美語文學系 | School System / Class | 大學日間部1年1班 |
| Lecturer | Petra | Full or Part-time | 專任 |
| Required / Credit | Required / 2 | Graduate Class | NO |
| Time / Place | (二)12 / J415-1 | Language | English |

| Introduction |
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| 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 |
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| 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 |
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| N/A |