

99-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	電腦軟體應用實務(一)	Serial No. / ID	2185 / IF11021
Dept.	資訊工程學系	School System / Class	大學日間部1年2班
Lecturer	張顧耀	Full or Part-time	專任
Required / Credit	Optinal / 2	Graduate Class	No
Time / Place	(五)34 / H726	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