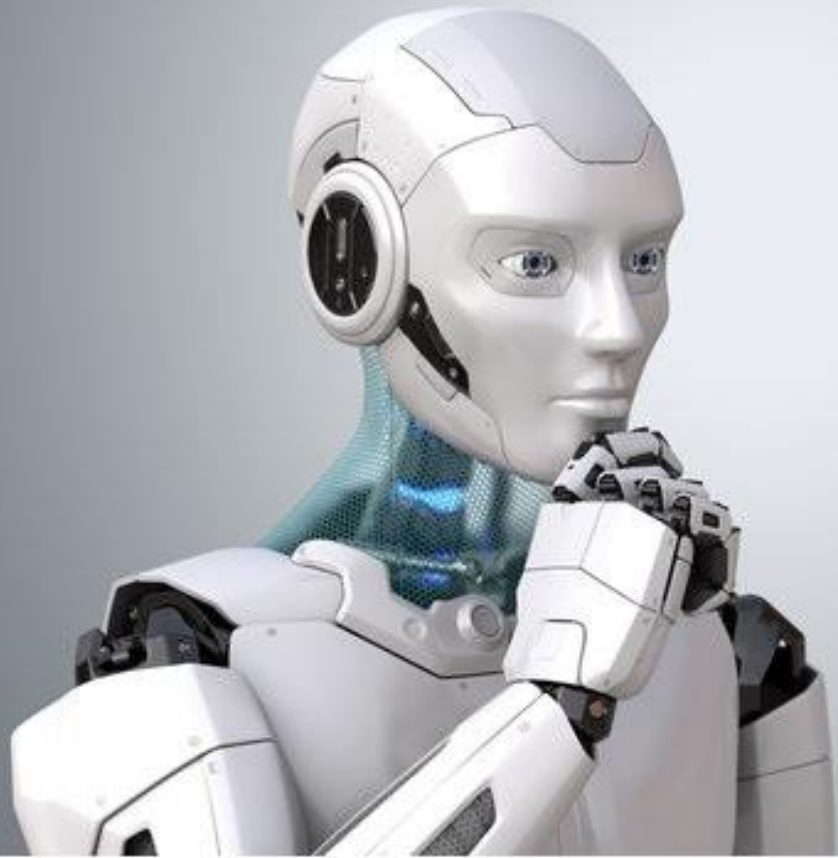




# Office Basic Skill Workshop of Microsoft Word & PowerPoint

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Peter Lo



# About me

- Project Manager
- Over 20 years in consulting and technical experiences in I.T industry
- Over 25 years teaching experiences in University



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## Microsoft Word

- Working with Tables
- Mastering Styles and Formatting
- Mail Merge
- Document Collaboration
- Document Proofing



# Microsoft PowerPoint

- Design Techniques
- Slide Master
- SmartArt
- Animations



# Course Material

## Workshop Notes

- <http://www.Peter-Lo.com/Teaching/CIHE-Office>

## Microsoft Office

- <http://office.microsoft.com/>