

ADVANCED MICROSOFT OFFICE

Overview

Peter Lo

Who am I?

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Advanced Microsoft Office @ Peter Lo 2017

Course Outline

Day 1	<u>Microsoft Excel</u> <ul style="list-style-type: none">• Formatting and Data Manipulation• Plotting Graph• Using Formula and Function• Big Data Analysis and Problem Solving
Day 2	<u>Microsoft Word</u> <ul style="list-style-type: none">• Page Format• Using Style and Index• Mail Merge• Collaborating <u>Microsoft PowerPoint</u> <ul style="list-style-type: none">• Audio-visual Technique• Animation• Slide Show

Where can you find the material?

- Workshop Notes and Exercises
 - ▣ <http://www.peter-lo.com/Teaching/WK-S1101/>
- Microsoft Office Main Page
 - ▣ <http://office.microsoft.com/>
- Microsoft DreamSpark
 - ▣ <http://www.dreamspark.com>

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