

如何靈活的使用微軟 Windows & Office 及設計免費中英網站

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摘要:

很多老師在購買電腦之前後都沒有受過正式的電腦訓練。軟體的應用時常都是自己摸索出來的。在課中您將會學到 Microsoft Windows & Office 軟體的中文及英文較鮮有人知的“技巧與捷徑”(Tips & Tricks)。學了之後不論是在學校教書或是在家教小孩做功課都能讓您事半功倍。

在場者還會學到如何為學校，家庭或個人設定免費的中英文網站(example: www.ChineseSchoolDE.com)。學校的行政人員並且能使用這平台讓老師們共同合作(classroom collaboration)。

還有呢，上過 Bill 的課的人都知道，他每次都會有很酷的贈品送給專心聽課的人！

English Biography:

Bill Tsai has been the Vice Principal of the Chinese School of Delaware for the past 3 years. During the week, Bill is the Partner Technology Strategy Manager and a prolific presenter for Microsoft's Mid-Atlantic Area. As part of his job, every year Bill speaks to approximately 1,000 Microsoft partners, technologists and customers on various topics of Microsoft technology, including Microsoft Office, Windows Vista, SharePoint Collaboration, and Business Intelligence.

大綱

1. 前言
2. 如何設定及輸入中文
 - a. 拼音輸入法
 - b. 注音輸入法及鍵盤選擇
 - c. 連拼法：單字連拼(cc, kn, hxx)，全字連拼(caocao)
3. Microsoft Office 的“技巧與捷徑”(Tips & Tricks)
 - a. Microsoft Word
 - b. Microsoft PowerPoint
 - c. Other Microsoft Office applications
4. 如何設定免費的中英文網站
 - a. Microsoft Office Live
 - b. Creating New Pages
 - c. Multi-media contents (photos and videos)
 - d. Official E-Mail accounts for every class (grade1@chineseschoolde.com, etc)
 - e. Classroom Collaboration with Microsoft Office Live