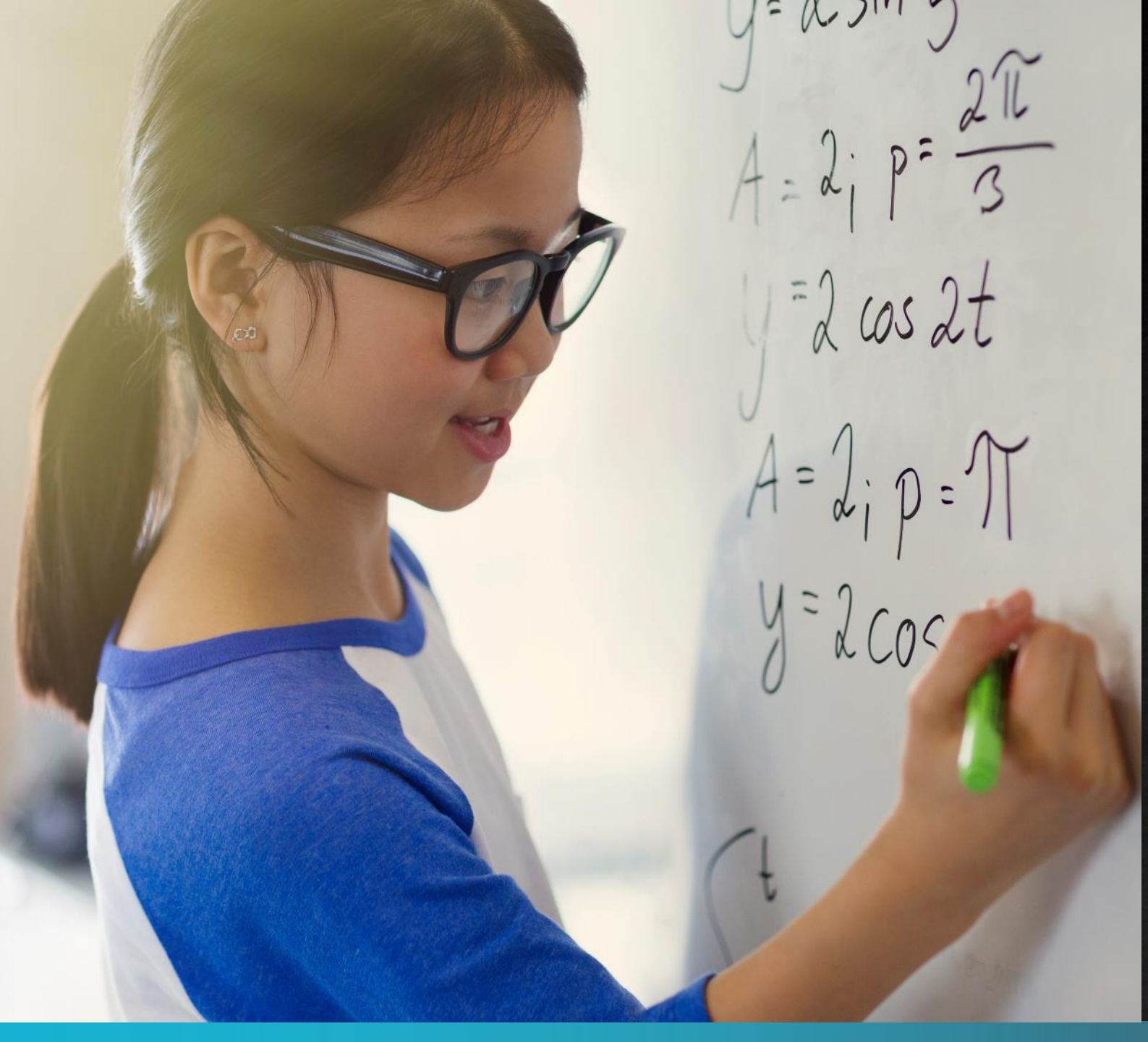
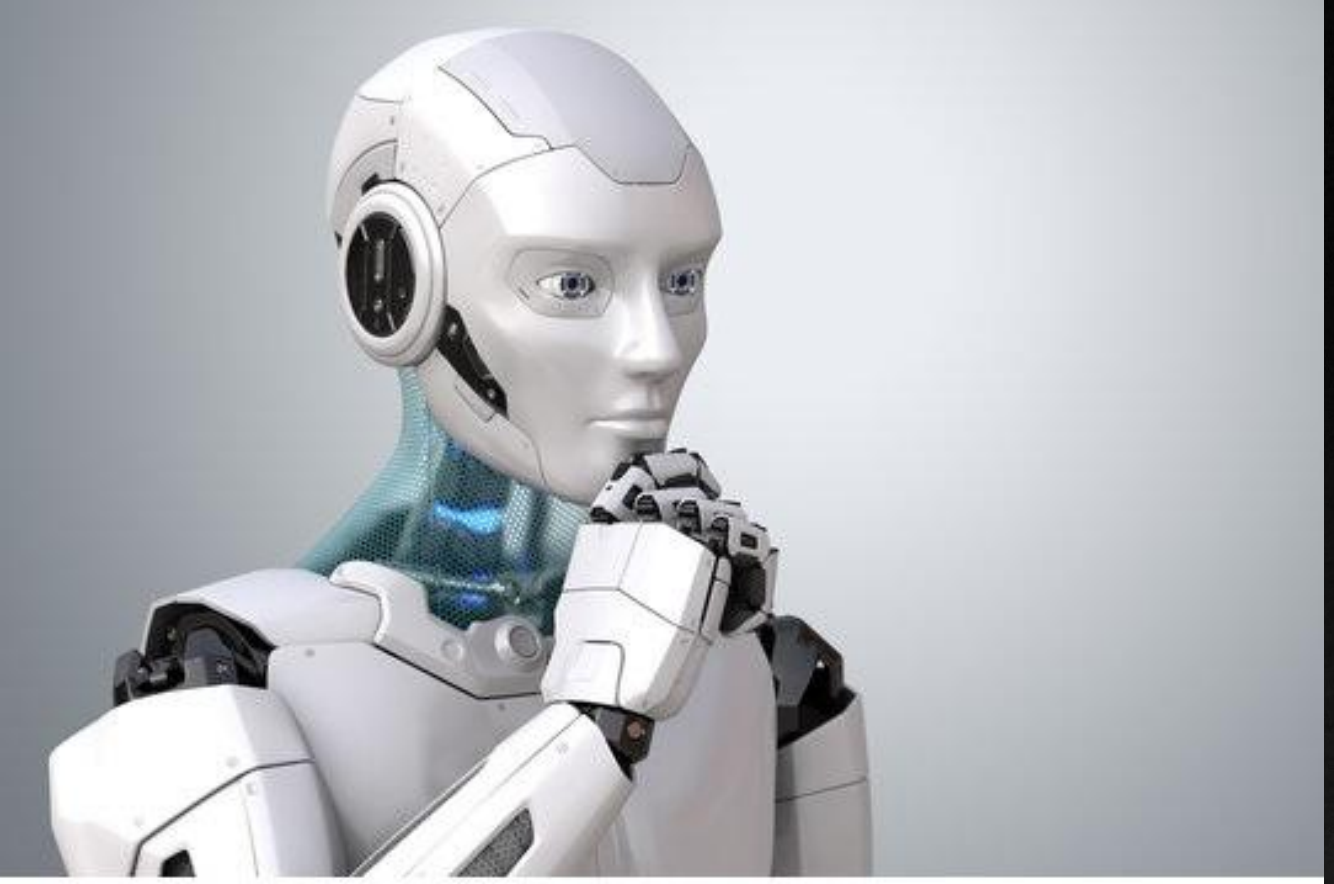


Advanced Application for Microsoft Word and PowerPoint

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







Email:Peter@Peter-Lo.com

Facebook: http://www.facebook.com/PeterLo111

Microsoft Word

- Mastering Styles and Formatting
- Mail Merge
- Document Collaboration
- Document Proofing
- Collaboration & Tracking
- Quick Parts & Building Blocks



Microsoft PowerPoint

- Slide Master
- Advanced Visuals
- Media Integration
- SmartArt
- Animations
- Interactive Presentation



Course Material

Workshop Notes

- http://www.Peter-Lo.com/Teaching/SFU-Office

Microsoft Office

- http://office.microsoft.com