Information Processing Exercise I

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1. Course Description

In this class, through practical training with a Windows 10-based personal computer, we will learn mainly how to operate word processor software (Microsoft Word) and presentation software (Microsoft PowerPoint). In addition to how to operate a PC, we will also learn how the PC works, how to create private and public documents, and how to organize presentation materials. The goal is to be able to create various report files which convey information accurately and clearly.