Conclusion

I know how to use the Microsoft word, excel, and powerpoint and I know the functions in all those software to teach efficiently and effectively. I could teach other colleagues to use the functions in this software better. I know how to make teaching fun by using Microsoft Office. I could make our colleagues work less than they need to be. By knowing such features helped me be efficient and effective as a language teacher.

Throughout the course I learned how to use the powerpoint features and the minor Microsoft features that I did not know before. It was amazing to me how there are functions that were very good for TESOL teachers. Being aware of such functions will benefit a lot as teachers and will help their future career to go smoothly. I learned that it is important to play around with the software. This is the key to learning the software that is installed in the computers. I wish we had sufficient time to explore more about the software that we went over in class. It was not enough time for me who has three jobs and going to school. It seemed like the class was proceeding according to the fastest with the tasks and not the regular student. It would have been fair if it was adjusted for lower proficiency level student. I recommend teaching this course in a semester, or exclude some of the tasks to fit into a term schedule.