

製作簡報

投影片設計

The screenshot displays the Microsoft PowerPoint 2007 interface. The title bar reads "Microsoft PowerPoint - [簡報 1]". The menu bar includes "檔案(F)", "編輯(E)", "檢視(V)", "插入(I)", "格式(O)", "工具(T)", "投影片放映(D)", "視窗(W)", and "說明(H)". The "Format" menu is open, showing options like "字型(F)...", "項目符號及編號(B)...", "文字對齊(A)", "分行(O)...", "投影片設計(D)...", "投影片版面配置(L)...", and "物件(O)...". The "投影片設計(D)..." option is highlighted with a red box. In the top right, the "設計(S)" and "新投影片(N)" buttons are also highlighted with a red box. The main slide area contains two dashed boxes with the text "按一下以新增標題" and "按一下以新增副標題". The right-hand "投影片設計" task pane is visible, showing options for "簡報設計範本", "色彩配置", and "動畫配置".

Microsoft PowerPoint - [簡報 1]

檔案(F) 編輯(E) 檢視(V) 插入(I) 格式(O) 工具(T) 投影片放映(D) 視窗(W) 說明(H)

輸入需要解答的問題

字型(F)...
項目符號及編號(B)...
文字對齊(A)
分行(O)...
投影片設計(D)...
投影片版面配置(L)...
物件(O)...

設計(S) 新投影片(N)

投影片設計

簡報設計範本
色彩配置
動畫配置

套用簡報設計範本:

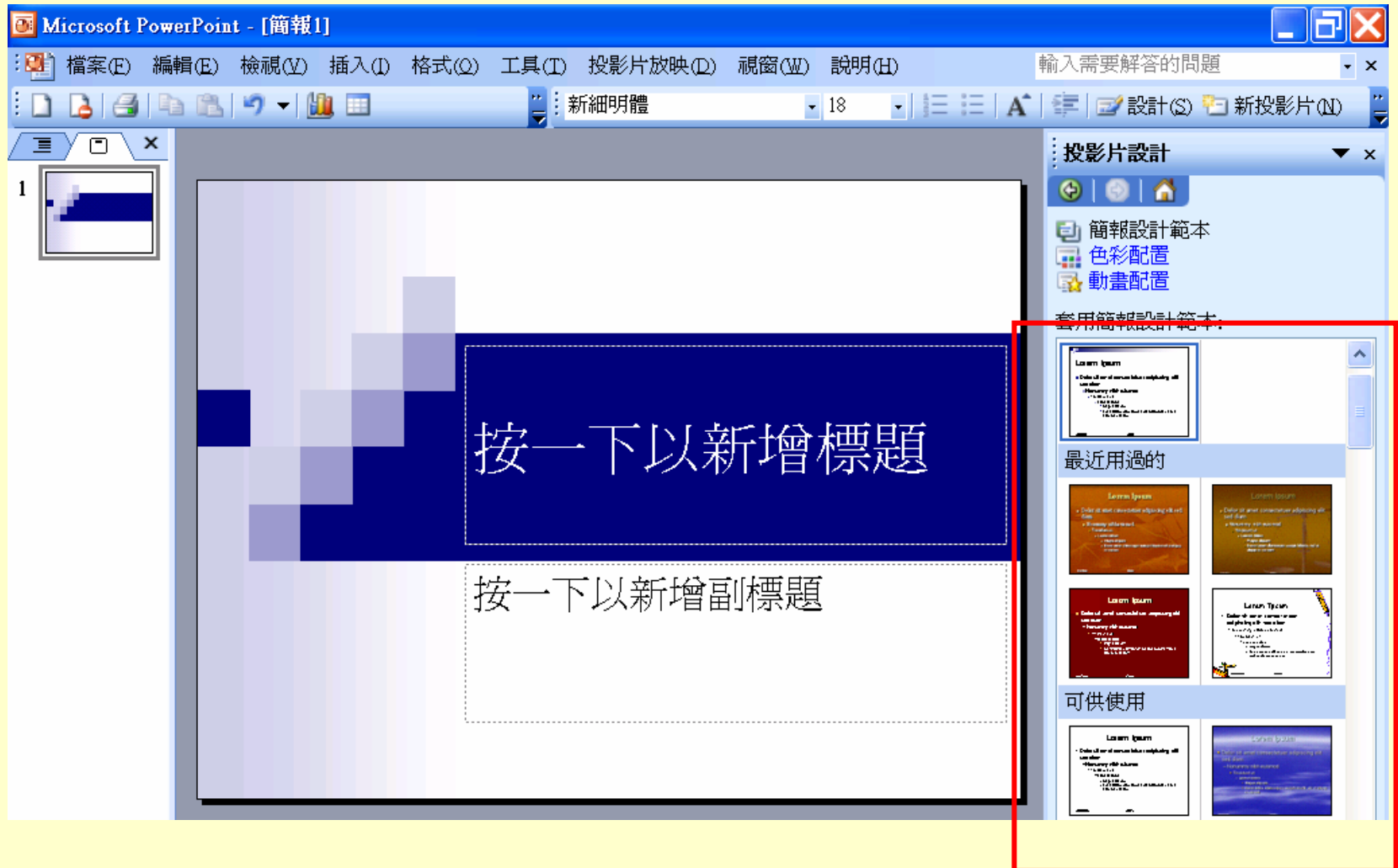
按一下以新增標題

按一下以新增副標題

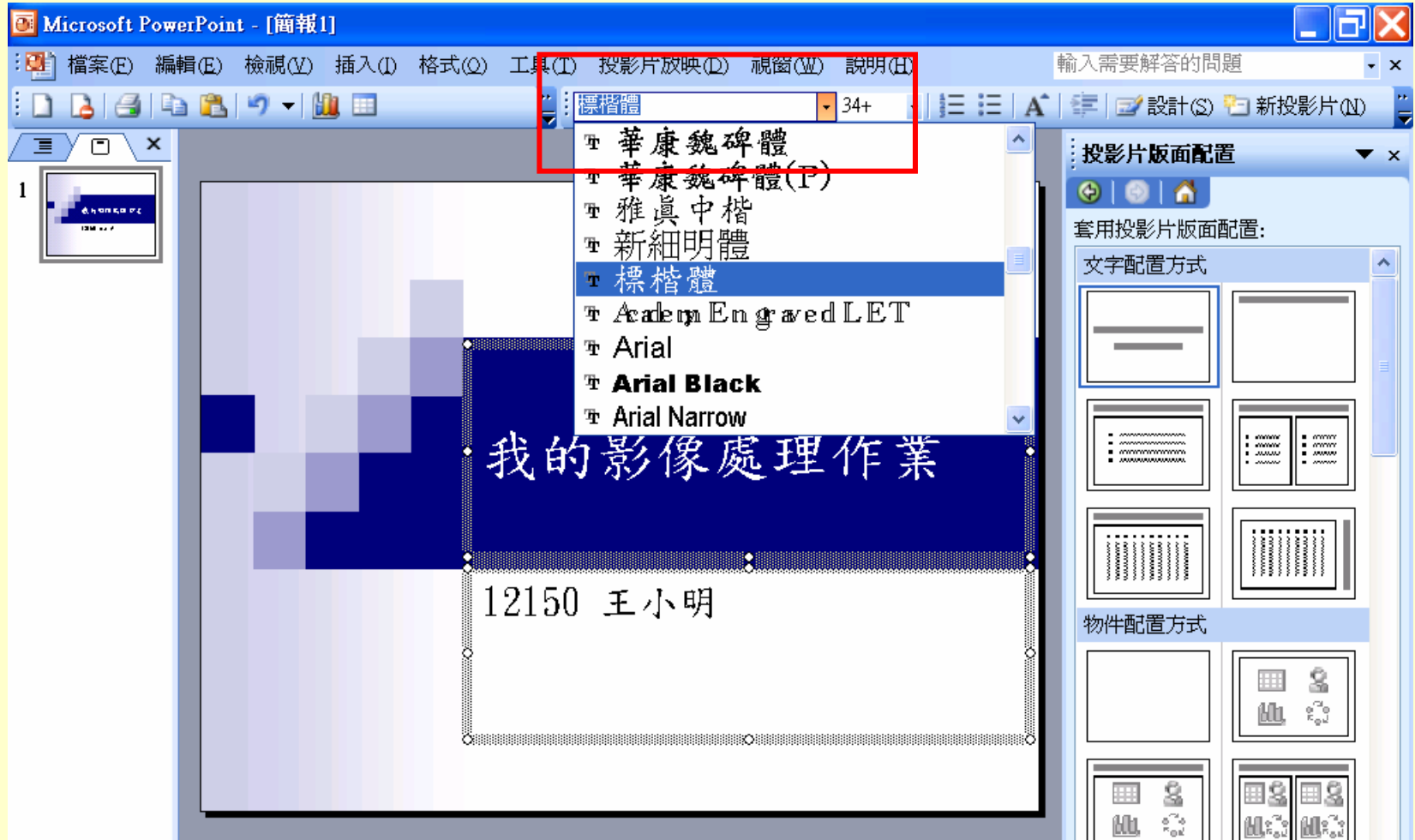
最近用過的

可供使用

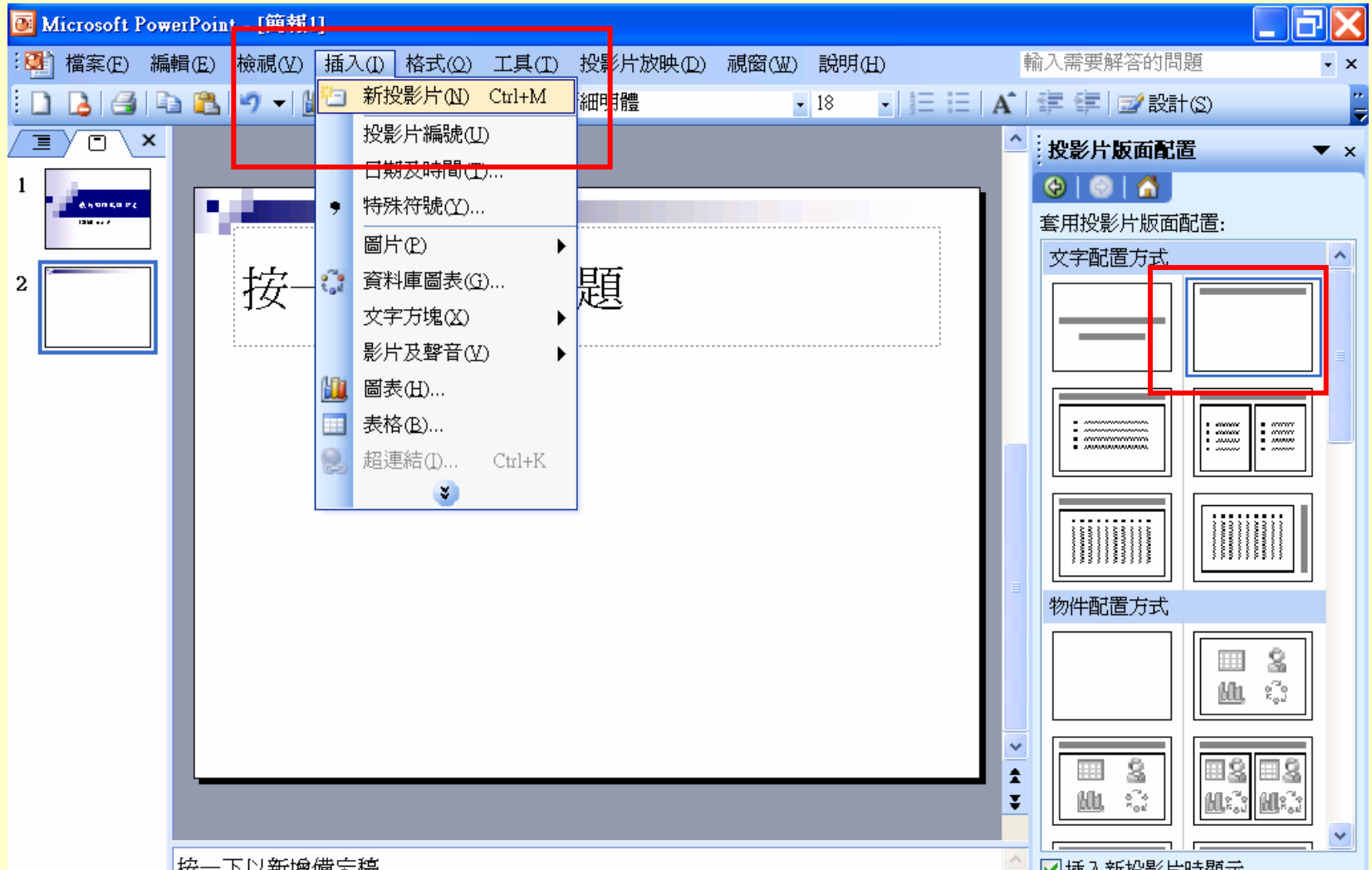
套用簡報設計範本



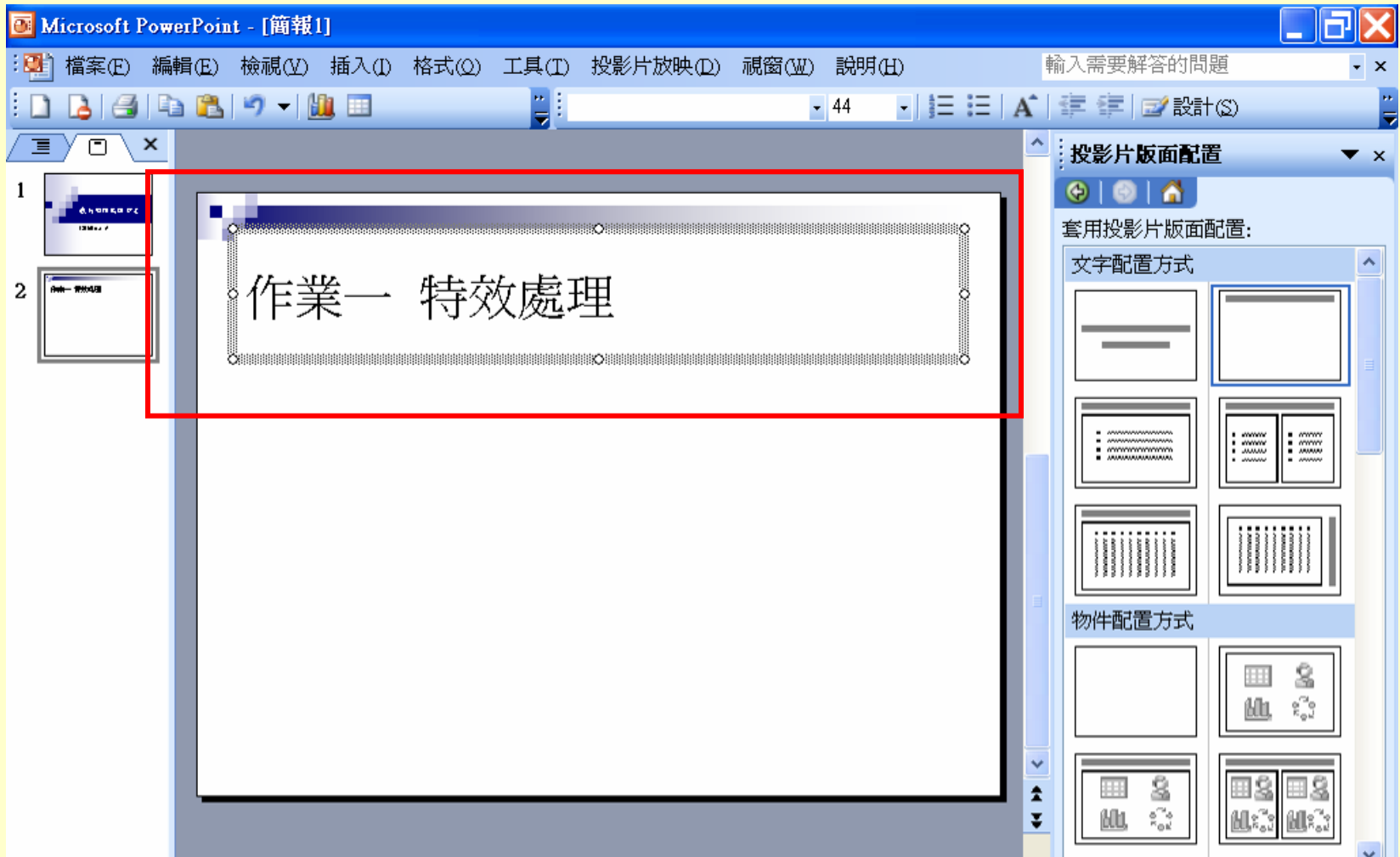
設定文字



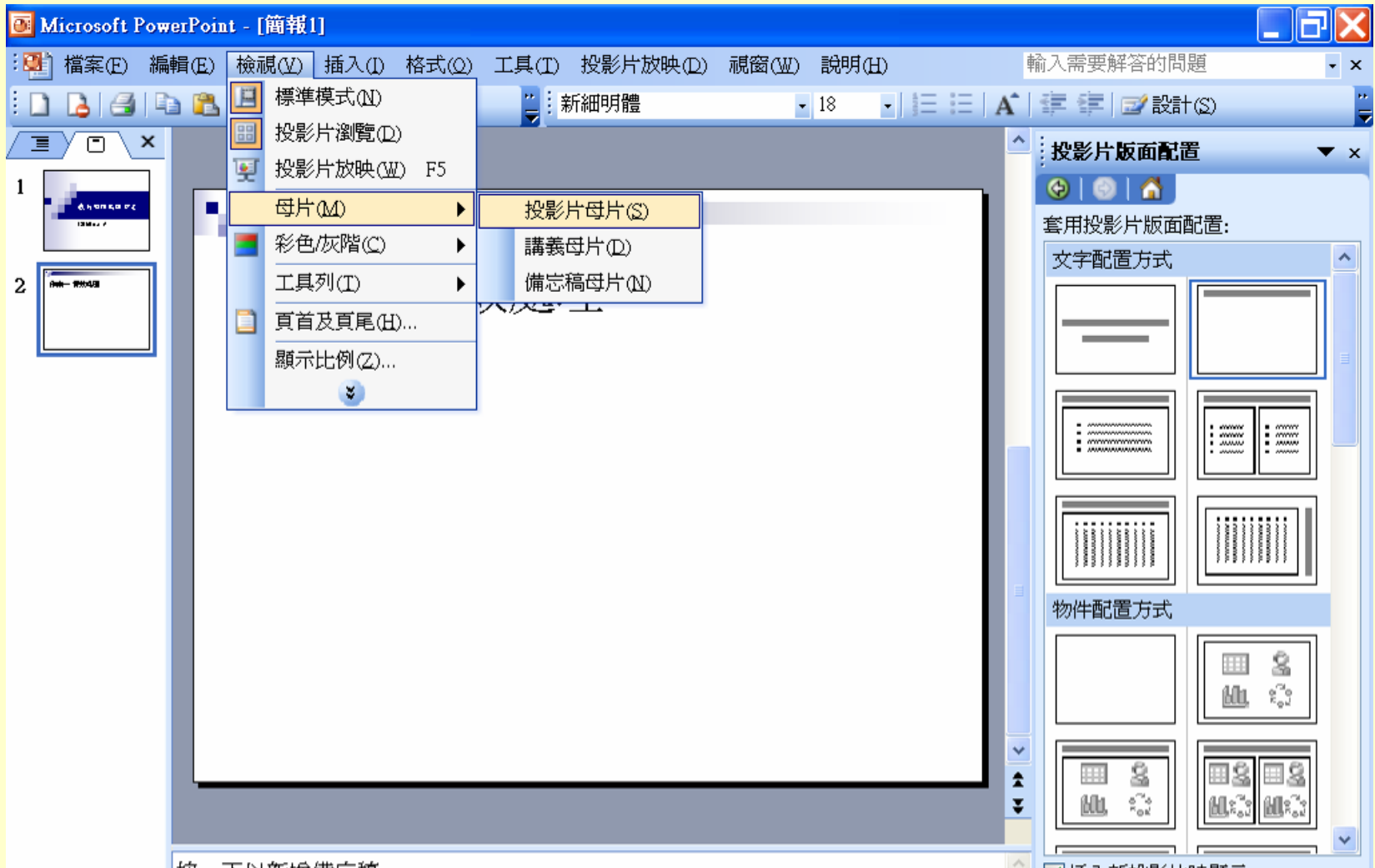
插入新投影片



輸入作業標題



修改投影片母片



修改標題的字型

1

Microsoft PowerPoint - [簡報 1]

檔案(E) 編輯(E) 檢視(V) 插入(I) 格式(O) 工具(T) 投影片放映(D) 視窗(W) 說明(H)

輸入需要解答的問題

2

標楷體 44

設計(S)

投影片母片檢視

關閉母片檢視(C)

1

2

按一下以編輯母片標題樣式

自動版面配置的標題區域

- 按一下以編輯母片
 - 第二層
 - 第三層
 - 第四層
 - 第五層

自動版面配置的物件區

日期區域 (日期/時間)

頁尾區域 (頁碼)

數字區域 (數字)

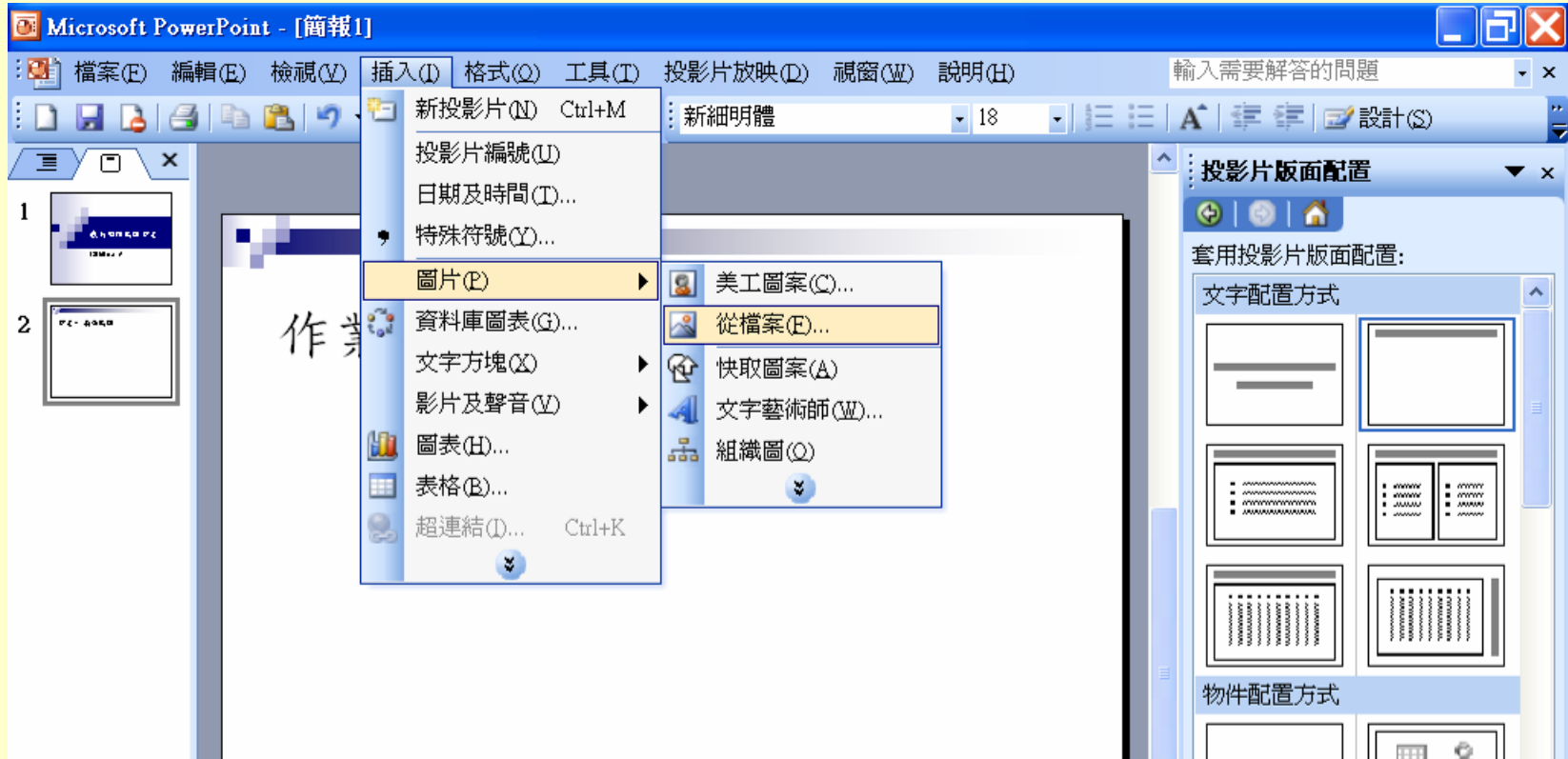
投影片版面配置

套用投影片版面配置:

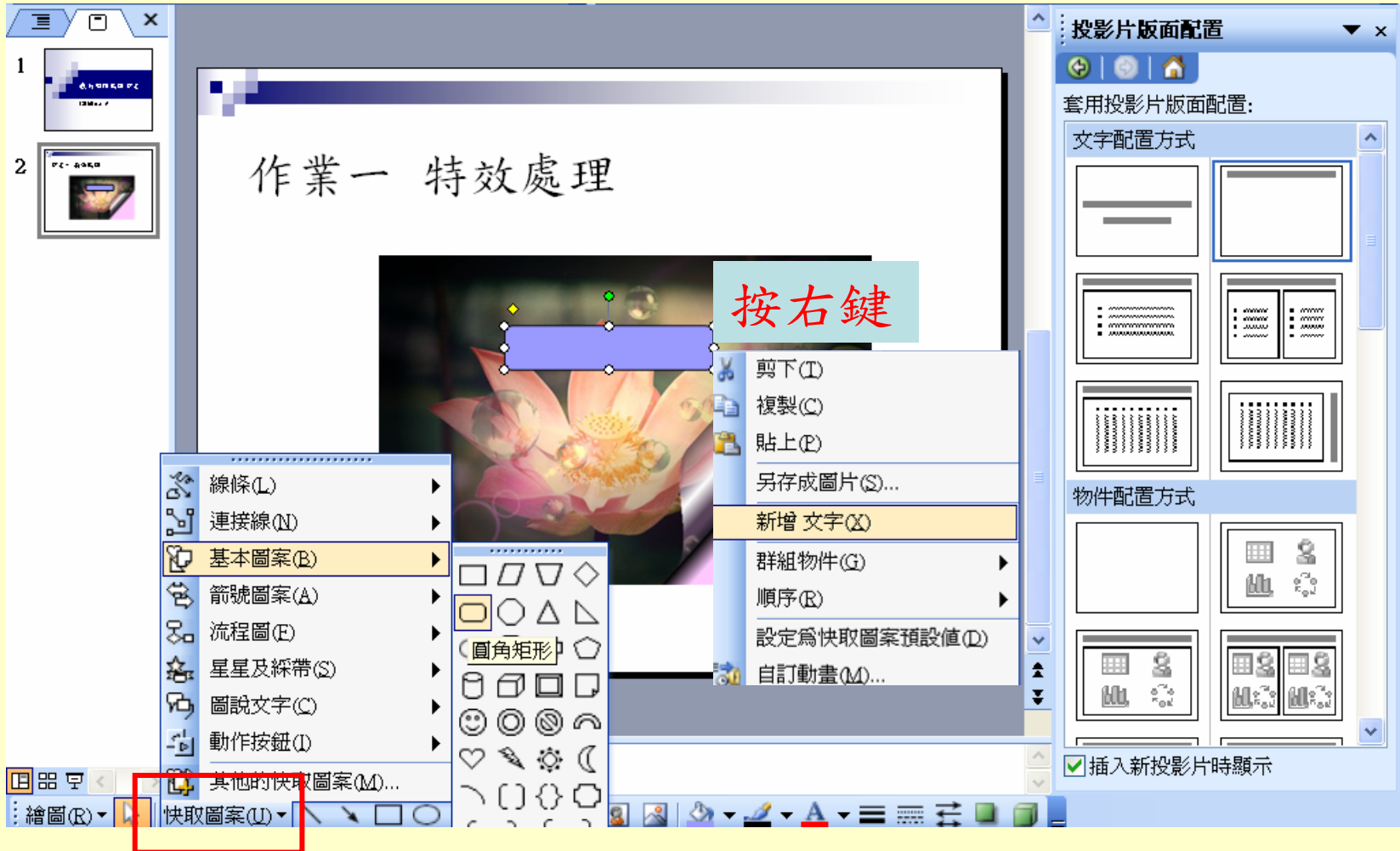
文字配置方式

物件配置方式

插入圖片



加上說明—快取圖案



改說明文字的底色

The image shows a presentation software interface with a slide titled "作業一 特效處理" (Assignment 1: Special Effects Processing). A text box containing "填充圖庫-百合花" (Fill Library - Lily) is highlighted with a red rectangle. A "色彩" (Color) dialog box is open, showing a color wheel and a transparency slider set to 0%. Below the dialog, a "其他填充色彩(M)..." (Other fill colors...) menu option is highlighted with a red rectangle. The Windows taskbar at the bottom shows the "快取圖案(W)" (Cached Images) icon circled in red.

1

2

作業一 特效處理

填充圖庫-百合花

色彩

標準 自訂

確定

取消

預覽(P)

色彩(C):

透明(T): 0%

新增

目前

無填充

自動

其他填充色彩(M)...

其他填充色彩

按一下以新增備忘稿

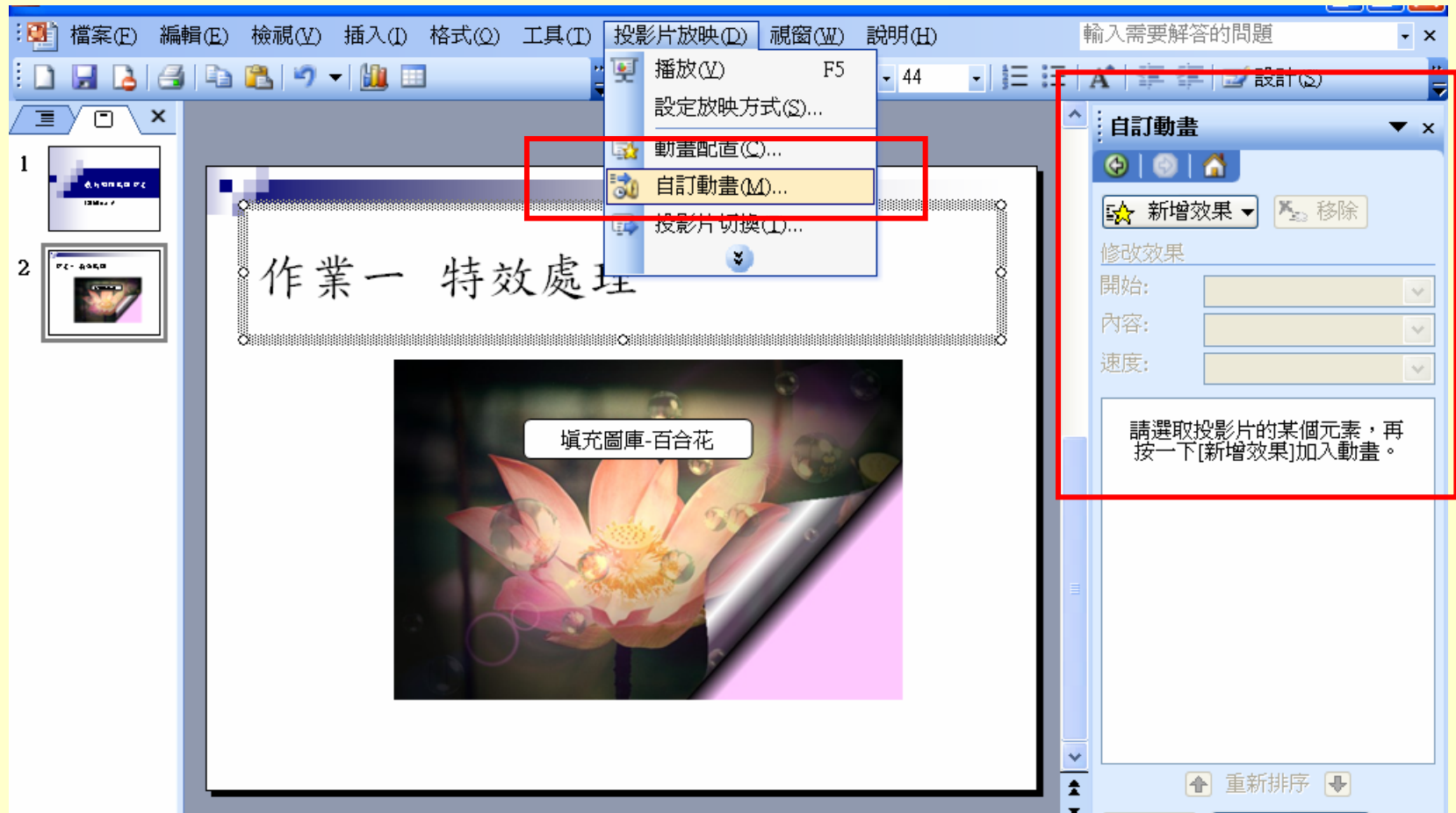
繪圖(R) 快取圖案(W)

插入新投影片時顯示

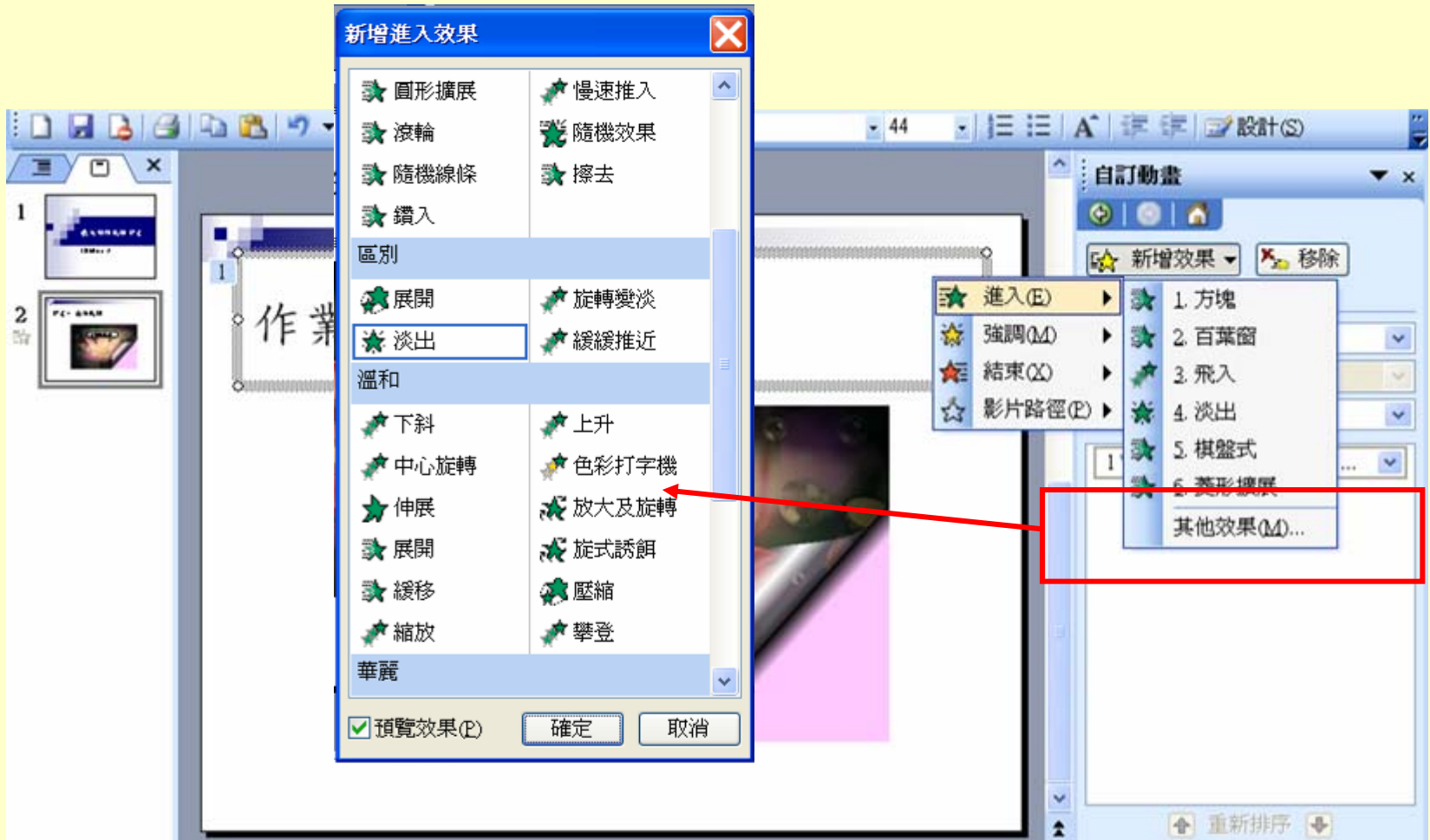
修改說明文字的字型

The screenshot displays the Microsoft PowerPoint 2003 interface. The title bar reads "Microsoft PowerPoint - [我的影像處理作業.ppt]". The menu bar includes "檔案(F)", "編輯(E)", "檢視(V)", "插入(I)", "格式(O)", "工具(T)", "投影片放映(D)", "視窗(W)", and "說明(H)". The toolbar shows various icons for file operations and editing. The main slide area contains the text "作業一 特效處理" and a large image of a pink lotus flower. Several callout boxes are overlaid on the image, each with a green pointer and a label: "樣式圖庫-花朵", "填充圖庫-百合花", "特效圖庫-照明", "顆粒圖庫-泡泡", "光線圖庫-鏡頭炫光", and "特效-翻頁". A font selection dropdown menu is open, showing the current font "標楷體" and a list of alternatives: Batang, BatangChe, Dotum, DotumChe, Gulim, GulimChe, Gungsuh, and GungsuhChe. The right-hand side of the screen features the "投影片版面配置" (Slide Show Layout) task pane, which includes a search box for "輸入需要解答的問題" and sections for "套用投影片版面配置:", "文字配置方式", and "物件配置方式".

設定動畫



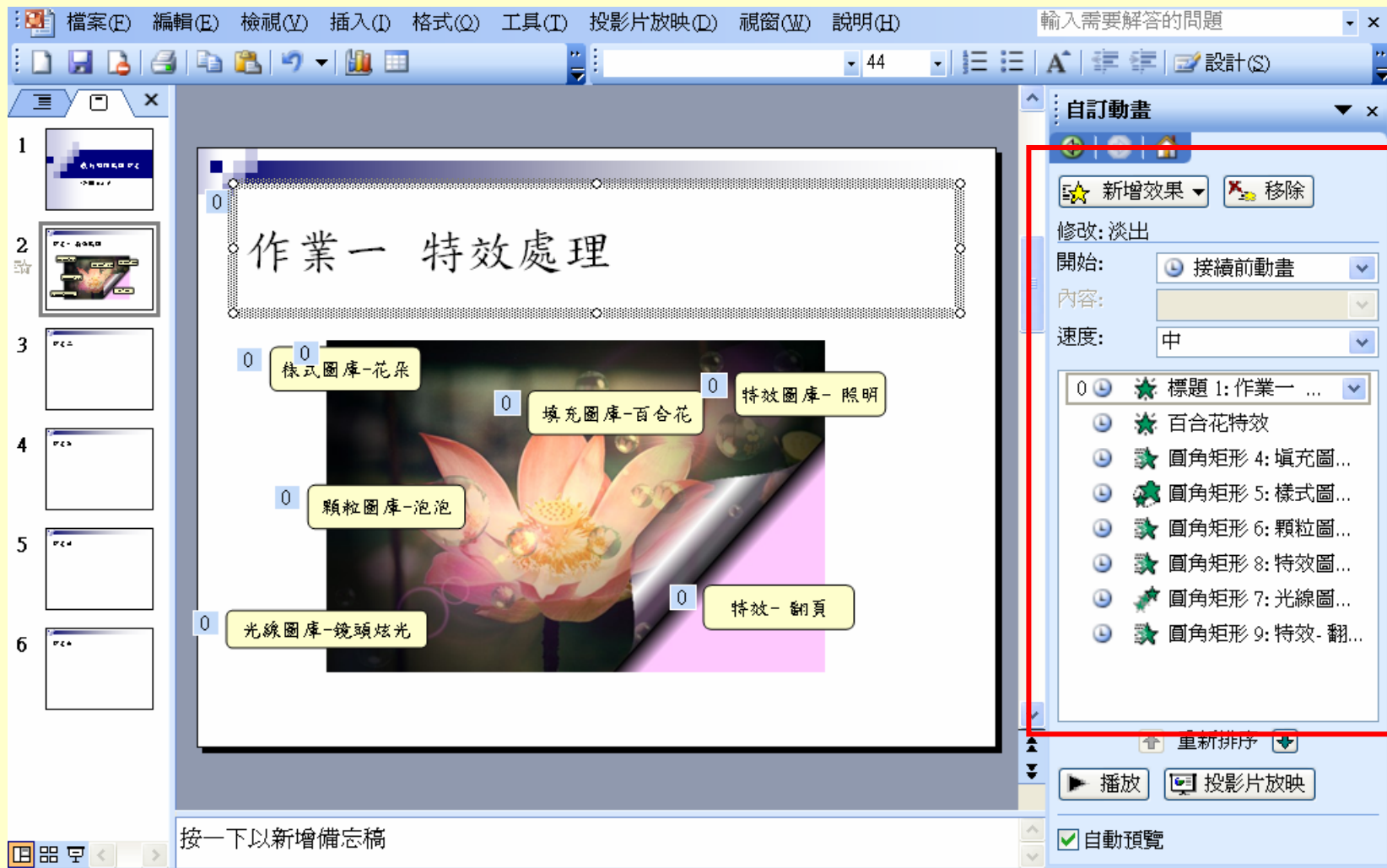
設定動畫效果



設定自動播放

The screenshot displays a presentation software interface. The main slide area shows a title box containing the text "作業一 特效處理" (Assignment 1: Special Effects Processing) and a picture of a pink lotus flower with the caption "填充圖庫-百合花" (Fill Library - Lily Flower). On the right side, the "自訂動畫" (Custom Animation) task pane is open. It features a "新增效果" (Add Effect) button and a "移除" (Remove) button. The "修改" (Modify) property is set to "淡出" (Fade Out). The "開始" (Start) property is set to "接續前動畫" (Continue from previous animation), which is highlighted in a red box. The "內容" (Content) property is set to "按一下" (Click) and "與前動畫同時" (With previous animation). The "速度" (Speed) property is set to "接續前動畫" (Continue from previous animation). The task pane also shows a list of animation tasks, with the first one being "標題 1: 作業一 ..." (Title 1: Assignment 1 ...).

所有元件都設定動畫



動畫 — 效果選項

The screenshot displays a presentation software interface with a slide titled "作業一 特效處理" (Assignment 1 - Special Effects Processing). The slide content includes a video player with the text "填充圖庫-百合花" (Fill Library - Lily Flower). A "淡出" (Fade Out) dialog box is open, showing the "效果" (Effects) tab. The "加強效果" (Enhance Effects) section has the following settings:

- 聲音 (S): [靜音] (Mute)
- 播放動畫後 (A): 不要變暗 (Don't dim)
- 動畫文字 (X): 同時 (Simultaneously)

The "動畫文字" dropdown menu is expanded, showing the following options:

- 同時 (Simultaneously)
- 依據英文單字或中文字 (Based on English words or Chinese characters)
- 依據英文字母或中文字 (Based on English letters or Chinese characters)

The "依據英文單字或中文字" option is highlighted with a red box. The "自訂動畫" (Custom Animation) task pane on the right shows the animation settings for the selected slide:

- 修改: 淡出 (Modify: Fade Out)
- 開始: 與前動畫同時 (Start: With previous animation)
- 內容: (Content)
- 速度: 中 (Speed: Medium)

The "效果選項 (E)..." (Effect Options...) button is highlighted in the task pane.

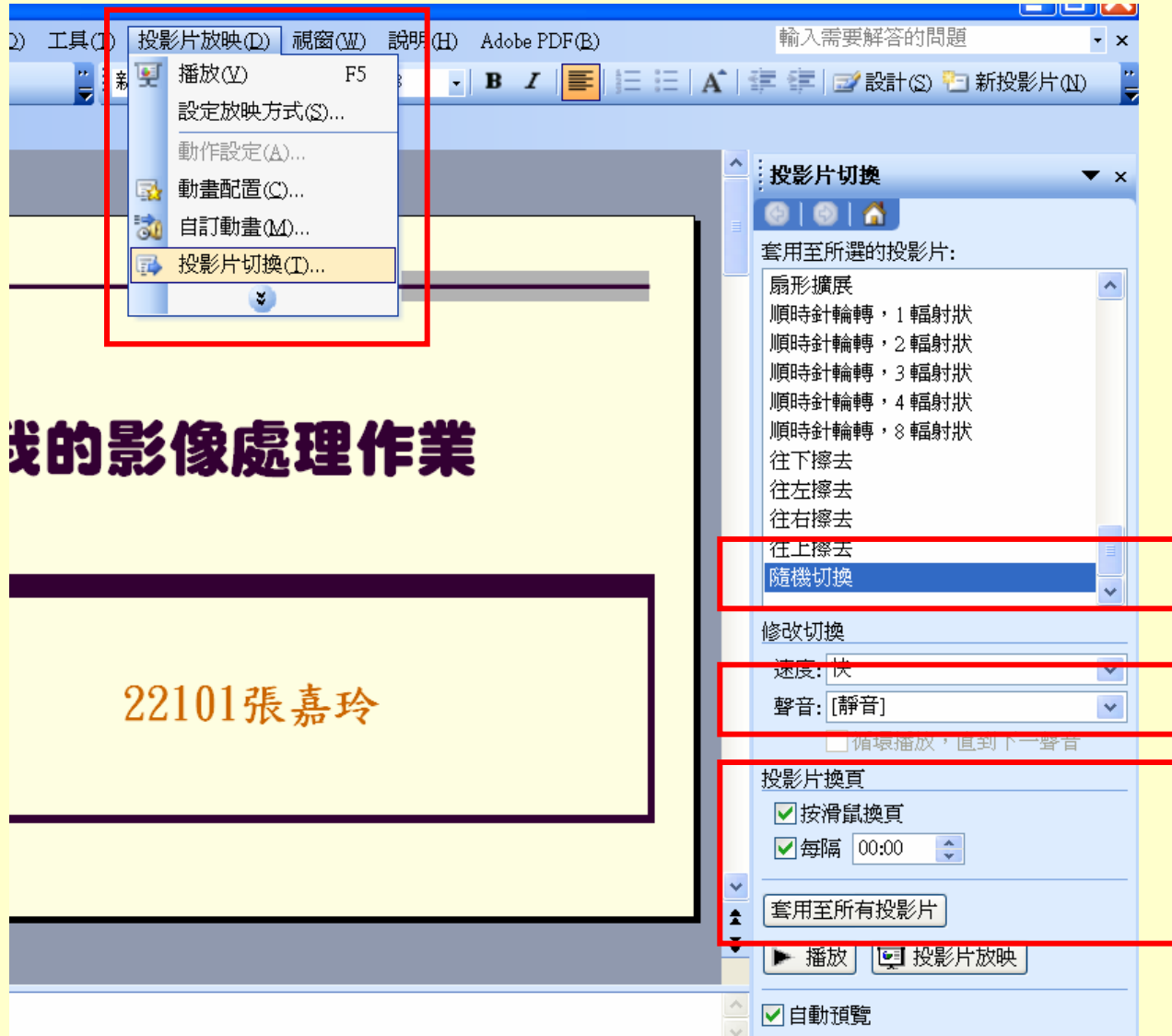
完成六個作業的簡報

The screenshot displays a presentation software window with a menu bar at the top containing options like '檔案(E)', '編輯(E)', '檢視(V)', '插入(I)', '格式(O)', '工具(T)', '投影片放映(D)', '視窗(W)', and '說明(H)'. Below the menu bar is a toolbar with various icons. The main window is divided into three sections:

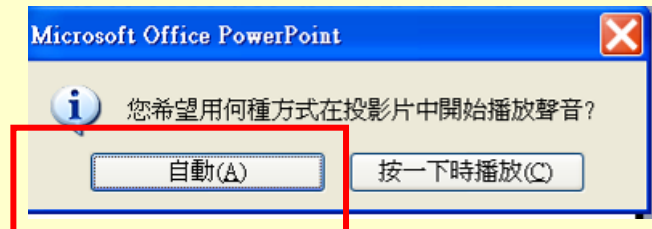
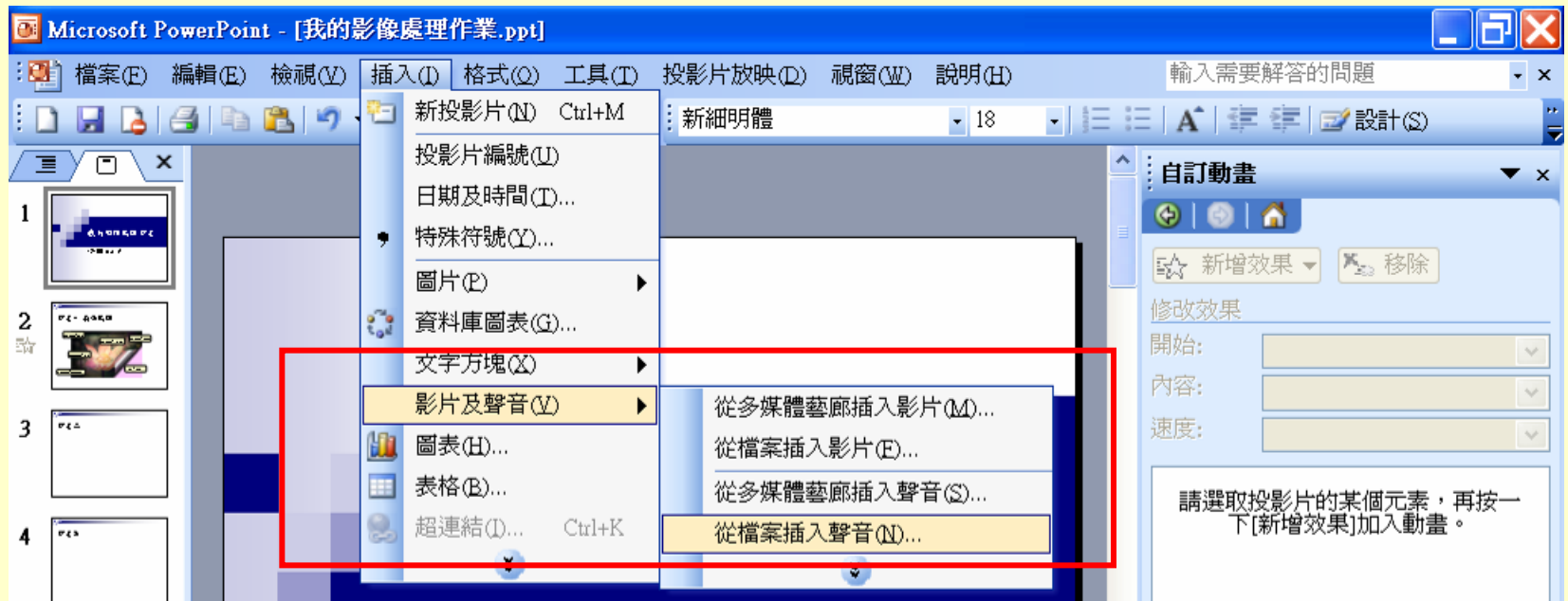
- Table of Contents (Left):** A list of seven items, with the first two highlighted in a red box:
 - 1 我的影像處理作業 (12150 王小明)
 - 2 作業一 特效處理
 - 3 作業二
 - 4 作業三
 - 5 作業四
 - 6 作業五
 - 7 首頁影像處理
- Slide (Center):** The current slide is titled '作業一 特效處理'. It features a central image of a pink lotus flower with several callout boxes pointing to different parts of the image:
 - 樣式圖庫-花卉
 - 填充圖庫-百合花
 - 特效圖庫-聚光
 - 顆粒圖庫-泡泡
 - 特效-翻頁
 - 光線圖庫-鏡頭炫光
- Slide Show Configuration (Right):** A panel titled '投影片版面配置' with sub-sections for '文字配置方式' and '物件配置方式', each containing various layout and object templates.

At the bottom of the window, there is a status bar with the text '按一下以新增備忘稿'.

設定自動換頁



加入聲音 - 加在封面頁



聲音效果選項 - 效果

播放 聲音

效果 預存時間 聲音設定

開始播放

- 從開始 (B)
- 從最後位置 (L)
- 從時間 (M): 秒

停止播放

- 按一下 (K)
- 目前投影片之後 (C)
- 在 (E): 7 投影片

加強效果

聲音 (S): [靜音]

播放動畫後 (A): 不要變暗

動畫文字 (X): 字母之間延遲的百分比 (D)

確定 取消

自訂動畫

變更 移除

速度:

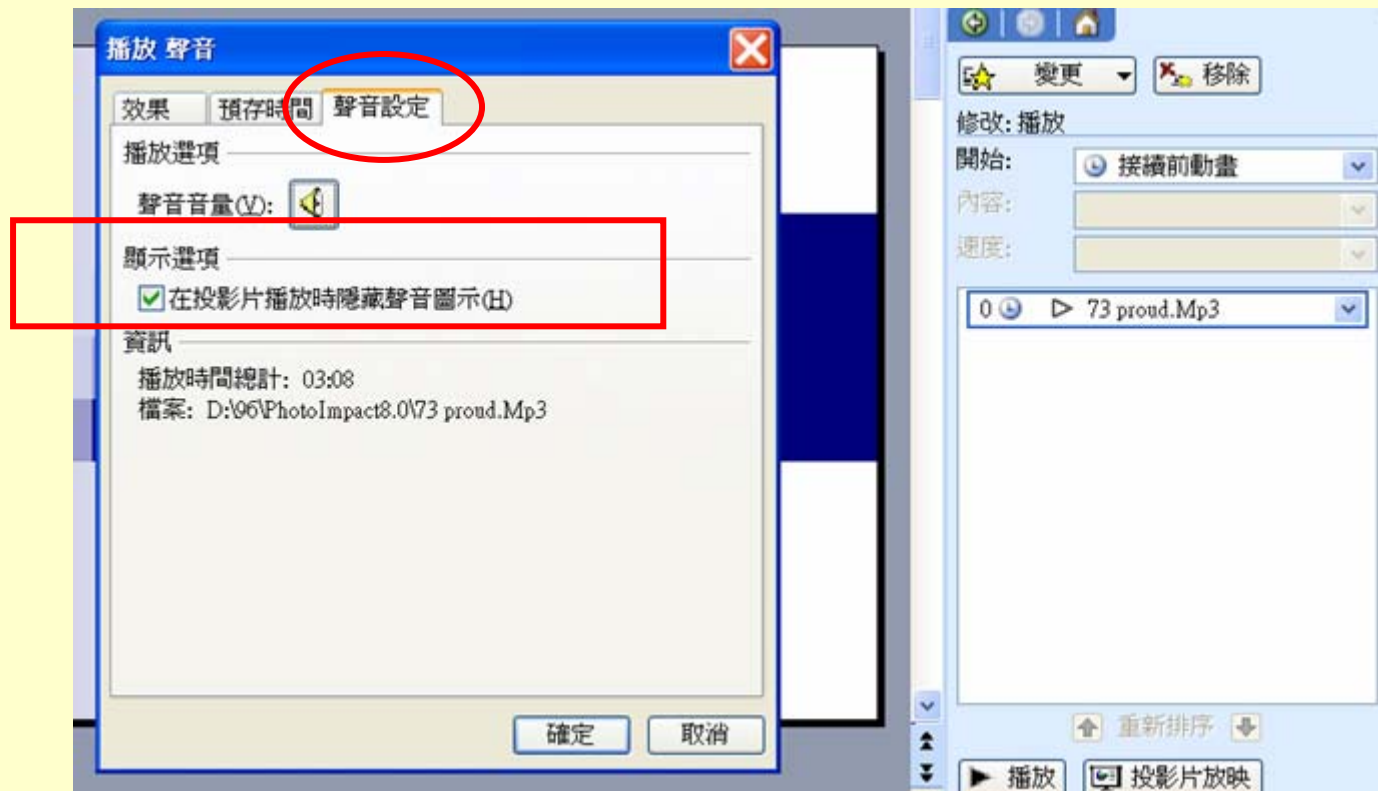
73 proud.Mp3

- 按一下滑鼠開始 (C)
- 與前動畫同時 (W)
- 接續前動畫 (A)
- 效果選項 (E)...
- 時間 (T)...
- 顯示進階時刻表 (S)
- 移除 (R)

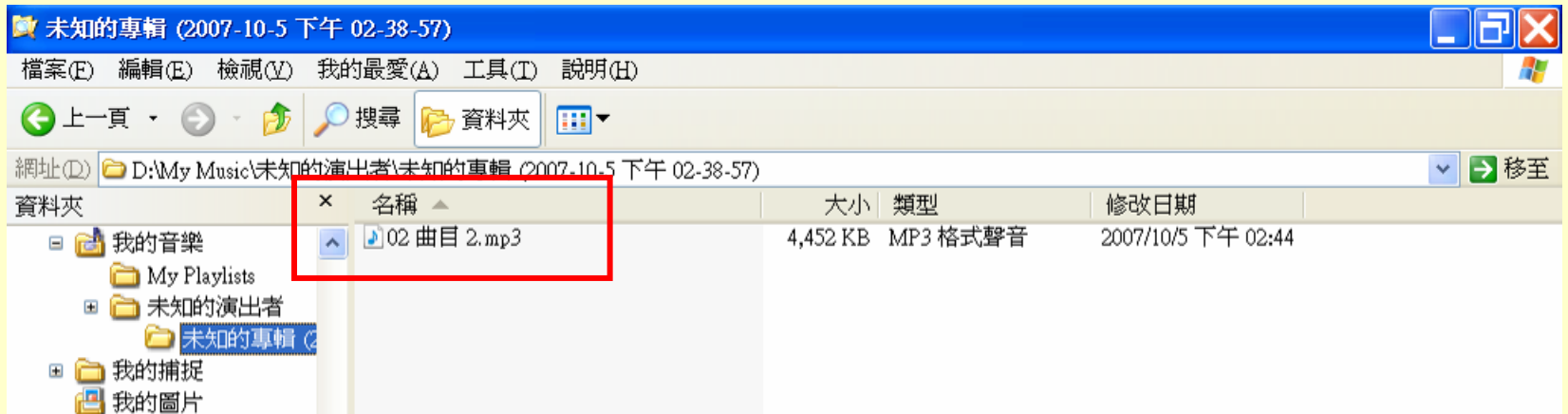
重新排序

設定在7張投影片後停止播放

聲音效果選項 - 聲音設定



檔案位置 - 我的音樂



1. 把mp3檔和ppt檔都存到桌面

2. mp3和ppt的檔名都命名為班級座號

3. mp3檔和ppt檔都要上傳