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Menikah, 3 Putra

THINK POSITIVELY
NETWORK WELL
EXERCISE DAILY
EAT HEALTHY
WORK HARD
STAY STRONG
BUILD FAITH
WORRY LESS
READ MORE
BE HAPPY
VOLUNTEER FREELY
RELAX OFTEN
LOVE ALWAYS
LIVE FOREVER

2

Selamat Datang di PowerPoint

5 Tips untuk bekerja yang lebih sederhana

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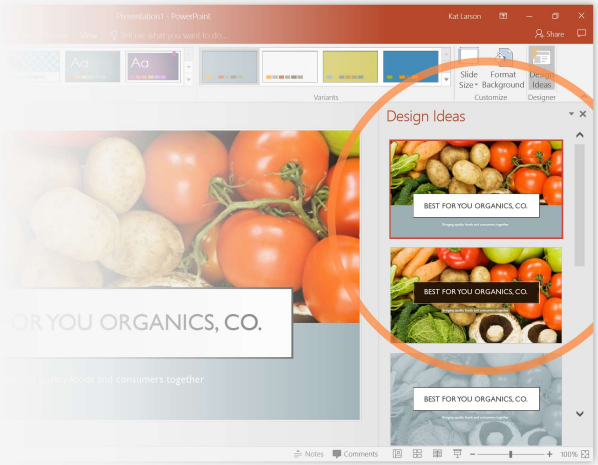
Designer helps you get your point across

PowerPoint Designer menyarankan desain profesional untuk presentasi Anda, berdasarkan konten dalam slide Anda.

Designer adalah fitur khusus langganan. Jika Anda memiliki langganan Office 365, slide berikutnya menunjukkan cara kerjanya dalam presentasi baru.



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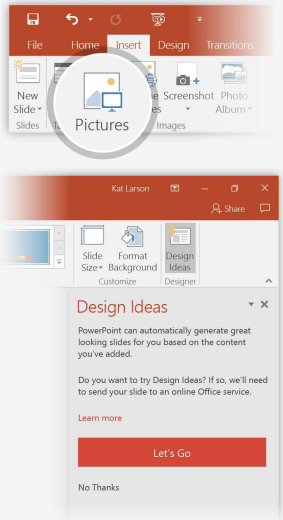
How to use PowerPoint Designer

How it works:

1. Start a new presentation by going to **File** > **New** > **Blank Presentation**.
2. On the very first slide, add a picture: Go to **Insert** > **Pictures** or **Insert** > **Online Pictures** and choose the picture.

   Hint: You need to be online when you add the picture.
3. When PowerPoint asks your permission to get design ideas, select **Let's Go**.
4. Choose a design you like from the **Design Ideas** task pane.



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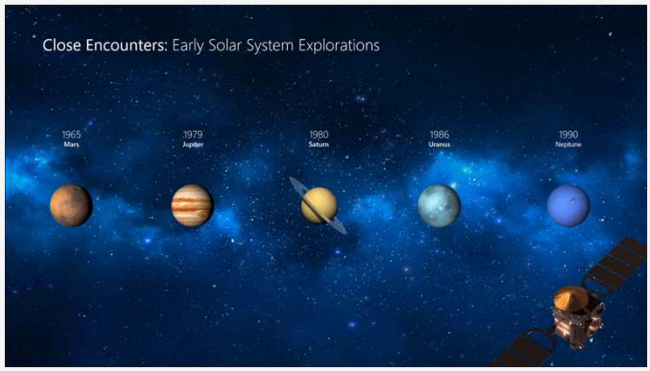
Morph

Morph makes smooth animations and object movements in your presentation. You use two similar slides to perform the animation, but it looks to your audience like the action happens on one slide.

Play the video on the right to see a quick example.

Morph is a subscription-only feature. If you have an Office 365 subscription, you can try it yourself with the steps on the next slide.

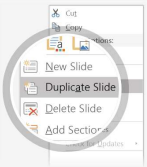


6

Setting up Morph

Try it yourself with these two simple "planets":

1. Duplicate this slide: Right-click the slide thumbnail and select **Duplicate Slide**.



2. In the second of these two identical slides, change the shapes on the right in some way (move, resize, change color), then go to **Transitions** > **Morph**.

3. Return to the first of the two slides and press **Slide Show** button and then select **Play** to see your circle morph!

Hint: **Effect Options** gives you even more options for **Morph**.

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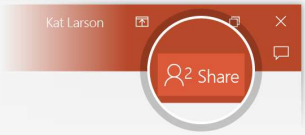
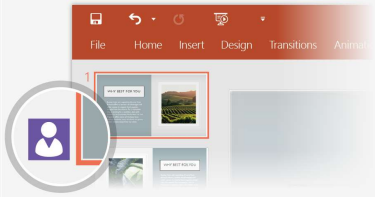
Working together in real time

When you share your presentation with others, you'll see them working with you at the same time.

How it works:





1. Select **Share** from above the ribbon, or by using short-key **Alt-ZS**, to invite people to work with you (You can save to the cloud at this point.)
2. When other people are in the presentation, a marker shows who is on which slide…
3. …and the part of the slide they're editing.

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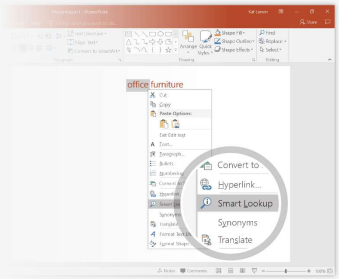
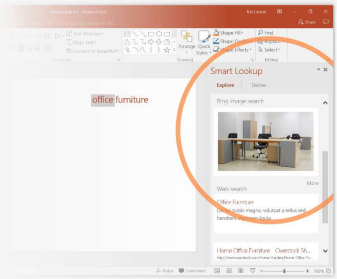
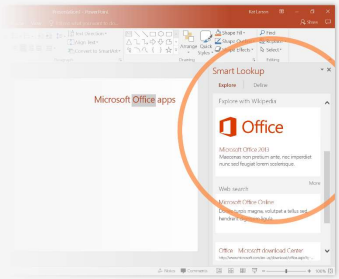
Explore without leaving your slides

Smart Lookup brings research directly in to PowerPoint.

Try it:







1. Right-click in the word *office* in the following phrase: office furniture
2. Choose **Smart Lookup**, and notice that results are contextual for that phrase, not Microsoft Office apps.
3. Just for fun, try Smart Lookup again by right-clicking in the word *Office* in Step 2.

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Pemanfaatan Powerpoint

1. **Presentation → Terkunci atau tidak terkunci**
2. **Poster**
3. **Infografis**
4. **Video**

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Pemanfaatan MS Powerpoint

Banyak hal yang bisa kita lakukan dengan Microsoft Powerpoint, beberapa yang sering saya gunakan adalah sebagaimana yang saya sampaikan berikut ini

Presentasi

presentasi yang kita buat bisa dikunci sehingga tidak mudah diubah

Poster

Sangat mudah, cepat, dan bisa digunakan untuk ukuran berapapun

Infografis

Sangat powerful untuk membuat berbagai diagram yang sangat menarik bahkan 3D

VIDEO

Baik Video Tutorial, Perkuliahan, bahkan promosi hingga bisnis

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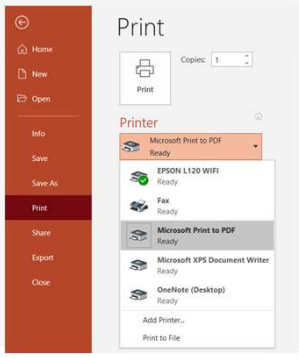
Mengunci Presentasi

Proses pengamanan dari file presentasi kita pada prinsipnya bisa dilakukan dalam dua cara:

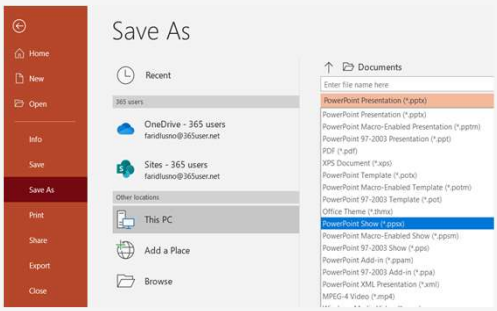
1. **Mengubah ke bentuk PDF File**

   Print > **Microsoft Print to PDF**



2. **Disimpan sebagai Powerpoint Show**

   Save As > **Powerpoint Show (.ppsx)**



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Lebih lanjut, silahkan akses link berikut ini:

s.id/savePPT

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Poster with PPT

Pada Prinsipnya membuat poster dengan powerpoint adalah mengubah tata letak dan halaman dari slide powerpoint kita. Langkah Umumnya adalah sebagai berikut:

1. **Mengubah ukuran dan bentuk Slide:**
   Design > Slide Size > Custom Slide Size
2. **Mengatur jumlah kolom yang kita butuhkan:**
   Home > Paragraph > Add or Remove Colums
3. **Menambahkan isi menggunakan Teks Boks**
   Insert > Teks Box
4. **Pemanfaatan WordArt (untuk sub judul)**
   Insert > WordArt

[redacted]

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Lebih lanjut, silahkan akses link berikut ini:

s.id/PPTposter

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Video

Dalam proses pembuatan video, Microsoft Powerpoint bisa digunakan untuk membuat:

1. Video tutorial yang diambil dari aplikasi di luar Microsoft Powerpoint (contoh SPPS)
2. Video tutorial atau perkuliahan menggunakan Microsoft Powerpoint sebagai aplikasi utama
3. Membuat Video secara bebas (lebih mudah menggunakan template video)

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Lebih lanjut, silahkan akses link berikut ini:

s.id/PPTvideo

17

Silahkan cek juga di youtube channel youtube saya

s.id/faridchannel

In syaa Allah segera hadir

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