### 把PowerPoint當Word在用

商業簡報網/韓明文講師/www.pook.com.tw

#### 許多場合,簡報者會以PowerPoint取代 Word的方式進行文書排版作業

例如:書面版公司簡介、產品說明、政府機 關提案...

當簡報者需要製作大量文字的書面簡報時,以下範例可以讓您的圖文排版變得更加專業

### 三欄配置



#### **Unyielding**

Suppose I'm different from the world, then just let me be different . Persistence, to me, means standing film to resistance. Suppose I'm different from the world, then just let me be different Persistence.

#### **May Day**

Suppose I'm different from the world, then just let me be different . Persistence, to me, means standing film to resistance.

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### 横幅照片



#### **May Day**

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### T形組合



#### May Day

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#### **May Day**

Unyielding

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### 標題圖解

#### Unyielding

Suppose I'm different from the world, then just let me be different . Persistence, to me, means standing film to resistance. Suppose I'm different from the world, then just let me be different Persistence, to me, means standing film to resistance. Suppose I'm different from the world, then just let me be different . Persistence, to me, means standing film to resistance.

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### 反向展開



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### 中置圖片

#### Suppose I'm different

from the world, then just let me be different. Persistence, to me, means standing film to resistance. Suppose I'm different from the world, then just let me be different Persistence, to me, means standing film to resistance. Suppose I'm different from the world, then just let me be different. Persistence, to me, means standing film to resistance. Suppose I'm different from the world, then just let me be different. Persistence, to me, means standing film to resistance.





#### Suppose I'm different

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### 圖文交錯



#### **Unyielding**

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### 3X2矩陣

#### 01 Unyielding

Suppose I'm different from the world, then just let me be different . Persistence, to me, means standing film to resistance. Suppose I'm different from the world

#### 02 May Day

Suppose I'm different from the world, then just let me be different . Persistence, to me, means standing film to resistance. Suppose I'm different from the world

#### 03 Unyielding

Suppose I'm different from the world, then just let me be different . Persistence, to me, means standing film to resistance. Suppose I'm different from the world

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# 圖文組合



#### Unyielding

Suppose I'm different from the world, then just let me be different . Persistence, to me, means standing film to resistance. Suppose I'm different from the world, then just let me be different Persistence, to me, means standing film to resistance.



#### **May Day**

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#### **Unyielding**

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### 綜合圖表

#### **Unyielding**

Suppose I'm different from the world, then just let me be different.

Persistence, to me, means standing film to resistance.

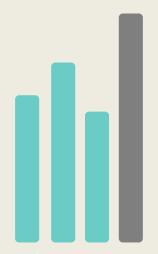
Suppose I'm different from the world, then just let me be different Persistence.

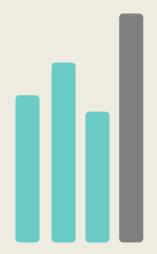
#### **May Day**

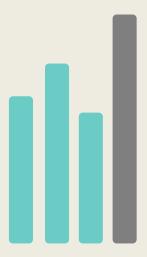
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### 置中文字



#### Unyielding

Suppose I'm different from the world, then just let me be different.

Persistence, to me, means standing film to resistance. Suppose I'm different from the world, then just let me be different Persistence, to me, means standing film to resistance.

Suppose I'm different from the world, then just let me be different



### 重點數

1 Unyielding

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2 May Day

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## 造形圖片



# Suppose I'm different from the world, then just let me be different.

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# 圖文組合







**Suppose** I'm different from the world, then just let me be different. Persistence, to me, means standing film to resistance. Suppose I'm different from the world, then just let me be different Persistence, to me, means standing film to resistance. Suppose I'm different from the world, then just let me be different. Persistence, to me, means standing film to resistance. Suppose I'm different from the world, then just let me be different. Persistence, to me, means standing film to resistance. Suppose I'm different from the world, then just let me be different. Persistence, to me, means standing film to resistance. Suppose I'm different from the world, then just let me be different Persistence, to me, means standing film to resistance.

### licon符號



Suppose I'm different from the world, then just let me be different . Persistence, to me, means standing film to resistance. Suppose I'm different from the world, then just let me be different Persistence .



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### 數字編號

01

#### I'm different from the world

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<u>03</u>

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04

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### 標題分隔



Suppose I'm different from the world, then just let me be different.

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### 對話圖框

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### Suppose I'm different from the world, then just let me be different.

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### 分項icon





#### **Unyielding**

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# 圖文組合



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### 視覺色塊

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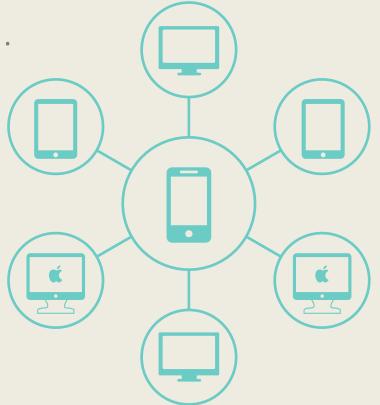
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# 以圖輔文

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### 併列小圖





#### **Unyielding**

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# 圖文組合









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### 視覺優先



Suppose I'm different from the world, then just let me be different. Persistence.



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Persistence.



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### 圖文配置









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### 半版照片

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Suppose I'm different from the world, then just let me be different . Persistence, to me, means standing film to resistance. Suppose I'm different from the world.



### 四格圖文



Unyielding

Suppose I'm different from the world, then just let me be different . Persistence . Suppose I'm different from the world .



**Unyielding** 

Suppose I'm different from the world, then just let me be different . Persistence . Suppose I'm different from the world .



**May Day** 

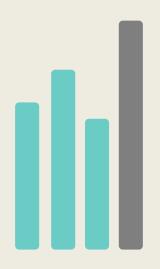
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#### **Unyielding**

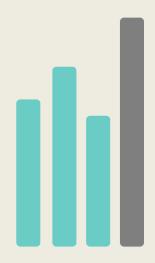
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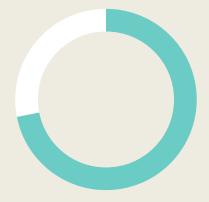
## 圖表敘述



#### **Unyielding**

Suppose I'm different from the world, then just let me be different . Persistence, to me, means standing film to resistance. Suppose I'm different from the world, then just let me be different Persistence, to me, means standing film to resistance.





#### **May Day**

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### 反向交錯

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#### **Unyielding**

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### ||引言符號

# Suppose I'm different from the world, then just let me be different.

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Suppose I'm different from the world, then just let me be different.

### 長短段落



#### **Unyielding**

Suppose I'm different from the world, then just let me be different . Persistence, to me, means standing film to resistance..

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#### **May Day**

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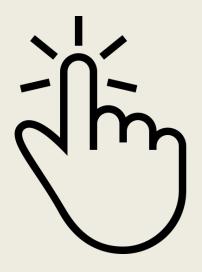
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信瑞企管特聘講師

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# 課程內容

簡報製作原則 邏輯性簡報建構法 商業簡報KPI 商業簡報整合技巧 STP技術性簡報法 高階簡報製作 商業圖表活用術 商業圖解技巧 企劃2.0



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