

圖片壓縮方式(Word、PPT 皆適用)

Step1.於該圖片點兩下左鍵，上方將出現圖片工具列

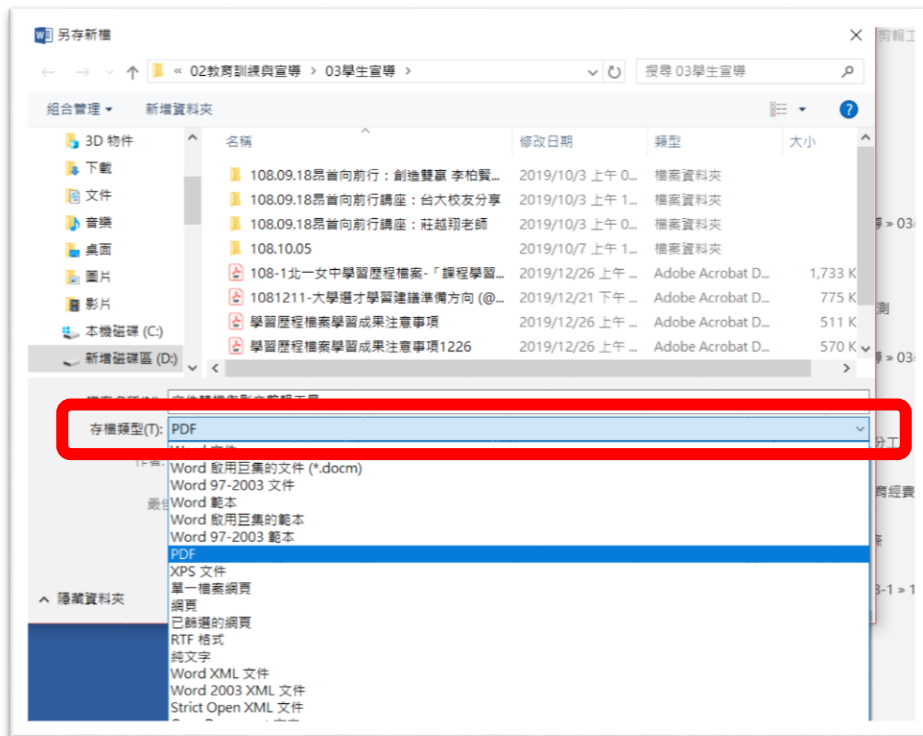
Step2.點選壓縮圖片

Step3.選擇：電子郵件(96ppi)(E)：最小化文件已進行共用

<p>Word</p>	 <p>The screenshot shows the Microsoft Word ribbon with the 'Design' tab active. The 'Compress Pictures' button is highlighted with a red box. Below it, the 'Compress Pictures' dialog box is open. In the 'Target Output' section, the 'Email (96 ppi)' option is selected and highlighted with a red box. Other options include 'HD (330 ppi)', 'Print (220 ppi)', 'Web (150 ppi)', and 'Use File Resolution'. The 'Compression Options' section has 'Apply only to this picture' and 'Delete cropped areas' checked.</p>
<p>PPT</p>	 <p>The screenshot shows the Microsoft PowerPoint ribbon with the 'Design' tab active. The 'Compress Pictures' button is highlighted with a red box. Below it, the 'Compress Pictures' dialog box is open. In the 'Target Output' section, the 'Email (96 ppi)' option is selected and highlighted with a red box. Other options include 'HD (330 ppi)', 'Print (220 ppi)', 'Web (150 ppi)', and 'Use File Resolution'. The 'Compression Options' section has 'Apply only to this picture' and 'Delete cropped areas' checked.</p>

文件轉 PDF 方式(Word、PPT 皆適用)

【方式一】另存新檔，選擇存檔類型(T)：PDF



【方式二】列印，選擇印表機：Adobe PDF



影片轉檔、壓縮及其他編輯工具

工具	網址/來源	功能
 格式工廠	https://www.azofreeware.com/2008/10/formatfactory-155.html 建議解析度為 800*600，可轉為 mp4(符合學習歷程檔案格式要求)。	影片轉檔、壓縮。
	https://beecut.com/tw/	影片剪輯
	https://www.openshot.org/zh-hant/	影片剪輯
	http://www.videosoftdev.com/free-video-editor	影片剪輯與解析度調整
	https://smallpdf.com/zh-TW	1.word、PPT、Excel 轉 pdf 2.壓縮 pdf 3.合併、分割 pdf
	https://www.iloveimg.com/zh-tw	圖片壓縮
 剪取工具	Windows 內建	畫面擷取
	Alt 鍵+PrintScrn 鍵 右鍵→貼上	畫面擷取