



โครงการอบรม

การนำเสนอด้วยโปรแกรมสำเร็จรูป Excel 2016 และ PowerPoint 2016

**ระหว่างวันที่ 16-17 กันยายน 2562
เวลา 13.30-16.30 น.**

**ณ สำนักวิทยบริการและเทคโนโลยีสารสนเทศ
มหาวิทยาลัยเทคโนโลยีราชมงคลธัญบุรี**



จัดโดย สถาบันวิจัยและพัฒนา
กันยายน 2562



Excel 2016

ปิยนุช เจียงแจ่มจิต

PIYANOOT_J@RMUTT.AC.TH

Outline

1

การทำงานกับข้อมูล

2

Pivot Table & Pivot Chart

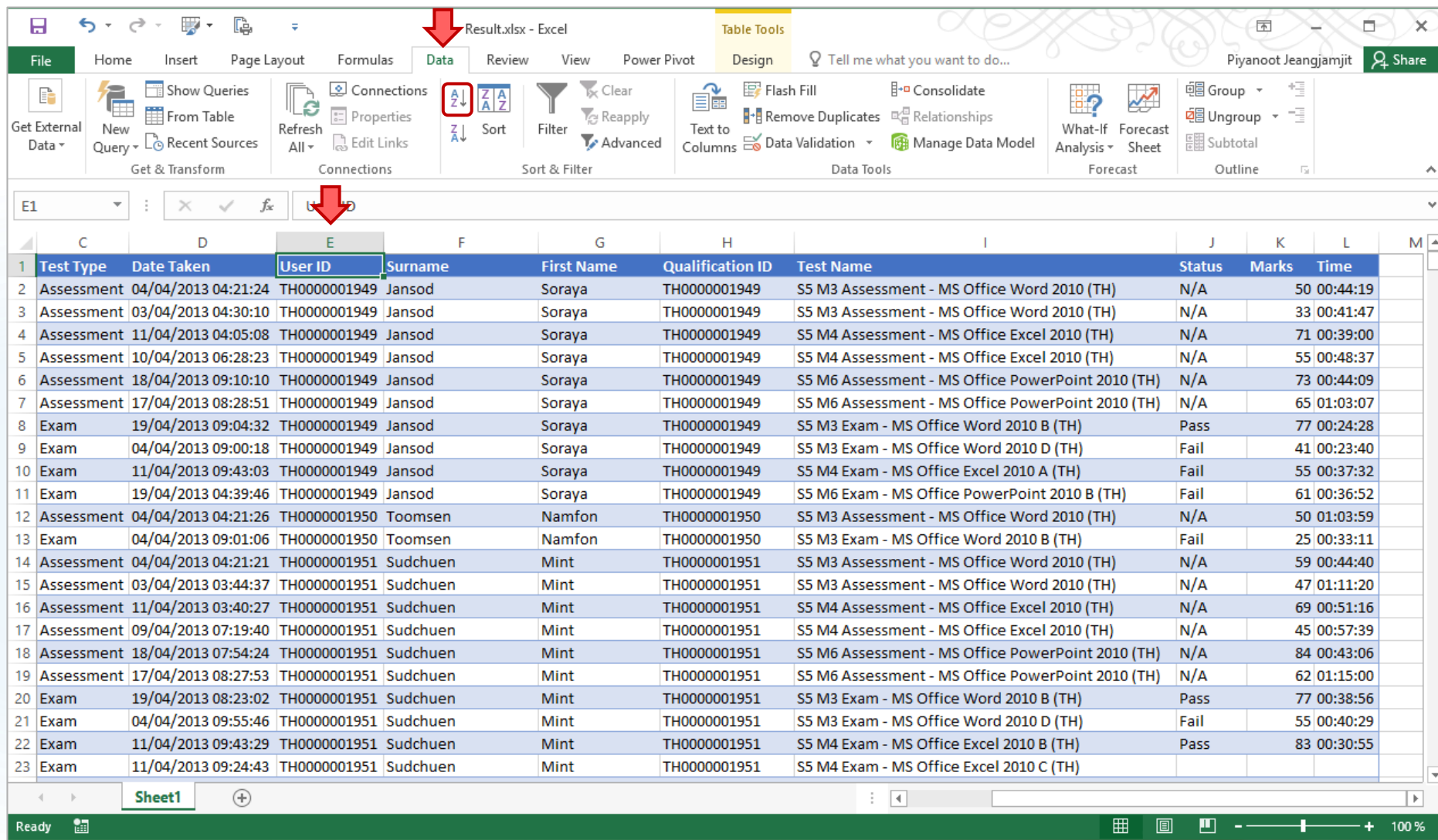
1

การทำงานกับข้อมูล

- ❖ การเรียงข้อมูลตามลำดับ (Sorting)
- ❖ การกรองข้อมูล (Filter) ด้วย Auto Filter
- ❖ กรองข้อมูล 10 รายการสูงสุด/ต่ำสุด
- ❖ เทคนิคเพื่อกำหนดการกรองข้อความ
- ❖ การตรวจสอบความถูกต้องของข้อมูลด้วย Data Validation
- ❖ การแสดงตามเงื่อนไขด้วย Conditional Formatting



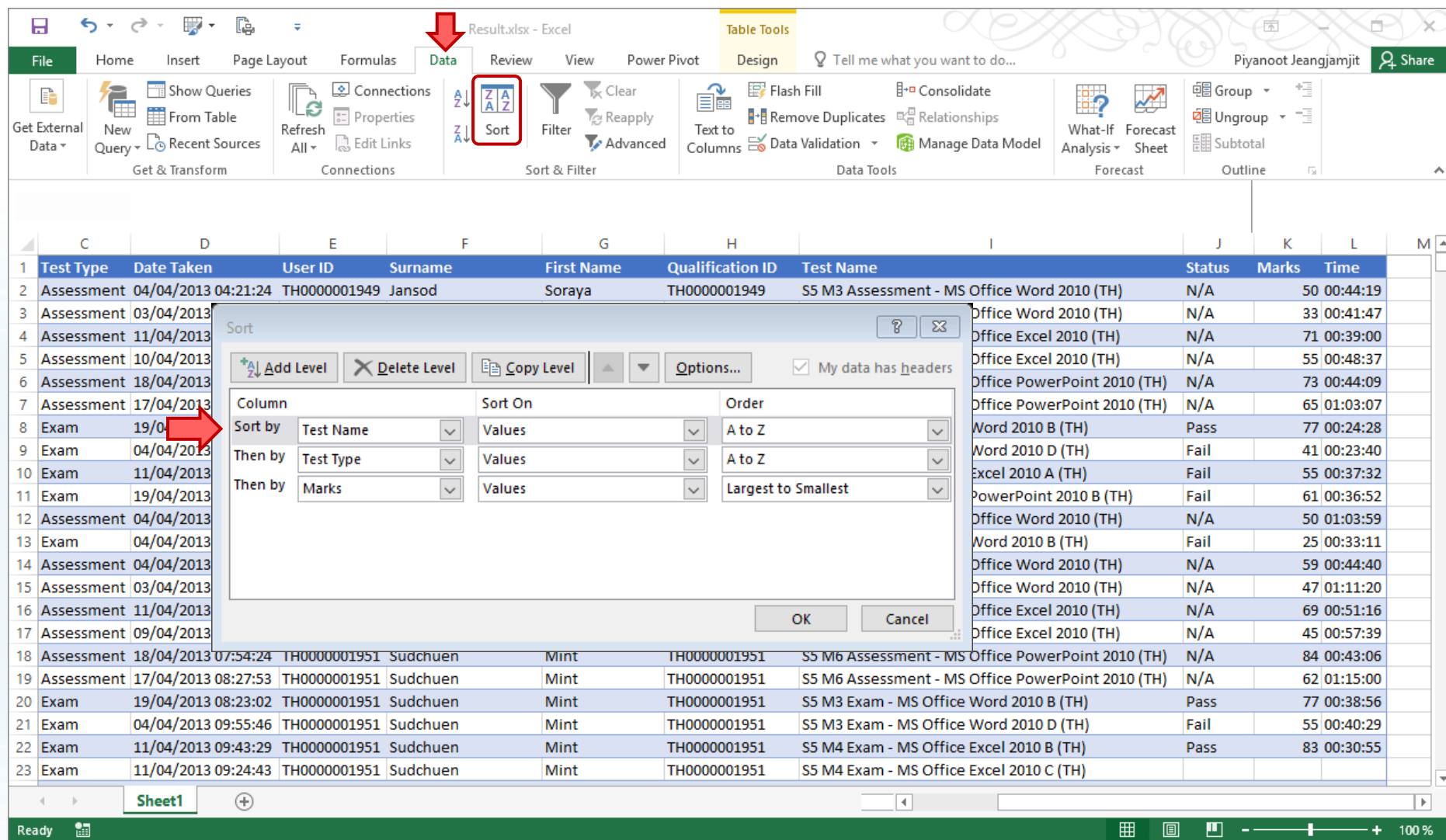
การเรียงข้อมูลตามลำดับ (Sorting)



The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Sort' button in the 'Sort & Filter' group is highlighted with a red box and a red arrow. Another red arrow points to the 'User ID' column header in the spreadsheet. The spreadsheet data is as follows:

	C	D	E	F	G	H	I	J	K	L	M
1	Test Type	Date Taken	User ID	Surname	First Name	Qualification ID	Test Name	Status	Marks	Time	
2	Assessment	04/04/2013 04:21:24	TH0000001949	Jansod	Soraya	TH0000001949	S5 M3 Assessment - MS Office Word 2010 (TH)	N/A	50	00:44:19	
3	Assessment	03/04/2013 04:30:10	TH0000001949	Jansod	Soraya	TH0000001949	S5 M3 Assessment - MS Office Word 2010 (TH)	N/A	33	00:41:47	
4	Assessment	11/04/2013 04:05:08	TH0000001949	Jansod	Soraya	TH0000001949	S5 M4 Assessment - MS Office Excel 2010 (TH)	N/A	71	00:39:00	
5	Assessment	10/04/2013 06:28:23	TH0000001949	Jansod	Soraya	TH0000001949	S5 M4 Assessment - MS Office Excel 2010 (TH)	N/A	55	00:48:37	
6	Assessment	18/04/2013 09:10:10	TH0000001949	Jansod	Soraya	TH0000001949	S5 M6 Assessment - MS Office PowerPoint 2010 (TH)	N/A	73	00:44:09	
7	Assessment	17/04/2013 08:28:51	TH0000001949	Jansod	Soraya	TH0000001949	S5 M6 Assessment - MS Office PowerPoint 2010 (TH)	N/A	65	01:03:07	
8	Exam	19/04/2013 09:04:32	TH0000001949	Jansod	Soraya	TH0000001949	S5 M3 Exam - MS Office Word 2010 B (TH)	Pass	77	00:24:28	
9	Exam	04/04/2013 09:00:18	TH0000001949	Jansod	Soraya	TH0000001949	S5 M3 Exam - MS Office Word 2010 D (TH)	Fail	41	00:23:40	
10	Exam	11/04/2013 09:43:03	TH0000001949	Jansod	Soraya	TH0000001949	S5 M4 Exam - MS Office Excel 2010 A (TH)	Fail	55	00:37:32	
11	Exam	19/04/2013 04:39:46	TH0000001949	Jansod	Soraya	TH0000001949	S5 M6 Exam - MS Office PowerPoint 2010 B (TH)	Fail	61	00:36:52	
12	Assessment	04/04/2013 04:21:26	TH0000001950	Toomsen	Namfon	TH0000001950	S5 M3 Assessment - MS Office Word 2010 (TH)	N/A	50	01:03:59	
13	Exam	04/04/2013 09:01:06	TH0000001950	Toomsen	Namfon	TH0000001950	S5 M3 Exam - MS Office Word 2010 B (TH)	Fail	25	00:33:11	
14	Assessment	04/04/2013 04:21:21	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M3 Assessment - MS Office Word 2010 (TH)	N/A	59	00:44:40	
15	Assessment	03/04/2013 03:44:37	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M3 Assessment - MS Office Word 2010 (TH)	N/A	47	01:11:20	
16	Assessment	11/04/2013 03:40:27	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M4 Assessment - MS Office Excel 2010 (TH)	N/A	69	00:51:16	
17	Assessment	09/04/2013 07:19:40	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M4 Assessment - MS Office Excel 2010 (TH)	N/A	45	00:57:39	
18	Assessment	18/04/2013 07:54:24	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M6 Assessment - MS Office PowerPoint 2010 (TH)	N/A	84	00:43:06	
19	Assessment	17/04/2013 08:27:53	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M6 Assessment - MS Office PowerPoint 2010 (TH)	N/A	62	01:15:00	
20	Exam	19/04/2013 08:23:02	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M3 Exam - MS Office Word 2010 B (TH)	Pass	77	00:38:56	
21	Exam	04/04/2013 09:55:46	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M3 Exam - MS Office Word 2010 D (TH)	Fail	55	00:40:29	
22	Exam	11/04/2013 09:43:29	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M4 Exam - MS Office Excel 2010 B (TH)	Pass	83	00:30:55	
23	Exam	11/04/2013 09:24:43	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M4 Exam - MS Office Excel 2010 C (TH)				

การเรียงข้อมูลตามลำดับ (Sorting)



Result.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Power Pivot Design Tell me what you want to do... Piyanoot Jeangjamjit Share

Get External Data New Query Show Queries From Table Recent Sources Get & Transform Refresh All Connections Properties Edit Links Connections Sort & Filter Filter Clear Reapply Advanced Data Tools Text to Columns Flash Fill Remove Duplicates Data Validation Consolidate Relationships Manage Data Model What-If Analysis Forecast Sheet Forecast Outline

	C	D	E	F	G	H	I	J	K	L	M
	Test Type	Date Taken	User ID	Surname	First Name	Qualification ID	Test Name	Status	Marks	Time	
2	Assessment	04/04/2013 04:21:24	TH0000001949	Jansod	Soraya	TH0000001949	S5 M3 Assessment - MS Office Word 2010 (TH)	N/A	50	00:44:19	
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7	Assessment	17/04/2013					Office PowerPoint 2010 (TH)	N/A	65	01:03:07	
8	Exam	19/04/2013					Word 2010 B (TH)	Pass	77	00:24:28	
9	Exam	04/04/2013					Word 2010 D (TH)	Fail	41	00:23:40	
10	Exam	11/04/2013					Excel 2010 A (TH)	Fail	55	00:37:32	
11	Exam	19/04/2013					PowerPoint 2010 B (TH)	Fail	61	00:36:52	
12	Assessment	04/04/2013					Office Word 2010 (TH)	N/A	50	01:03:59	
13	Exam	04/04/2013					Word 2010 B (TH)	Fail	25	00:33:11	
14	Assessment	04/04/2013					Office Word 2010 (TH)	N/A	59	00:44:40	
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19	Assessment	17/04/2013 08:27:53	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M6 Assessment - MS Office PowerPoint 2010 (TH)	N/A	62	01:15:00	
20	Exam	19/04/2013 08:23:02	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M3 Exam - MS Office Word 2010 B (TH)	Pass	77	00:38:56	
21	Exam	04/04/2013 09:55:46	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M3 Exam - MS Office Word 2010 D (TH)	Fail	55	00:40:29	
22	Exam	11/04/2013 09:43:29	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M4 Exam - MS Office Excel 2010 B (TH)	Pass	83	00:30:55	
23	Exam	11/04/2013 09:24:43	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M4 Exam - MS Office Excel 2010 C (TH)				

Sort

Sort by: Test Name, Sort On: Values, Order: A to Z

Then by: Test Type, Sort On: Values, Order: A to Z

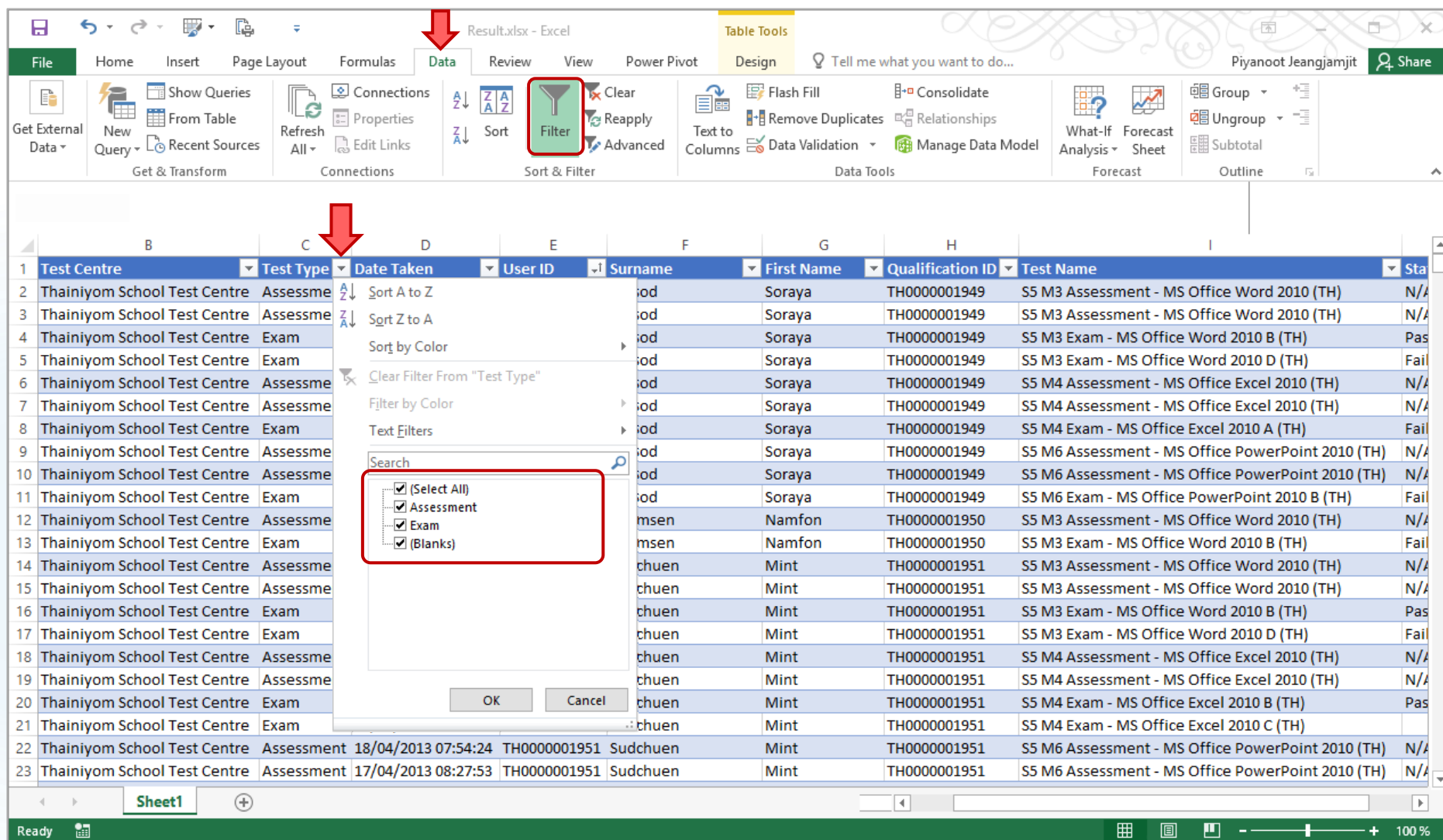
Then by: Marks, Sort On: Values, Order: Largest to Smallest

OK Cancel

Sheet1

Ready 100%

การกรองข้อมูล (Filter) ด้วย Auto Filter



The screenshot shows the Microsoft Excel interface with the 'Data' tab selected in the ribbon. The 'Filter' button, represented by a funnel icon, is highlighted in the 'Sort & Filter' group. Below the ribbon, the 'Test Type' column in the data table is selected, and its dropdown menu is open. The menu shows options for sorting (A to Z, Z to A, by color) and filtering. The 'Filter by Color' and 'Text Filters' options are expanded, and the 'Text Filters' menu is open, showing options to filter by text, numbers, dates, or colors. The 'Text Filters' menu is open, showing options to filter by text, numbers, dates, or colors.

Test Centre	Test Type	Date Taken	User ID	Surname	First Name	Qualification ID	Test Name	Status
Thainiyom School Test Centre	Assessme			od	Soraya	TH0000001949	S5 M3 Assessment - MS Office Word 2010 (TH)	N/A
Thainiyom School Test Centre	Assessme			od	Soraya	TH0000001949	S5 M3 Assessment - MS Office Word 2010 (TH)	N/A
Thainiyom School Test Centre	Exam			od	Soraya	TH0000001949	S5 M3 Exam - MS Office Word 2010 B (TH)	Pas
Thainiyom School Test Centre	Exam			od	Soraya	TH0000001949	S5 M4 Exam - MS Office Word 2010 D (TH)	Fail
Thainiyom School Test Centre	Assessme			od	Soraya	TH0000001949	S5 M4 Assessment - MS Office Excel 2010 (TH)	N/A
Thainiyom School Test Centre	Assessme			od	Soraya	TH0000001949	S5 M4 Assessment - MS Office Excel 2010 (TH)	N/A
Thainiyom School Test Centre	Exam			od	Soraya	TH0000001949	S5 M4 Exam - MS Office Excel 2010 A (TH)	Fail
Thainiyom School Test Centre	Assessme			od	Soraya	TH0000001949	S5 M6 Assessment - MS Office PowerPoint 2010 (TH)	N/A
Thainiyom School Test Centre	Assessme			od	Soraya	TH0000001949	S5 M6 Assessment - MS Office PowerPoint 2010 (TH)	N/A
Thainiyom School Test Centre	Exam			od	Soraya	TH0000001949	S5 M6 Exam - MS Office PowerPoint 2010 B (TH)	Fail
Thainiyom School Test Centre	Assessme			msen	Namfon	TH0000001950	S5 M3 Assessment - MS Office Word 2010 (TH)	N/A
Thainiyom School Test Centre	Exam			msen	Namfon	TH0000001950	S5 M3 Exam - MS Office Word 2010 B (TH)	Fail
Thainiyom School Test Centre	Assessme			chuen	Mint	TH0000001951	S5 M3 Assessment - MS Office Word 2010 (TH)	N/A
Thainiyom School Test Centre	Assessme			chuen	Mint	TH0000001951	S5 M3 Assessment - MS Office Word 2010 (TH)	N/A
Thainiyom School Test Centre	Exam			chuen	Mint	TH0000001951	S5 M3 Exam - MS Office Word 2010 B (TH)	Pas
Thainiyom School Test Centre	Exam			chuen	Mint	TH0000001951	S5 M3 Exam - MS Office Word 2010 D (TH)	Fail
Thainiyom School Test Centre	Assessme			chuen	Mint	TH0000001951	S5 M4 Assessment - MS Office Excel 2010 (TH)	N/A
Thainiyom School Test Centre	Assessme			chuen	Mint	TH0000001951	S5 M4 Assessment - MS Office Excel 2010 (TH)	N/A
Thainiyom School Test Centre	Exam			chuen	Mint	TH0000001951	S5 M4 Exam - MS Office Excel 2010 B (TH)	Pas
Thainiyom School Test Centre	Exam			chuen	Mint	TH0000001951	S5 M4 Exam - MS Office Excel 2010 C (TH)	
Thainiyom School Test Centre	Assessment	18/04/2013 07:54:24	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M6 Assessment - MS Office PowerPoint 2010 (TH)	N/A
Thainiyom School Test Centre	Assessment	17/04/2013 08:27:53	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M6 Assessment - MS Office PowerPoint 2010 (TH)	N/A

การกรองข้อมูล 10 รายการสูงสุด/ต่ำสุด

7

The screenshot displays the Microsoft Excel interface with a table of exam results. The 'Data' tab is active, and the 'Filter' button is highlighted. A 'Top 10 AutoFilter' dialog box is open, showing 'Show Top 10 Items'. A red arrow points to the 'Marks' column header, and another red arrow points to the 'Top 10...' option in the context menu. A third red arrow points to the 'Number Filters' section in the 'Filter by Color' dropdown menu.

	C	D	E	F	G	H	I	J	K	L	M
	Test Type	Date Taken	User ID	Surname	First Name	Qualification ID	Test Name	Status	Marks	Time	
4	Exam	19/04/2013 09:04:32	TH0000001949	Jansod	Soraya	TH0000001949	S5 M3 Exam - MS Office Word 2010 B (TH)	Pass			
5	Exam	04/04/2013 09:00:18	TH0000001949	Jansod	Soraya	TH0000001949	S5 M3 Exam - MS Office Word 2010 D (TH)	Fail			
8	Exam	11/04/2013 09:43:03	TH0000001949	Jansod	Soraya	TH0000001949	S5 M4 Exam - MS Office Excel 2010 A (TH)	Fail			
11	Exam	19/04/2013 04:39:46	TH0000001949	Jansod	Soraya	TH0000001949	S5 M6 Exam - MS Office PowerPoint 2010 B (TH)	Fail			
13	Exam	04/04/2013 09:01:06	TH0000001950	Toomsen			am - MS Office Word 2010 B (TH)	Fail			
16	Exam	19/04/2013 08:23:02	TH0000001951	Sudchuen			am - MS Office Word 2010 B (TH)	Pass			
17	Exam	04/04/2013 09:55:46	TH0000001951	Sudchuen			am - MS Office Word 2010 D (T				
20	Exam	11/04/2013 09:43:29	TH0000001951	Sudchuen			am - MS Office Excel 2010 B (T				
21	Exam	11/04/2013 09:24:43	TH0000001951	Sudchuen			am - MS Office Excel 2010 C (T				
24	Exam	19/04/2013 04:37:15	TH0000001951	Sudchuen			am - MS Office PowerPoint 20				
27	Exam	04/04/2013 08:59:43	TH0000001952	Sir-tang			am - MS Office Word 2010 A (T				
28	Exam	10/04/2013 06:29:35	TH0000001952	Sir-tang			am - MS Office Word 2010 B (T				
31	Exam	11/04/2013 08:58:26	TH0000001952	Sir-tang	Tipwadee	TH0000001952	S5 M4 Exam - MS Office Excel 2010 C (T				
34	Exam	19/04/2013 04:36:28	TH0000001952	Sir-tang	Tipwadee	TH0000001952	S5 M6 Exam - MS Office PowerPoint 20				
37	Exam	04/04/2013 09:00:29	TH0000001953	Piroonneerarit	Nattariga	TH0000001953	S5 M3 Exam - MS Office Word 2010 B (T				
43	Exam	19/04/2013 08:21:27	TH0000001954	Pongpood	Pemika	TH0000001954	S5 M3 Exam - MS Office Word 20				
44	Exam	04/04/2013 09:55:45	TH0000001954	Pongpood	Pemika	TH0000001954	S5 M3 Exam - MS Office Word 2010 D (T				
47	Exam	11/04/2013 09:14:09	TH0000001954	Pongpood	Pemika	TH0000001954	S5 M4 Exam - MS Office Excel 2010 C (T				
50	Exam	19/04/2013 04:39:44	TH0000001954	Pongpood	Pemika	TH0000001954	S5 M6 Exam - MS Office PowerPoint 20				
53	Exam	19/04/2013 08:47:12	TH0000001955	Songkrotum	Sunisa	TH0000001955	S5 M3 Exam - MS Office Word 2010 A (T...				
54	Exam	04/04/2013 09:00:11	TH0000001955	Songkrotum	Sunisa	TH0000001955	S5 M3 Exam - MS Office Word 2010 D (TH)	Fail	72	00:33:13	
57	Exam	11/04/2013 08:58:50	TH0000001955	Songkrotum	Sunisa	TH0000001955	S5 M4 Exam - MS Office Excel 2010 C (TH)	Pass	97	00:31:56	

Ready 475 of 1048575 records found

เทคนิคเพื่อกำหนดการกรองข้อความ

8

Result.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Power Pivot Design Tell me what you want to do...

Get External Data New Query Recent Sources Get & Transform

Connections Refresh All Properties Edit Links Connections

Sort & Filter Sort Filter Clear Reapply Advanced

Data Tools Flash Fill Remove Duplicates Text to Columns Data Validation Manage Data Model

Forecast What-If Analysis Forecast Sheet

Outline Group Ungroup Subtotal

	C	D	E	F	G	H	I	J	K	L	M
1	Test Type	Date Taken	User ID	Surname	First Name	Qualification ID	Test Name	Status	Marks	Time	
4	Exam	19/04/2013 09:04:32	TH0000001949	Jansod	Soraya	TH0000001949	S5 M3 Exam - MS Office Word 2010 B (TH)				
5	Exam	04/04/2013 09:00:18	TH0000001949	Jansod	Soraya	TH0000001949	S5 M3 Exam - MS Office Word 2010 D (TH)				
8	Exam	11/04/2013 09:43:03	TH0000001949	Jansod	Soraya	TH0000001949	Excel 2010 A (TH)				
11	Exam	19/04/2013 04:39:46	TH0000001949	Jansod	Soraya	TH0000001949	PowerPoint 2010 B (TH)				
13	Exam	04/04/2013 09:01:06	TH0000001950	Toor	Soraya	TH0000001950	Word 2010 B (TH)				
16	Exam	19/04/2013 08:23:02	TH0000001951	Sudd	Soraya	TH0000001951	Word 2010 B (TH)				
17	Exam	04/04/2013 09:55:46	TH0000001951	Sudd	Soraya	TH0000001951	Word 2010 D (TH)				
20	Exam	11/04/2013 09:43:29	TH0000001951	Sudd	Soraya	TH0000001951	Excel 2010 B (TH)				
21	Exam	11/04/2013 09:24:43	TH0000001951	Sudd	Soraya	TH0000001951	Excel 2010 C (TH)				
24	Exam	19/04/2013 04:37:15	TH0000001951	Sudd	Soraya	TH0000001951	PowerPoint 2010 D (TH)				
27	Exam	04/04/2013 08:59:43	TH0000001952	Sir-t	Tipwadee	TH0000001952	Word 2010 A (TH)				
28	Exam	10/04/2013 06:29:35	TH0000001952	Sir-t	Tipwadee	TH0000001952	Word 2010 B (TH)				
31	Exam	11/04/2013 08:58:26	TH0000001952	Sir-t	Tipwadee	TH0000001952	Excel 2010 C (TH)				
34	Exam	19/04/2013 04:36:28	TH0000001952	Sir-tang	Tipwadee	TH0000001952	S5 M6 Exam - MS Office PowerPoint 2010 A (TH)				
37	Exam	04/04/2013 09:00:29	TH0000001953	Piroonnerarit	Nattariga	TH0000001953	S5 M3 Exam - MS Office Word 2010 B (TH)				
43	Exam	19/04/2013 08:21:27	TH0000001954	Pongpood	Pemika	TH0000001954	S5 M3 Exam - MS Office Word 2010 B (TH)				
44	Exam	04/04/2013 09:55:45	TH0000001954	Pongpood	Pemika	TH0000001954	S5 M3 Exam - MS Office Word 2010 D (TH)				
47	Exam	11/04/2013 09:14:09	TH0000001954	Pongpood	Pemika	TH0000001954	S5 M4 Exam - MS Office Excel 2010 C (TH)				
50	Exam	19/04/2013 04:39:44	TH0000001954	Pongpood	Pemika	TH0000001954	S5 M6 Exam - MS Office PowerPoint 2010 D (TH)				
53	Exam	19/04/2013 08:47:12	TH0000001955	Songkrotum	Sunisa	TH0000001955	S5 M3 Exam - MS Office Word 2010 A (TH)				
54	Exam	04/04/2013 09:00:11	TH0000001955	Songkrotum	Sunisa	TH0000001955	S5 M3 Exam - MS Office Word 2010 D (TH)	Fail	72	00:33:13	
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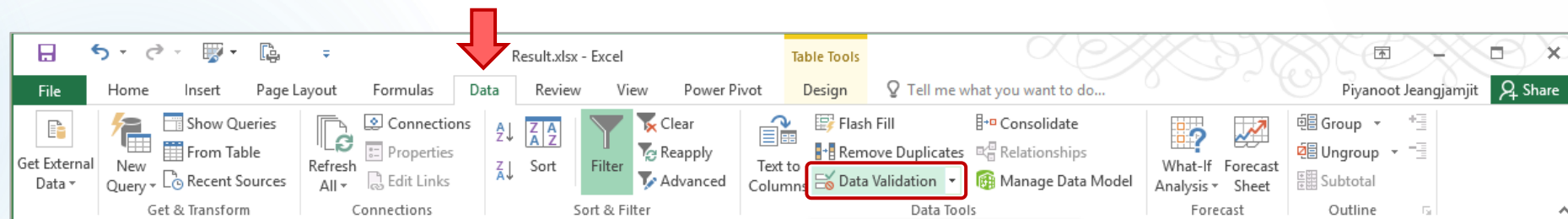
Sheet1

Ready 475 of 1048575 records found

100 %

การตรวจสอบความถูกต้องด้วย Data Validation

- ใช้สำหรับการป้องกัน และเพิ่มความระมัดระวังในการป้อนข้อมูลให้สะดวกมากยิ่งขึ้น เช่น ทำเป็น List ให้เลือกแทนที่จะพิมพ์ข้อมูลเอง และหากกรอกค่าไม่ถูกต้อง ให้แจ้งเตือนกับผู้ใช้งาน



การตรวจสอบความถูกต้องด้วย Data Validation

Result.xlsx - Excel

File Home Insert Page Layout Formulas **Data** Review View Power Pivot Design Tell me what you want to do... Piyanoot Jeangjamjit Share

Get External Data New Query Recent Sources Refresh All Edit Links Connections Sort & Filter Filter Clear Reapply Advanced Text to Columns Flash Fill Consolidate Relationships Manage Data Model What-If Analysis Forecast Sheet Group Ungroup Subtotal Outline

K2 : X ✓ fx 50

Data Validation
Pick from a list of rules to limit the type of data that can be entered in a

Data Validation
Settings Input Message Error Alert

Validation criteria
Allow: Whole number ☒ Ignore blank
Data: between
Minimum: 0
Maximum: 100
☐ Apply these changes to all other cells with the same validation criteria
Clear All

Test Type	Date Taken	User ID	Surname	Status	Marks	Time
Exam	11/04/2013 09:43:03	TH0000001949	Jansod	Fail	55	00:37:32
Exam	19/04/2013 04:39:46	TH0000001949	Jansod	Fail	61	00:36:52
Exam	11/04/2013 09:43:29	TH0000001951	Sudchuen	Pass	83	00:30:55
Exam	11/04/2013 09:24:43	TH0000001951	Sudchuen			
Exam	19/04/2013 04:37:15	TH0000001951	Sudchuen			
Exam	11/04/2013 08:58:26	TH0000001952	Sir-tang			
Exam	19/04/2013 04:36:28	TH0000001952	Sir-tang			
Exam	11/04/2013 09:14:09	TH0000001954	Pongpood			
Exam	19/04/2013 04:39:44	TH0000001954	Pongpood			
Exam	11/04/2013 08:58:50	TH0000001955	Songkrotu			
Exam	19/04/2013 04:39:45	TH0000001955	Songkrotu			
Exam	11/04/2013 08:58:38	TH0000001956	Sudsan			
Exam	19/04/2013 04:34:20	TH0000001956	Sudsan			
Exam	11/04/2013 09:01:03	TH0000001957	Seansut			
Exam	19/04/2013 04:34:41	TH0000001957	Seansut			
Exam	11/04/2013 08:56:24	TH0000001958	Pongtama			
Exam	11/04/2013 09:15:50	TH0000001958	Pongtama			
Exam	19/04/2013 04:30:00	TH0000001958	Pongtama			
Exam	11/04/2013 08:58:37	TH0000001959	Larddang			
Exam	19/04/2013 04:34:33	TH0000001959	Larddang			
Exam	11/04/2013 08:58:42	TH0000001960	Sontiyun			
Exam	19/04/2013 04:34:13	TH0000001960	Sontiyun			

Qualification ID	Test Name	Status	Marks	Time
TH0000001949	S5 M4 Exam - MS Office Excel 2010 A (TH)	Fail	55	00:37:32
TH0000001949	S5 M6 Exam - MS Office PowerPoint 2010 B (TH)	Fail	61	00:36:52
TH0000001951	S5 M4 Exam - MS Office Excel 2010 B (TH)	Pass	83	00:30:55
TH0000001951	S5 M4 Exam - MS Office Excel 2010 C (TH)			
TH0000001951	S5 M4 Exam - MS Office Excel 2010 D (TH)			
TH0000001951	S5 M4 Exam - MS Office Excel 2010 E (TH)			
TH0000001951	S5 M4 Exam - MS Office Excel 2010 F (TH)			
TH0000001951	S5 M4 Exam - MS Office Excel 2010 G (TH)			
TH0000001951	S5 M4 Exam - MS Office Excel 2010 H (TH)			
TH0000001951	S5 M4 Exam - MS Office Excel 2010 I (TH)			
TH0000001951	S5 M4 Exam - MS Office Excel 2010 J (TH)			
TH0000001951	S5 M4 Exam - MS Office Excel 2010 K (TH)			
TH0000001951	S5 M4 Exam - MS Office Excel 2010 L (TH)			
TH0000001951	S5 M4 Exam - MS Office Excel 2010 M (TH)			
TH0000001955	S5 M4 Exam - MS Office Excel 2010 A (TH)	Pass	91	00:33:34
TH0000001955	S5 M4 Exam - MS Office Excel 2010 B (TH)	Pass	94	00:29:22
TH0000001955	S5 M4 Exam - MS Office Excel 2010 C (TH)	Pass	88	00:25:13
TH0000001955	S5 M4 Exam - MS Office Excel 2010 D (TH)	Pass	83	00:28:35
TH0000001955	S5 M4 Exam - MS Office Excel 2010 E (TH)	Fail	72	00:34:34
TH0000001955	S5 M4 Exam - MS Office Excel 2010 F (TH)			
TH0000001955	S5 M4 Exam - MS Office Excel 2010 G (TH)	Pass	97	00:31:56
TH0000001955	S5 M6 Exam - MS Office PowerPoint 2010 C (TH)	Pass	91	00:31:32
TH0000001956	S5 M4 Exam - MS Office Excel 2010 D (TH)	Pass	77	00:36:21

Microsoft Excel
This value doesn't match the data validation restrictions defined for this cell.
Retry Cancel Help

Sheet1 Sheet1 (2)

Ready Filter Mode

การตรวจสอบความถูกต้องด้วย Data Validation

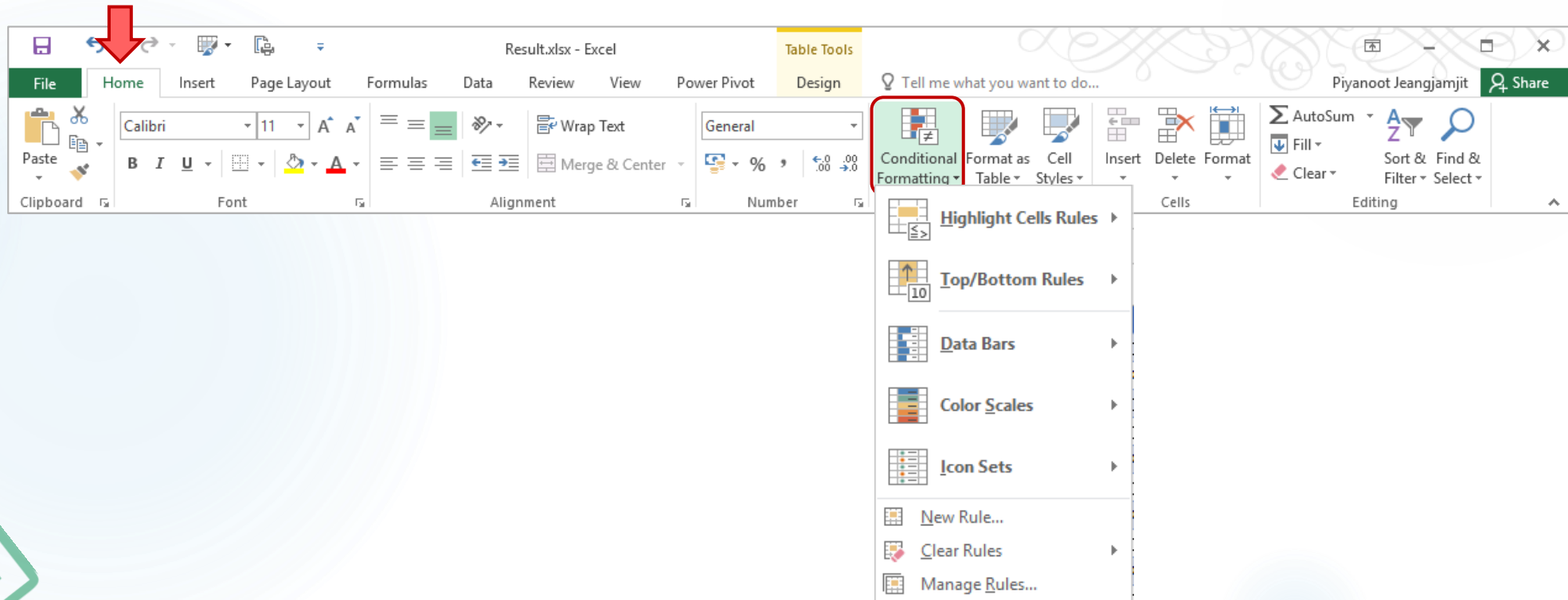
11

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. A red arrow points to the 'Data' tab. A red circle highlights a dropdown menu in the 'Status' column of a table. The 'Data Validation' dialog box is open, showing the 'Settings' tab with 'List' as the validation criteria and the source range '=Sheet3!\$A\$1:\$A\$2'.

Test Type	Date Taken	User ID	Surname	Status	Marks	Time
Exam	11/04/2013 08:56:24	TH0000001949	Jansod	Fail	55	00:37:32
Exam	11/04/2013 09:15:50	TH0000001949	Jansod	Fail	61	00:36:52
Exam	19/04/2013 04:30:00	TH0000001951	Sudchuen	Pass	83	00:30:55
Exam	11/04/2013 08:58:37	TH0000001952	Sudchuen	Pass	91	00:33:34
Exam	19/04/2013 04:34:33	TH0000001952	Sudchuen	Pass	94	00:29:22
Exam	11/04/2013 08:58:42	TH0000001952	Sudchuen	Pass	88	00:25:13
Exam	19/04/2013 04:34:13	TH0000001956	Sudsan	Pass	83	00:28:35
Exam	11/04/2013 08:58:42	TH0000001957	Seansut	Pass	97	00:31:56
Exam	19/04/2013 04:34:13	TH0000001957	Seansut	Pass	91	00:31:32

การแสดงตามเงื่อนไขด้วย Conditional Formatting

- ใช้สำหรับการแสดงผลข้อมูลโดยใช้สีสันต่าง ๆ ตามเงื่อนไข เช่น หากคะแนนมีค่าต่ำกว่าเกณฑ์ให้แสดงไฮไลต์ สีแดง



การแสดงตามเงื่อนไขด้วย Conditional Formatting

13

Conditional Formatting

Less Than

Format cells that are LESS THAN:

70 with Light Red Fill with Dark Red Text

Test Type	Date Taken	User ID	Surname	First Name	Qualification ID	Marks	Time
Exam	11/04/2013 08:58:50	TH0000001955	Songkrotum	Sunisa	TH0000001955	55	00:37:32
Exam	11/04/2013 08:58:38	TH0000001956	Sudsan	Sasima	TH0000001956	61	00:36:52
Exam	11/04/2013 09:01:03	TH0000001957	Seansut	Kittiya	TH0000001957	83	00:30:55
Exam	11/04/2013 08:56:24	TH0000001958	Pongtamai	Kanoksak	TH0000001958	91	00:33:34
Exam	11/04/2013 09:15:50	TH0000001958	Pongtamai	Kanoksak	TH0000001958	94	00:29:22
Exam	11/04/2013 08:58:37	TH0000001959	Larddang	Pawanna	TH0000001959	88	00:25:13
Exam	11/04/2013 08:58:42	TH0000001960	Sontiyun	Kittipon	TH0000001960	83	00:28:35
Exam	19/04/2013 04:39:44	TH0000001954	Pongpood	Pemika	TH0000001954	72	00:34:34
Exam	19/04/2013 04:39:45	TH0000001955	Songkrotum	Sunisa	TH0000001955	97	00:31:56
Exam	19/04/2013 04:34:20	TH0000001956	Sudsan	Sasima	TH0000001956	91	00:31:32
Exam	19/04/2013 04:34:33	TH0000001959	Larddang	Pawanna	TH0000001959	77	00:36:21
Exam	19/04/2013 04:34:13	TH0000001960	Sontiyun	Kittipon	TH0000001960	94	00:27:46

	J	K	L
Status	Marks	Time	
Fail	55	00:37:32	
Fail	61	00:36:52	
Pass	83	00:30:55	
Pass	91	00:33:34	
Pass	94	00:29:22	
Pass	88	00:25:13	
Pass	83	00:28:35	
Fail	72	00:34:34	
Pass	97	00:31:56	
Pass	91	00:31:32	
Pass	77	00:36:21	
Pass	94	00:27:46	
Fail	63	00:43:44	
Pass	83	00:25:50	
Pass	91	00:21:50	
Pass	91	00:24:50	
Pass	80	00:35:47	
Pass	88	00:38:52	
Pass	77	00:27:55	

2 Pivot Table & Pivot Chart

- ❖ รู้จักการใช้งานและประโยชน์ของ Pivot Table
- ❖ การสร้างและการแก้ไข Pivot Table อย่างง่าย
- ❖ การสร้าง Pivot Chart ในรูปแบบต่าง ๆ



รู้จักการใช้งานและประโยชน์ของ Pivot Table

- ▶ มีประสิทธิภาพในการคำนวณ สรุปและวิเคราะห์ข้อมูลตามเงื่อนไขที่กำหนดได้อย่างง่ายดายและรวดเร็ว ช่วยในการเปรียบเทียบรูปแบบและแนวโน้มของข้อมูล
- ▶ สามารถนำมาใช้กับการสรุปผลได้จากข้อมูลรายการ (Transaction) จำนวนมาก ๆ เช่น
 - ▶ สรุปยอดขายรายเดือน / รายปี
 - ▶ สรุปยอดขายรายสินค้า
 - ▶ สินค้าที่ขายดี 10 ลำดับ สูงสุด / ต่ำสุด
- ▶ มีความสามารถในการทำ Multiple Table คือการนำเอาข้อมูลจากหลาย ๆ ตาราง มาสร้าง Relationships เพื่อสรุปผลจากหลาย ๆ ตารางได้
- ▶ ความท้าทายของการใช้ Pivot Table / Pivot Chart คือการทำ Pivot Table / Pivot Chart ให้มีความ Dynamic คือไม่ต้องมาแก้ไข Data Source หากข้อมูลเปลี่ยนแปลง และการใช้ความสามารถของ Pivot Table เพื่อสรุปผลในมิติต่าง ๆ



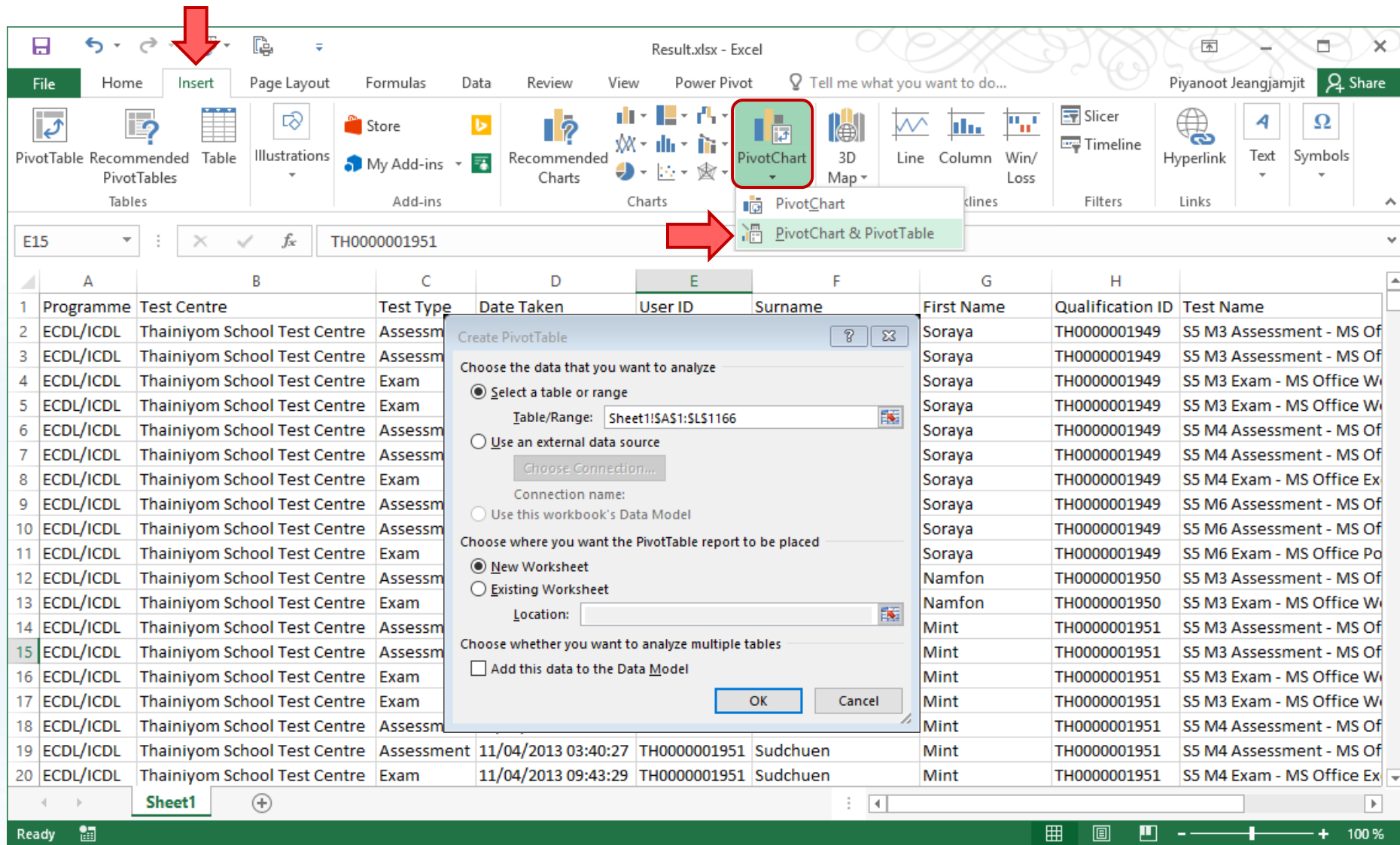
ข้อควรระวังของการทำ Pivot Table

- ▶ ข้อมูลจะต้องไม่มีการทำ Merge กันไว้
- ▶ การ Range พื้นที่ของข้อมูลควรเพื่อเอาไว้สำหรับกรณีที่มี Data เพิ่มในอนาคต
- ▶ Pivot Table ใช้ข้อมูลจาก Cache Data ซึ่งซ่อนอยู่กับตาราง Worksheet ไม่ได้ใช้ข้อมูลในตารางโดยตรง จึงทำให้ File ที่ใช้งานมีขนาดใหญ่ขึ้น
- ▶ ข้อมูลที่ปรากฏใน Pivot Table เป็นข้อมูลผลลัพธ์ ไม่ใช่สูตรคำนวณ ทุกครั้งที่มีการเปลี่ยนแปลงข้อมูล จะต้องสั่ง Refresh Data เสมอ เพื่อให้ข้อมูลที่ปรากฏใน Pivot Table ถูกต้อง
- ▶ หากมีการใช้งาน Pivot Table หลายตาราง จะต้องสั่ง Refresh Data ใหม่ให้กับแต่ละตารางเนื่องจาก Pivot Table แต่ละตารางอาจจะใช้ข้อมูล Cache Data ต่างชุดกัน



การสร้างและการแก้ไข Pivot Table อย่างง่าย

17



The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The 'PivotChart' icon in the 'Charts' group is highlighted with a red box. A red arrow points to the 'Insert' tab, and another red arrow points to the 'PivotChart' icon. A 'Create PivotTable' dialog box is open, showing the data range 'Sheet1!\$A\$1:\$L\$1166' and the location 'New Worksheet'.

Table Data:

	A	B	C	D	E	F	G	H	
1	Programme	Test Centre	Test Type	Date Taken	User ID	Surname	First Name	Qualification ID	Test Name
2	ECDL/ICDL	Thainiyom School Test Centre	Assessm				Soraya	TH0000001949	S5 M3 Assessment - MS Of
3	ECDL/ICDL	Thainiyom School Test Centre	Assessm				Soraya	TH0000001949	S5 M3 Assessment - MS Of
4	ECDL/ICDL	Thainiyom School Test Centre	Exam				Soraya	TH0000001949	S5 M3 Exam - MS Office W
5	ECDL/ICDL	Thainiyom School Test Centre	Exam				Soraya	TH0000001949	S5 M3 Exam - MS Office W
6	ECDL/ICDL	Thainiyom School Test Centre	Assessm				Soraya	TH0000001949	S5 M4 Assessment - MS Of
7	ECDL/ICDL	Thainiyom School Test Centre	Assessm				Soraya	TH0000001949	S5 M4 Assessment - MS Of
8	ECDL/ICDL	Thainiyom School Test Centre	Exam				Soraya	TH0000001949	S5 M4 Exam - MS Office Ex
9	ECDL/ICDL	Thainiyom School Test Centre	Assessm				Soraya	TH0000001949	S5 M6 Assessment - MS Of
10	ECDL/ICDL	Thainiyom School Test Centre	Assessm				Soraya	TH0000001949	S5 M6 Assessment - MS Of
11	ECDL/ICDL	Thainiyom School Test Centre	Exam				Soraya	TH0000001949	S5 M6 Exam - MS Office Po
12	ECDL/ICDL	Thainiyom School Test Centre	Assessm				Namfon	TH0000001950	S5 M3 Assessment - MS Of
13	ECDL/ICDL	Thainiyom School Test Centre	Exam				Namfon	TH0000001950	S5 M3 Exam - MS Office W
14	ECDL/ICDL	Thainiyom School Test Centre	Assessm				Mint	TH0000001951	S5 M3 Assessment - MS Of
15	ECDL/ICDL	Thainiyom School Test Centre	Assessm				Mint	TH0000001951	S5 M3 Assessment - MS Of
16	ECDL/ICDL	Thainiyom School Test Centre	Exam				Mint	TH0000001951	S5 M3 Exam - MS Office W
17	ECDL/ICDL	Thainiyom School Test Centre	Exam				Mint	TH0000001951	S5 M3 Exam - MS Office W
18	ECDL/ICDL	Thainiyom School Test Centre	Assessm				Mint	TH0000001951	S5 M4 Assessment - MS Of
19	ECDL/ICDL	Thainiyom School Test Centre	Assessment	11/04/2013 03:40:27	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M4 Assessment - MS Of
20	ECDL/ICDL	Thainiyom School Test Centre	Exam	11/04/2013 09:43:29	TH0000001951	Sudchuen	Mint	TH0000001951	S5 M4 Exam - MS Office Ex

การสร้างและการแก้ไข Pivot Table อย่างง่าย

The screenshot shows the Excel interface with the PivotChart Tools ribbon active. The PivotChart Fields task pane is open on the right, showing a list of fields to add to the report. The task pane is divided into three main sections: FILTERS, AXIS (CATEGORIES), and VALUES. Callouts provide explanations for these sections:

- Filter**: ใช้คัดกรองข้อมูล (Used for filtering data)
- Axis (Categories)**: ด้านซ้ายของตาราง Pivot (Left side of the Pivot table)
- Values**: การคำนวณสรุปผล ทำได้หลายรูปแบบ เช่น SUM, Count, Average, Max, Min (Calculation of summary results, can be done in many ways such as SUM, Count, Average, Max, Min)

A red box highlights the 'Choose fields to add to report' section, which is labeled 'Field List'.

การสร้างและการแก้ไข Pivot Table อย่างง่าย

Result.xlsx - Excel

PivotTable Tools: Analyze, Design

File Home Insert Page Layout Formulas Data Review View Power Pivot Tell me... Piyanoot Jeangjamjit Share

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A Wrap Text Merge & Center Number % 0.00 0.00

Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select

Row Labels	Min of Marks	Max of Marks	Average of Marks
S5 M3 Assessment - MS Office Word 2010 (TH)	0	89	58.56
S5 M3 Exam - MS Office Word 2010 A (TH)	2	97	44.73
S5 M3 Exam - MS Office Word 2010 B (TH)	2	97	67.06
S5 M3 Exam - MS Office Word 2010 C (TH)	0	91	58.17
S5 M3 Exam - MS Office Word 2010 D (TH)	5	91	59.54
S5 M4 Assessment - MS Office Excel 2010 (TH)	0	91	65.14
S5 M4 Exam - MS Office Excel 2010 A (TH)	11	77	44.38
S5 M4 Exam - MS Office Excel 2010 B (TH)	5	88	53.65
S5 M4 Exam - MS Office Excel 2010 C (TH)	0	97	72.33
S5 M4 Exam - MS Office Excel 2010 D (TH)	11	88	67.30
S5 M6 Assessment - MS Office PowerPoint 2010 (TH)	0	96	68.51
S5 M6 Exam - MS Office PowerPoint 2010 A (TH)	0	91	70.83
S5 M6 Exam - MS Office PowerPoint 2010 B (TH)	30	94	69.75
S5 M6 Exam - MS Office PowerPoint 2010 C (TH)	0	91	71.23
S5 M6 Exam - MS Office PowerPoint 2010 D (TH)	0	97	76.90
Grand Total	0	97	63.52

Min of Marks Max of Marks Average of Marks

Sheet2 Sheet1

Ready 85 %

PivotTable Fields

Choose fields to add to report:

Search

☐ Programme
☐ Test Centre

Drag fields between areas below:

FILTERS	COLUMNS
	Σ Values
ROWS	Σ VALUES
Test Name	Min of Marks
	Max of Marks
	Average of Marks

☐ Defer Layout Update UPDATE

การสร้าง Pivot Chart ในรูปแบบต่าง ๆ

20

The screenshot displays the Microsoft Excel interface with the 'PivotChart Tools' ribbon active. The 'Design' tab is selected, and the 'Change Chart Type' button is highlighted with a red box. A red arrow points to the 'PivotTools' tab. The 'Change Chart Type' dialog box is open, showing the 'All Charts' tab. The 'Custom Combination' chart type is selected, and the 'Choose the chart type and axis for your data series' section is visible. The dialog box shows three data series: 'Min of Marks' (Clustered Column), 'Max of Marks' (Clustered Column), and 'Average of Marks' (Line with Markers). The 'PivotChart Fields' task pane is also visible on the right side of the screen.

Change Chart Type Dialog Box - Custom Combination

Series Name	Chart Type	Secondary Axis
Min of Marks	Clustered Column	☐
Max of Marks	Clustered Column	☐
Average of Marks	Line with Markers	☐

PivotChart Fields Task Pane

Choose fields to add to report:

Search

☐ Programme
☐ Test Centre

Drag fields between areas below:

FILTERS

LEGEND (SERIES)

Σ Values

AXIS (CATEGOR...)

Test Name

Σ VALUES

Min of Marks
Max of Marks
Average of Marks

☐ Defer Layout Update UPDATE

การสร้าง Pivot Chart ในรูปแบบต่าง ๆ

21

The screenshot illustrates the steps to create a Pivot Chart in Excel. The main window shows a PivotTable with columns for Test Name, Min of Marks, Max of Marks, and Average of Marks. A PivotChart is displayed, showing a bar chart for Min and Max marks and a line chart for Average marks. The 'Insert Slicer' dialog box is open, showing a list of fields to filter by, with 'Test Type' selected. The 'Slicer Tools' task pane is also visible, showing options for Slicer Styles and Slicer Settings.

Insert Slicers Dialog Box:

- ☐ Programme
- ☐ Test Centre
- ☒ Test Type
- ☐ Date Taken
- ☐ User ID
- ☐ Surname
- ☐ First Name
- ☐ Qualification ID
- ☐ Test Name
- ☐ Status
- ☐ Marks
- ☐ Time

Slicer Tools - Options:

- Bring Forward
- Send Backward
- Selection Pane
- Columns: 1
- Height: 0.67 cm
- Width: 4.6 cm

Slicer Styles:

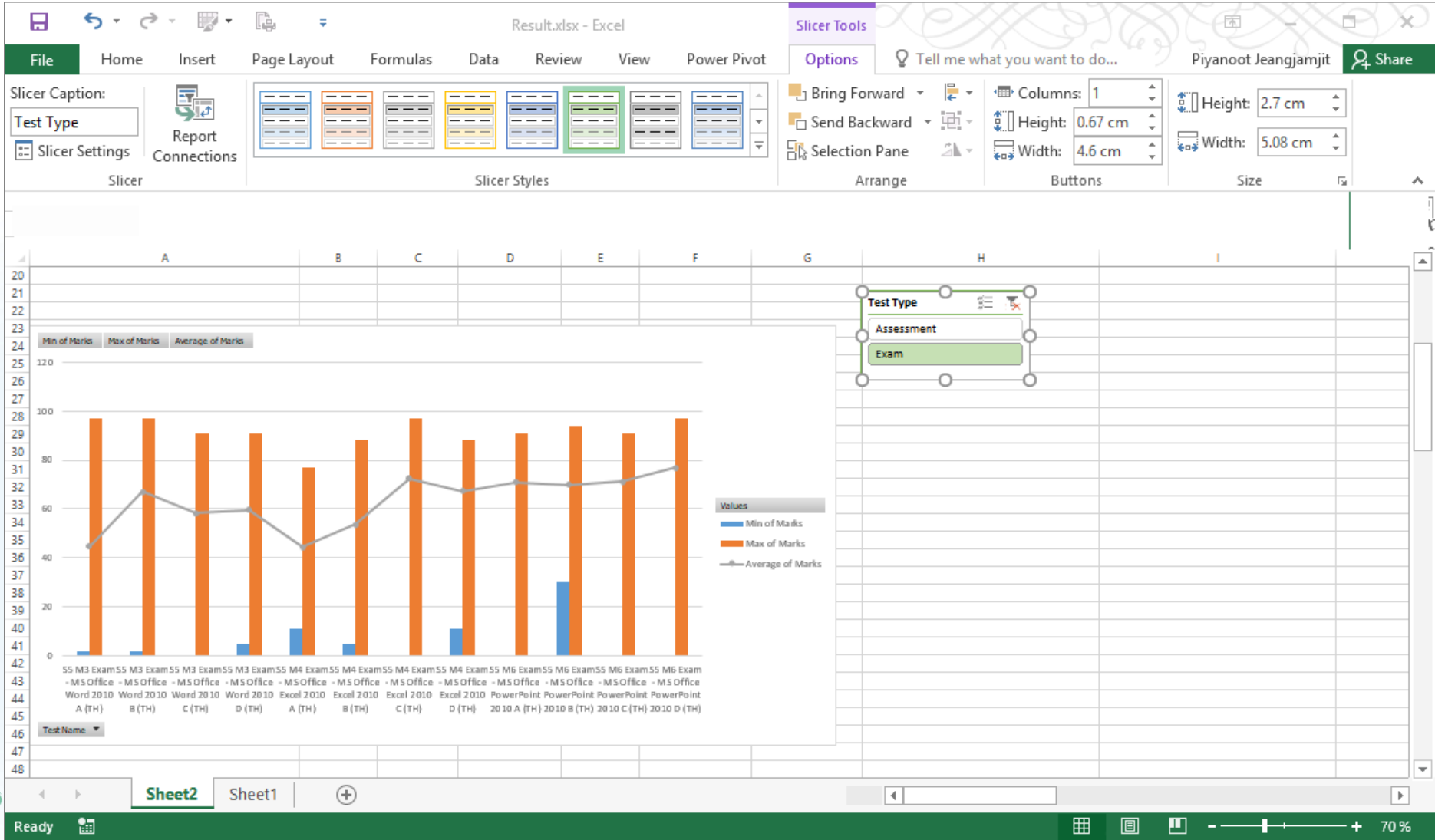
Slicer Settings:

Test Type

Assessment

Exam

การสร้าง Pivot Chart ในรูปแบบต่าง ๆ





PowerPoint

2016

ปิยนุช เจียงแจ่มจิต

PIYANOOT_J@RMUTT.AC.TH

Outline

1

จัดทำเอกสารประกอบการบรรยาย

2

กำหนดการเคลื่อนไหวให้กับ Slide และ Object ต่าง ๆ

3

การนำเสนองาน Presentation

4

การแก้ไขและการใช้ Slide Master

1 จัดทำเอกสารประกอบการบรรยาย

- ❖ Handouts
- ❖ Note Page
- ❖ Outline View

ทำเอกสารประกอบการบรรยายแบบ Handouts

4

The screenshot illustrates the process of creating handouts in Microsoft PowerPoint. The 'File' tab is selected in the ribbon, and the 'Print' option is chosen from the File menu. The 'Print' dialog box is displayed, showing the 'Handouts' section with '2 Slides' selected. The 'Print Layout' section shows 'Full Page Slides' selected. The 'Print' button is highlighted in the top left of the dialog box.

Print

Copies: 1

Printer

Brother MFC-9140CDN Info
Ready
[Printer Properties](#)

Settings

Print All Slides
Print entire presentation

Slides:

☒ Full Page Slides
Print 1 slide per page

Print Layout

Full Page Slides Notes Pages Outline

Handouts

1 Slide 2 Slides 3 Slides

4 Slides Horizontal 6 Slides Horizontal 9 Slides Horizontal

4 Slides Vertical 6 Slides Vertical 9 Slides Vertical

☒ Frame Slides
☒ Scale to Fit Paper
High Quality

1 of 12 48 %

ทำเอกสารประกอบการบรรยายแบบ Note Page

5

The screenshot illustrates the process of printing notes pages in Microsoft PowerPoint. The 'File' tab is highlighted in the ribbon, and the 'Print' option is selected in the left-hand menu. The 'Print' dialog box is open, showing the following settings:

- Printer:** Brother MFC-9140CDN Info (Ready)
- Settings:** Print All Slides (Print entire presentation)
- Slides:** 1
- Print Layout:** Full Page Slides (Print 1 slide per page)
- Handouts:** 1 Slide, 2 Slides, 3 Slides, 4 Slides Horizontal, 6 Slides Horizontal, 9 Slides Horizontal, 4 Slides Vertical, 6 Slides Vertical, 9 Slides Vertical
- Frame Slides:** ☒ Scale to Fit Paper, High Quality

The main slide area shows a slide with a picture and a caption, and a note area with a text box. The status bar at the bottom indicates '1 of 12' and '48 %'.

ทำเอกสารประกอบการบรรยายแบบ Outline View

6

The screenshot illustrates the process of printing a PowerPoint presentation in Outline View. It is divided into three main sections:

- Left Panel (Slide Navigation):** Shows the 'File' tab selected in the ribbon. Below it, the slide thumbnails are visible, with the first slide highlighted. A blue arrow points to the 'File' tab, and another blue arrow points to the 'Print' button in the 'File' menu.
- Center Panel (Print Menu):** A vertical red sidebar contains the 'Print' button, which is highlighted with a blue box. Other options like 'Info', 'New', 'Open', 'Save', 'Save As', 'Share', 'Export', 'Close', 'Account', and 'Options' are also visible.
- Right Panel (Print Settings):** The 'Print' dialog box is open. It shows the printer 'Brother MFC-9140CDN Info' and the number of copies as '1'. Under the 'Settings' section, 'Print All Slides' is selected. In the 'Print Layout' section, 'Outline' is selected with a blue box. Below this, there are options for 'Handouts' (1 Slide, 2 Slides, 3 Slides, 4 Slides Horizontal, 6 Slides Horizontal, 9 Slides Horizontal, 4 Slides Vertical, 6 Slides Vertical, 9 Slides Vertical) and 'Frame Slides' (checked). The 'Scale to Fit Paper' and 'High Quality' options are also present.

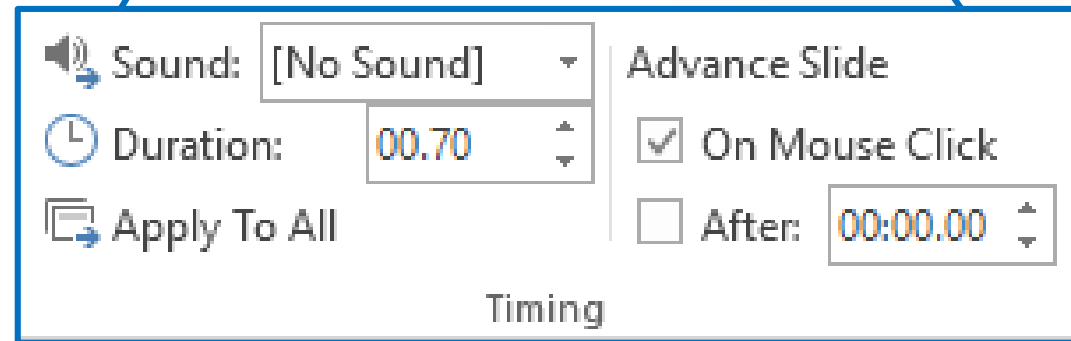
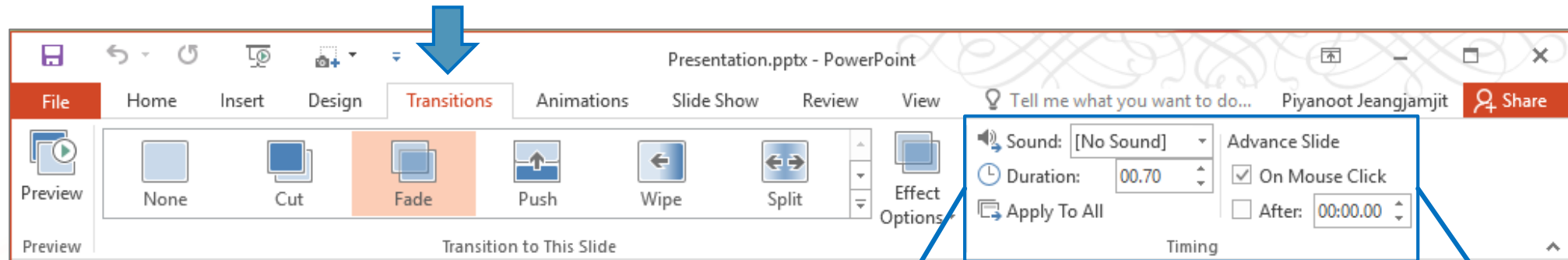
The background of the slide shows a faint watermark of a person's silhouette and the word 'PPT'.

2 กำหนดการเคลื่อนไหวให้กับ Slide และ Object ต่าง ๆ

- ❖ ใส่ Transition ในระหว่างการเปลี่ยนหน้า
- ❖ วิธีการกำหนด Animation การเคลื่อนไหวให้กับ Object

ใส่ Transition ในระหว่างการเปลี่ยนหน้า

8



วิธีการกำหนด Animation การเคลื่อนไหวให้กับ Object

9

The screenshot displays the Microsoft PowerPoint interface with the **Animations** tab selected. A blue arrow points to the **Animations** tab. The **Animations** task pane is visible on the left, showing various animation effects categorized into Entrance, Emphasis, and Exit. The **Wipe** effect is highlighted. The **Timing** pane on the right shows the **Start** dropdown set to **On Click**, **Duration** set to **00.50**, and **Delay** set to **00.00**. The **Reorder Animation** options are also visible. The **Wipe** animation settings dialog box is open, showing the **Effect** tab. The **Direction** is set to **From Bottom**. The **Enhancements** section shows **Sound** set to **[No Sound]**, **After animation** set to **Don't Dim**, and **Animate text** set to **% delay between letters**. The **OK** and **Cancel** buttons are at the bottom of the dialog box.

3 การนำเสนองาน Presentation

- ❖ สั่ง Slide Show และควบคุมการเปลี่ยนหน้า
- ❖ ตั้งค่า Slide Show

สั่ง Slide Show และควบคุมการเปลี่ยนหน้า

11

The screenshot displays the Microsoft PowerPoint application window. The 'Slide Show' tab is selected in the ribbon, and a blue arrow points to it. The ribbon includes options like 'From Beginning', 'From Current Slide', 'Present Online', 'Custom Slide Show', 'Set Up Slide Show', 'Hide Slide', 'Rehearse Timings', and 'Record Slide Show'. A context menu is open over the 'Record Slide Show' button, listing options: 'Next', 'Previous', 'Last Viewed', 'See All Slides', 'Zoom In', 'Custom Show', 'Show Presenter View', 'Screen', 'Pointer Options', 'Help', 'Pause', and 'End Show'. The main slide area shows a collage of five photos: two children in raincoats, a child eating blueberries, watermelon slices, a girl laughing, and a boy in a red shirt. The status bar at the bottom indicates 'Slide 5 of 12', 'English (United States)', and a zoom level of 60%.

File Home Insert Design Transitions Animations **Slide Show** Review View Tell me what you want to do... Piyanoot Jeangjamjit Share

From Beginning From Current Slide Present Online Custom Slide Show Start Slide Show

Set Up Slide Show Hide Slide Rehearse Timings Record Slide Show Set Up

Play Narrations Use Timings Show Media Controls Monitor: Automatic Use Presenter View

Next Previous Last Viewed See All Slides Zoom In Custom Show Show Presenter View Screen Pointer Options Help Pause End Show

Slide 5 of 12 English (United States) Notes Comments 60%

ตั้งค่า Slide Show

12

The screenshot shows the Microsoft PowerPoint interface with the 'Slide Show' tab selected in the ribbon. A blue arrow points to the 'Set Up Slide Show' button. The 'Set Up Show' dialog box is open, displaying the following settings:

- Show type:**
 - ☒ Presented by a speaker (full screen)
 - ☐ Browsed by an individual (window)
 - ☐ Browsed at a kiosk (full screen)
- Show options:**
 - ☐ Loop continuously until 'Esc'
 - ☐ Show without narration
 - ☐ Show without animation
 - ☐ Disable hardware graphics acceleration
 - Pen color: [Red]
 - Laser pointer color: [Red]
- Show slides:**
 - ☒ All
 - ☐ From: 1 To: 12
 - ☐ Custom show: [None]
- Advance slides:**
 - ☐ Manually
 - ☒ Using timings, if present
- Multiple monitors:**
 - Slide show monitor: Automatic
 - Resolution: Use Current Resolution
 - ☐ Use Presenter View

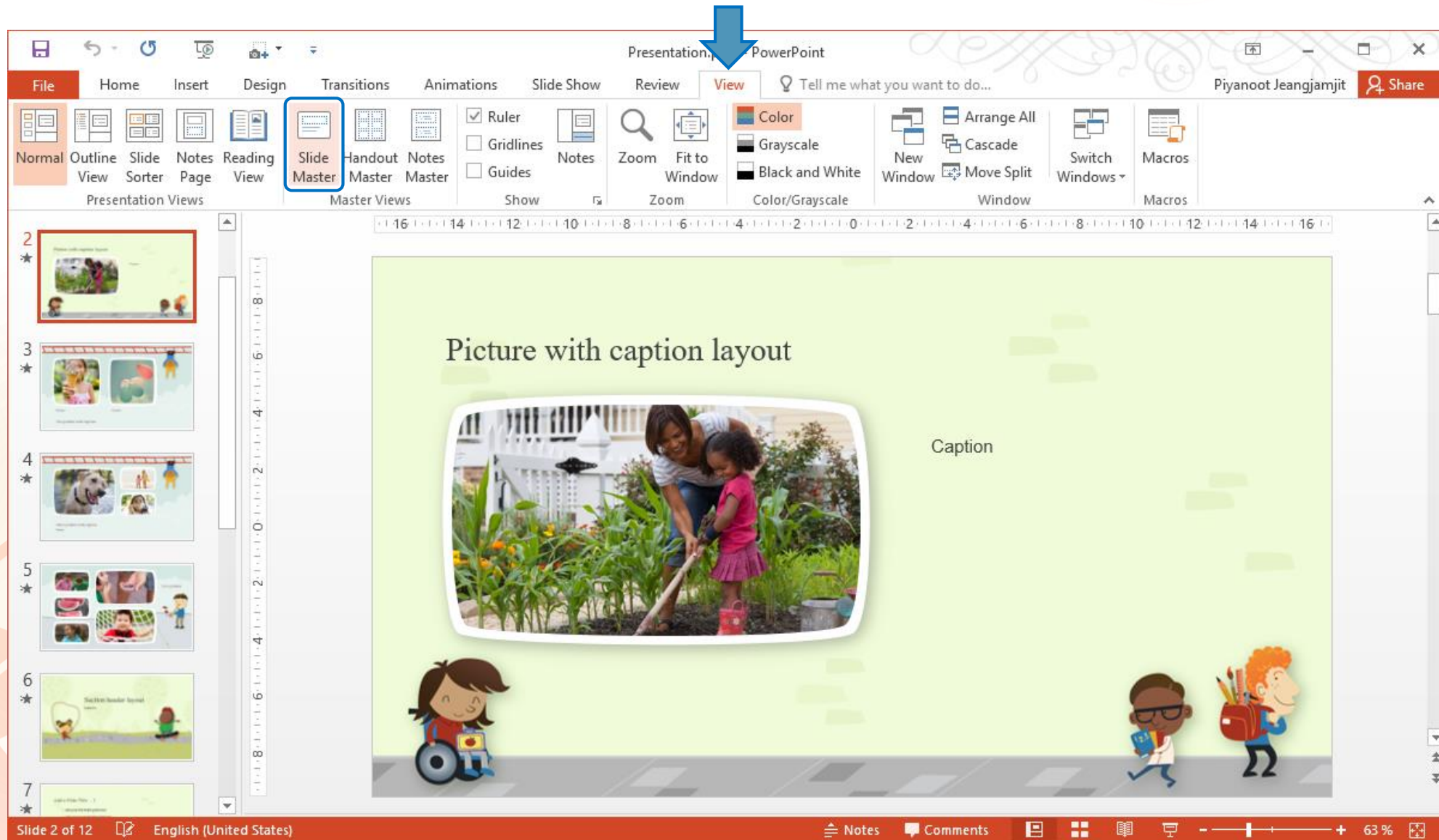
The 'OK' button is highlighted with a blue box. The background shows a slide titled 'Picture Place...' and the 'Animation Pane' on the right side of the screen.

4 การแก้ไข และการใช้ Slide Master

- ❖ แก้ไข Slide Master
- ❖ สร้างหรือแก้ไข Layout
- ❖ จัดการรูปแบบ Footer
- ❖ บันทึก Template ไว้ใช้เอง

แก้ไข Slide Master

14



สร้างหรือแก้ไข Layout

15

The screenshot displays the Microsoft PowerPoint interface in Slide Master view. The top ribbon includes tabs for File, Slide Master (active), Home, Insert, Transitions, Animations, Review, and View. The Slide Master ribbon contains several groups of options: 'Edit Master' (Insert Slide Master, Insert Layout, Delete, Rename, Preserve), 'Master Layout' (Master Layout, Insert Placeholder), 'Edit Theme' (Themes), 'Background' (Colors, Background Styles, Fonts, Hide Background Graphics, Effects), 'Slide Size' (Slide Size, Size), and 'Close Master View' (Close Master View, Close). A blue arrow points to the 'Slide Master' tab. Another blue arrow points to the first slide thumbnail in the left-hand pane, which is highlighted with a red border. The main area shows the Slide Master layout with a title placeholder 'Click to edit Master title style' and a content placeholder 'Edit Master text styles' containing a bulleted list: 'Second level', 'Third level', 'Fourth level', and 'Fifth level'. The status bar at the bottom indicates 'Slide Master', 'English (United States)', and a zoom level of 64%.

จัดการรูปแบบ Footer

16

The screenshot displays the Microsoft PowerPoint interface in Slide Master view. The top ribbon includes tabs for File, Slide Master (active), Home, Insert, Transitions, Animations, Review, and View. The Slide Master ribbon contains groups for Edit Master (Insert Slide Master, Insert Layout, Delete, Rename, Preserve), Master Layout (Master Layout, Insert Placeholder), Edit Theme (Themes), Background (Colors, Background Styles, Fonts, Effects), and Slide Size (Slide Size, Close Master View, Close). The left sidebar shows a list of master slides, with the first one selected and highlighted by a blue arrow. The main workspace shows a slide master with a title placeholder, a text placeholder containing a bulleted list, and a footer placeholder at the bottom. The footer placeholder is highlighted with a blue box and contains the text 'Add a footer'. The status bar at the bottom indicates 'Slide Master', 'English (United States)', and a zoom level of 64%.

File Slide Master Home Insert Transitions Animations Review View Tell me what you want to do... Piyanoot Jeangjamjit Share

Insert Slide Master Insert Layout Delete Rename Preserve Edit Master

Master Layout Insert Placeholder Title Footers Master Layout

Themes Edit Theme

Colors Background Styles Background

Fonts Hide Background Graphics

Effects

Slide Size Close Master View Close

1

Click to edit Master title style

- Edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - Fifth level

Add a footer 9/12/2019

Slide Master English (United States) 64%

บันทึก Template ไว้ใช้เอง

17

The image is a composite screenshot illustrating how to save a PowerPoint presentation as a template. It includes several annotations:

- File Menu:** A blue arrow points to the 'File' menu, and another points to the 'Save As' option.
- Save As Dialog:** The 'Save As' dialog box is open, showing the 'This PC > Desktop > สอนสวท' path. A blue arrow points to the 'Desktop' folder, which is labeled 'Current Folder'.
- File Name:** The 'File name' field contains 'Presentation Template.potx'. A blue box highlights this text, with a callout label 'PowerPoint Template (*.potx)'.
- File Type:** The 'Save as type' dropdown is set to 'PowerPoint Template (*.potx)', also highlighted with a blue box and the same callout label.
- Background:** The background shows the PowerPoint ribbon (File, Home, Share, View) and a list of OneDrive and Sites locations.