

PENGHASILAN VIDEO MENGUNAKAN MS POWERPOINT

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Penyediaan Storyboard

- a. Turutan isi kandungan persembahan / jalan cerita untuk video yang akan dihasilkan
- b. Merangkumi
 - i. Intro
 - ii. Isi
 - iii. Penutup

Cth 1:

Intro Video

- Image : Logo Kementerian
- Image : Logo Sekolah
- Text : Tajuk
- Text : Kategori SLAAS

Pengenalan

- Text : Pengenalan mengenai sekolah

Komponen Pengurusan

- Text : Organisasi Pelaksanaan SLAAS
- Image & Text : Tempat Buang Sampah
- Image & Text : Sistem Pembangunan Tempat Alam Sekitar

Komponen Penghijauan

- Image & Text : Rekabentuk Taman
- Image & Text : Sistem Pengumpulan Air Hujan
- Image & Text : Taman Herba

Komponen Kurikulum

- Image & Text : Penjimatan Air/Elektrik
- Image & Text : Pembelajaran dan Pengajaran

Komponen Kokurikulum

- Image & Text : Aktiviti Gotong Royong
- Image & Text : Kelab Alam Sekitar

Elemen Khas

- Image & Text : Projek Rawatan Air Sisa

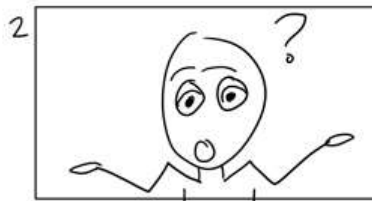
Penutup

- Text : Kesimpulan
- Text : Impak kepada Sekolah, Komuniti dll
- Text : Harapan Menyertai SLAAS

Cth 2 :



1 Establishing shot of classroom. One student snoring. One sits up in alarm over assignment.



2 Student feels overwhelmed. Voiceover: "I've never done this!" Camera pans slowly to make space.



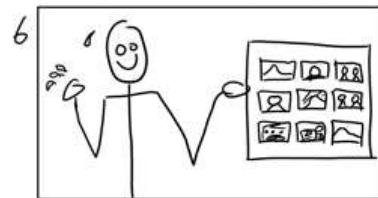
3 Ideas surrounded by blurry thought bubble. Brainstorm may also be video montage surrounded by blurry frame.



4 Moment of clarity. "Aha!" Ding or chimes; lightbulb moment.



5 Working in a dark dorm room. Sounds of clock ticking and pencil scratching on paper.



6 Proudly shows off finished storyboard. Wipes sweat off brow. Victory music. Zoom in on storyboard.



7 Submitting via Coursework. Fade out as if ending.



8 Back to the classroom. Keep as similar as possible to original. "Elaborate on your storyboards!"



9 Back to the drawing board. Looking haggard but determined. Fade out. ...

Pengambilan gambar / video menggunakan Telefon Pintar

- a. Keupayaan telefon pintar : kamera 3MP dan ke atas (minima)
- b. Aplikasi yang digunakan : standard aplikasi camera (minima)
- c. Ruang simpanan telefon / kad memori mencukupi

Sebelum Pengambilan Gambar / Video

Setting Kamera di Telefon Pintar

- *Camera Frame – Full Screen 16:9 (Horizontal)*
- *Kualiti Gambar – “High/Best”*
- *Set telefon kepada Airplane Mode semasa pengambilan video*

Standard Format

- i. *Gambar – .jpg*
- ii. *Video – .MP4*

Semasa Pengambilan Gambar / Video

- *Orientation : Landscape*

Tips:

- Fokuskan pada objek untuk elak gambar *blur* (sentuh pada objek di skrin untuk tentukan titik fokus)
- Boleh guna *feature Scene Mode* untuk fungsi tambahan cth : *Potrait, Landscape, Night, Backlight* dll
- Pastikan cukup pengcahayaan. Elakkan menggunakan *flash* untuk mengelakkan *background* menjadi gelap
- Elakkan menggunakan *front camera* kerana kualiti kurang baik

Penyimpanan Gambar / Video

- Simpan gambar / video / input lain mengikut storyboard yang dibuat

Cth:



Penyediaan Video

Software – Free & Berbayar

- i. Free – cth: Powerpoint, Windows Movie Maker
- ii. Berbayar – cth: Adobe Premiere, Proshow Producer

Penyediaan video menggunakan Ms PowerPoint

- Menggunakan Ms PowerPoint 2010 dan keatas sahaja. Ms PowerPoint 2007 tiada fungsi *Save as /Export* ke Video
- Durasi video 3 – 5 minit sahaja
 - a. *Orientation - Potrait / Landscape*
 - b. *Ratio - 16:9*
 - c. Masukkan gambar / video / text
 - d. Susun gambar / video mengikut *storyboard*
 - e. *Edit Slaid*
 - i. letak *transition* (jika perlu)
 - ii. letak *animation* (jika perlu)
 - iii. tukar *font* (jika perlu)
 - *Download free font : <https://fonts.google.com/>*
 - iv. tambah audio

Video recommendations

PowerPoint 2010: .wmv

PowerPoint 2013, PowerPoint 2016: .mp4

Audio recommendations

PowerPoint 2010: .wav, .wma

PowerPoint 2013, PowerPoint 2016: .m4a files

Video

Supported Video File Formats

- Supported video file formats for Windows

File Format	Extension
Windows Video file (Some .avi files may require additional codecs)	.asf
Windows Video file (Some .avi files may require additional codecs)	.avi
MP4 Video file*	.mp4, .m4v, .mov
Movie file	.mpg or .mpeg
Adobe Flash Media**	.swf
Windows Media Video file	.wmv

*Only PowerPoint 2013 and later. The 32-bit version of PowerPoint 2010 can play an .mp4 or .mov file only if the computer has a QuickTime Player installed.

- Supported video file formats for Android

File Format	Extension
MP4 Video file	.mp4, .3gp, .ts
VP8, VP9	.webm, .mkv

Tambah Video (Ms PowerPoint 2010)

1. In Normal view, click the slide in which you want to embed the video.
2. On the Insert tab, in the Media group, click the arrow under Video.
3. Select Video from file, and then browse to the location of your video, and select it.
4. On the Insert button, click the down arrow, and then click Insert.

Tambah Video (Ms PowerPoint 2013)

1. In Normal view, click the slide that you want the video to be in.
2. On the Insert tab, click the arrow under Video, and then click Video on My PC.
3. In the Insert Video box, click the video that you want, and then click Insert.

Tambah Video (Ms PowerPoint 2016)

1. In Normal view, click the slide that you want the video to be in.
2. On the Insert tab, click the arrow under Video, and then click Video on My PC.
3. In the Insert Video box, click the video that you want, and then click Insert.

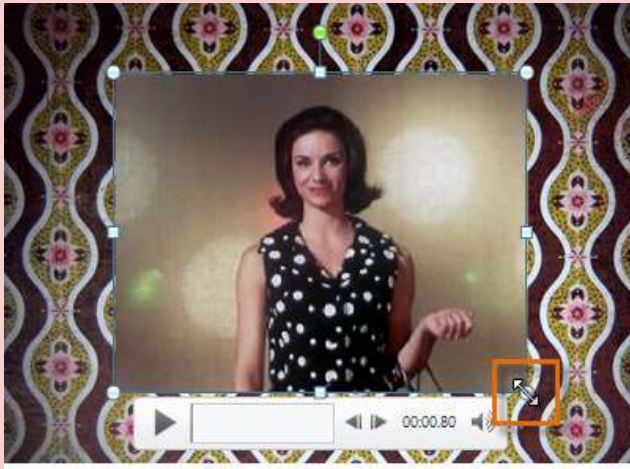
Edit Video

- [Menggunakan \(Ms PowerPoint 2010\)](#)
- [Menggunakan \(Ms PowerPoint 2013\)](#)
- [Menggunakan \(Ms PowerPoint 2016\)](#)

Edit Video (MS PowerPoint 2010)

To resize the video:

1. Select the video. A box with resizing handles will appear around the video.
2. Click and drag any of the handles to resize the video.



Editing and formatting videos

The Playback tab has several options you can use to edit your video. For example, you can trim your video so it will only play an excerpt, add a fade in and fade out, and add bookmarks that allow you to jump to specific points in the video.

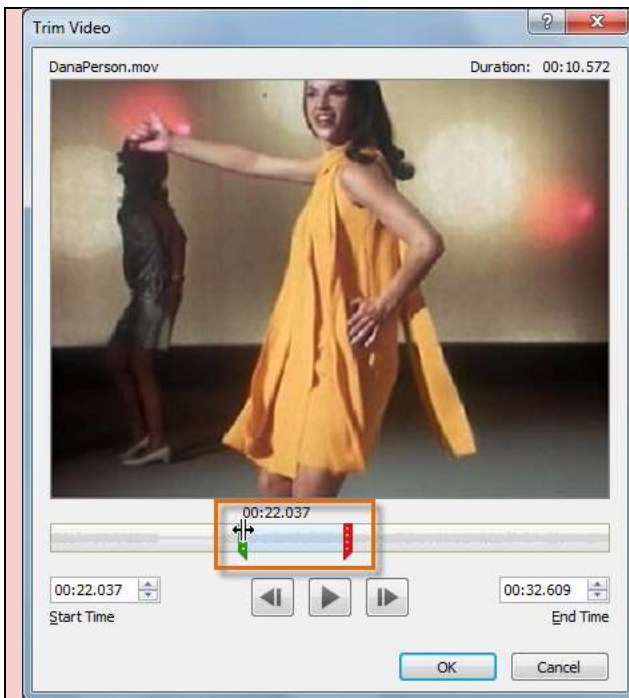
Most of the features on the Playback tab can only be used with videos that are inserted from a file. They will not work with embedded videos.

To trim the video:

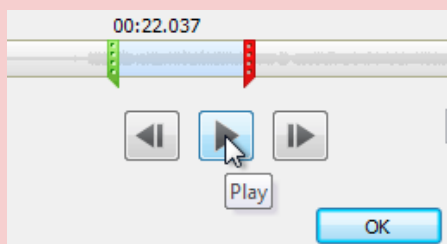
1. From the Playback tab, click the Trim Video command. The Trim Video dialog box will appear.



Use the green and red handles to set the start and end times.



2. To preview the video file, click the Play button.



3. Adjust the green and red handles again if necessary, then click OK.

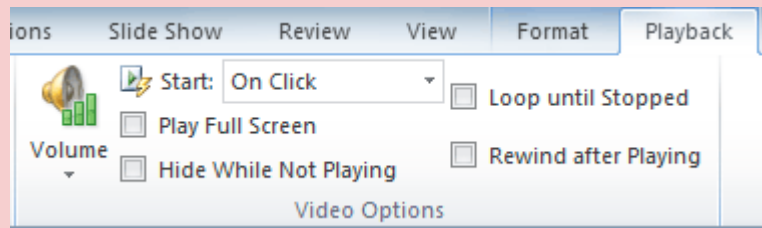
To add a fade in and fade out:

1. On the Playback tab, locate the Fade In and Fade Out fields.
2. Type the desired values, or use the up and down arrows to adjust the times.



Video options

There are other options you can set to control how your video plays. These are found in the Video Options group on the Playback tab.



- Volume: This changes the audio volume in the video.
- Start: This controls whether the video file starts automatically or when the mouse is clicked.
- Play Full Screen: This lets the video fill the entire screen while it's playing.
- Hide While Not Playing: This hides the video when it's not playing.
- Loop Until Stopped: This causes the video to repeat until it is stopped.
- Rewind After Playing: This causes the video to return to the beginning when it's finished playing.

Edit Video (MS PowerPoint 2013)

To resize a video:

- Click and drag the corner sizing handles until the video is the desired size.



The corner sizing handles will resize a video while preserving its original aspect ratio. If you use the side sizing handles, the video will become distorted.

To move a video:

- Click and drag to move a video to a new location on a slide.



To delete a video:

- Select the video you want to delete, then press the Backspace or Delete key on your keyboard.

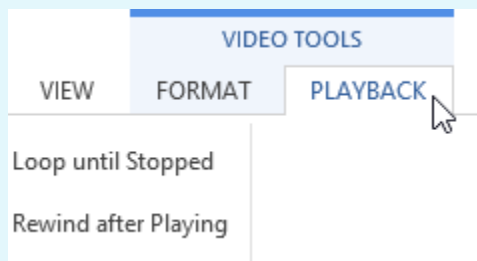
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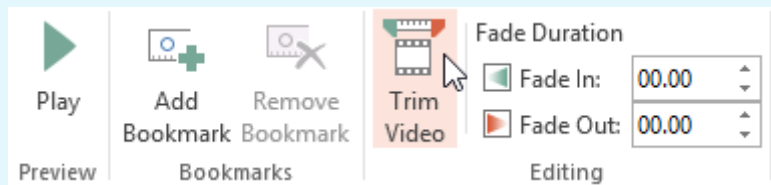
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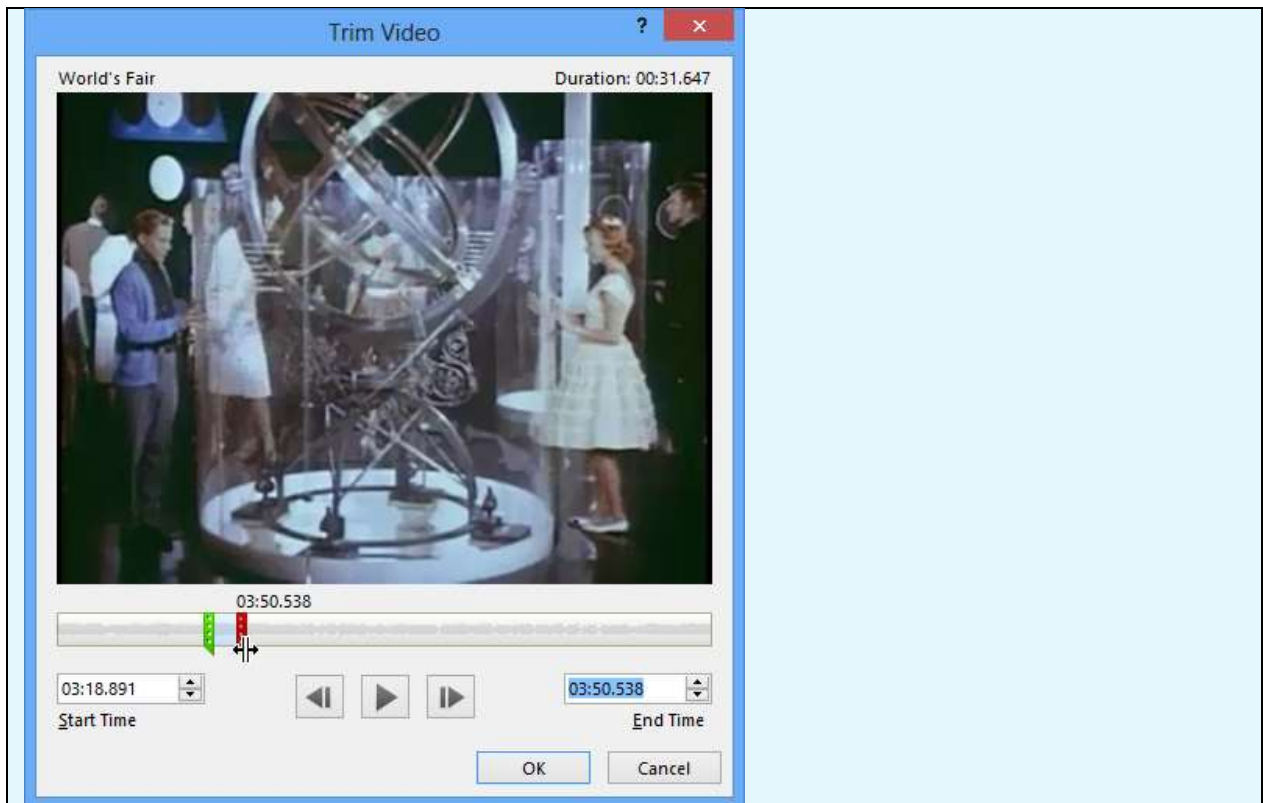
1. Select the video, then click the Playback tab on the Ribbon.



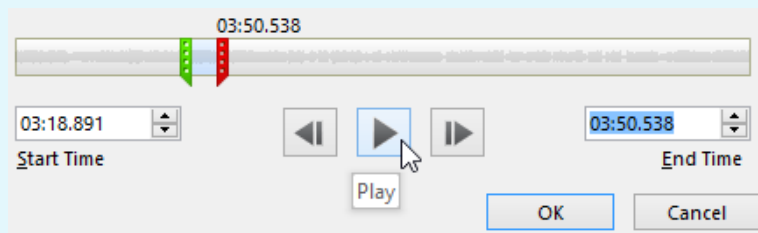
2. Click the Trim Video command.



- A dialog box will appear. Use the green handle to set the start time and the red handle to set the endtime.



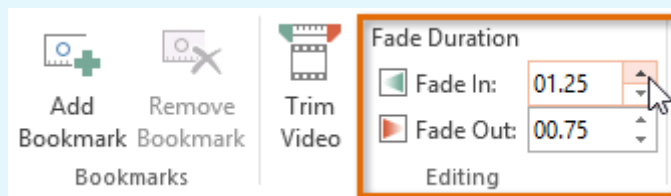
3. To preview the video, click the Play button.



4. When you're done trimming the video, click OK.

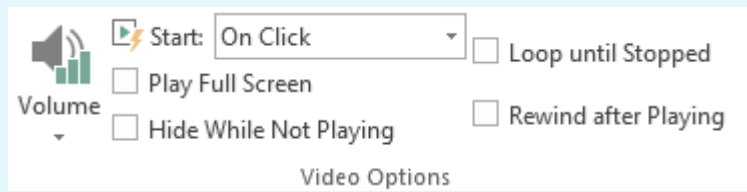
To add a fade in and fade out:

1. On the Playback tab, locate the Fade In: and Fade Out: fields.
2. Type the desired values, or use the up and down arrows to adjust the fade times.



Video options

There are other options you can set to control how your video will play. These are found in the Video Options group on the Playback tab.



Volume

Start: On Click

Loop until Stopped

Play Full Screen

Hide While Not Playing

Rewind after Playing

Video Options

- Volume: Changes the audio volume for the video
- Start: Controls whether the video starts automatically or when the mouse is clicked
- Play Full Screen: Lets the video fill the entire screen while playing
- Hide While Not Playing: Hides the video when not playing
- Loop until Stopped: Replays the video until stopped
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Edit Video (Ms PowerPoint 2016)

To resize a video:

- Click and drag the corner sizing handles until the video is the desired size.



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To move a video:

- Click and drag to move a video to a new location on a slide.



To delete a video:

- Select the video you want to delete, then press the Backspace or Delete key on your keyboard.

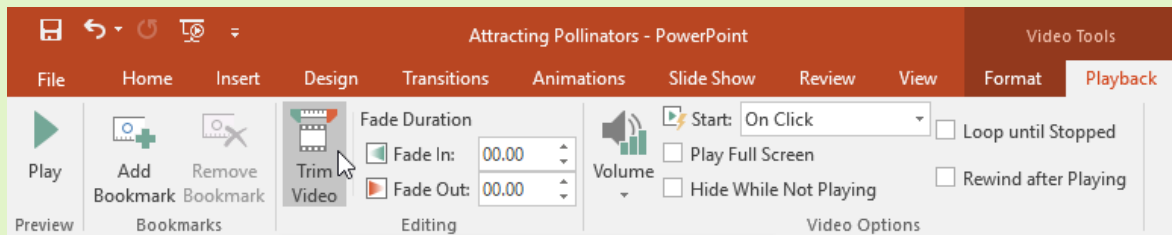
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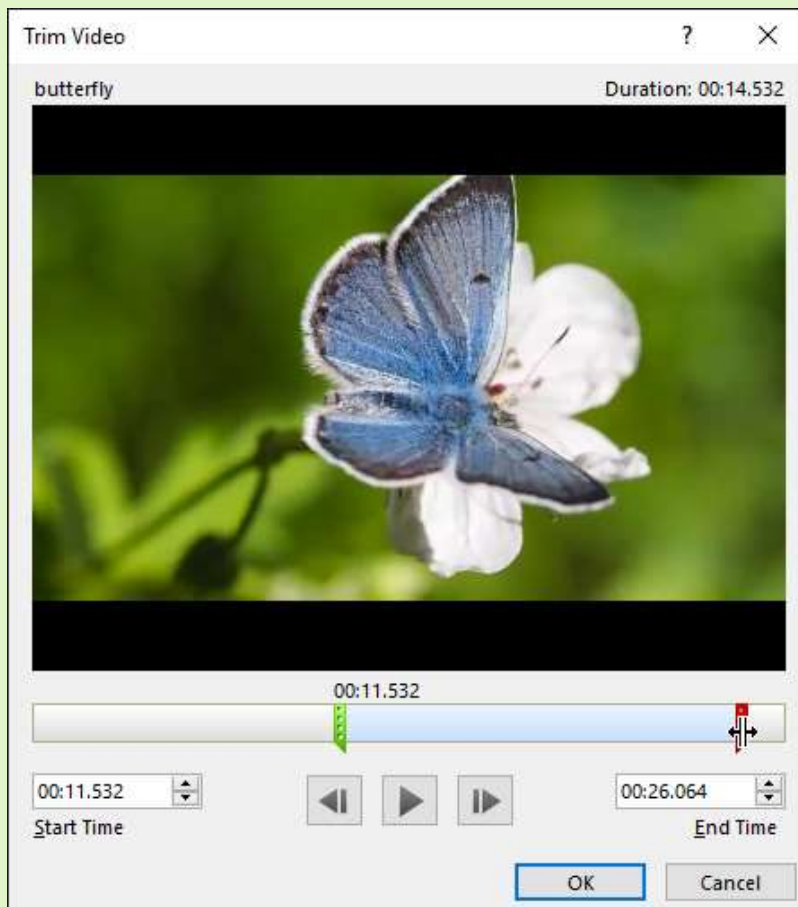
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To trim a video:

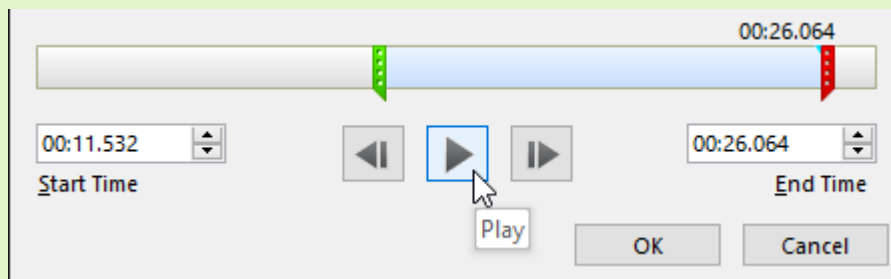
1. Select the video, then click the Playback tab on the Ribbon.
2. Click the Trim Video command.



3. A dialog box will appear. Use the green handle to set the start time and the red handle to set the end time.



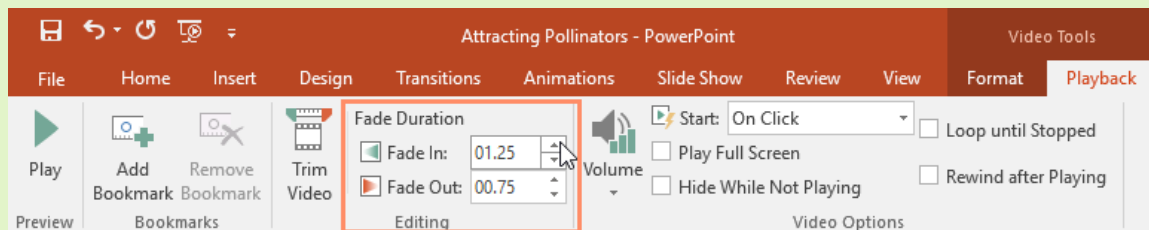
To preview the video, click the Play button.



4. When you're done trimming the video, click OK.

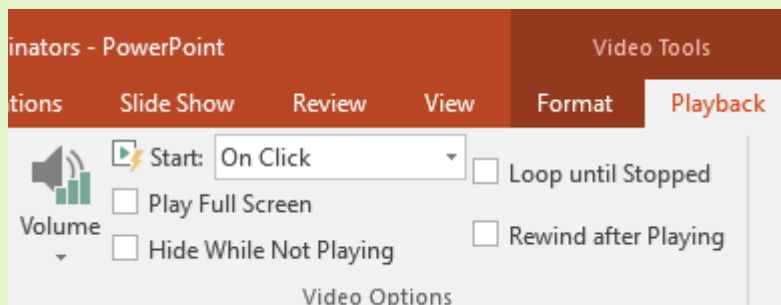
To add a fade in and fade out:

1. On the Playback tab, locate the Fade In: and Fade Out: fields.
2. Type the desired values, or use the up and down arrows to adjust the fade times.



Video options

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- Hide While Not Playing: Hides the video when not playing
- Loop until Stopped: Replays the video until stopped
- Rewind after Playing: Returns the video to the beginning when it is finished playing

Audio

Supported Audio File Formats

- Supported audio file formats for Windows

File format	Extension
AIFF Audio file	.aiff
AU Audio file	.au
MIDI file	.mid or .midi
MP3 Audio file	.mp3
Advanced Audio Coding - MPEG-4 Audio file*	.m4a, .mp4
Windows Audio file	.wav
Windows Media Audio file	.wma

*Only PowerPoint 2013 and later. The 32-bit version of PowerPoint 2010 can only play an .mp4 or .mov file if the computer has a QuickTime Player installed.

- Supported audio file formats for Android

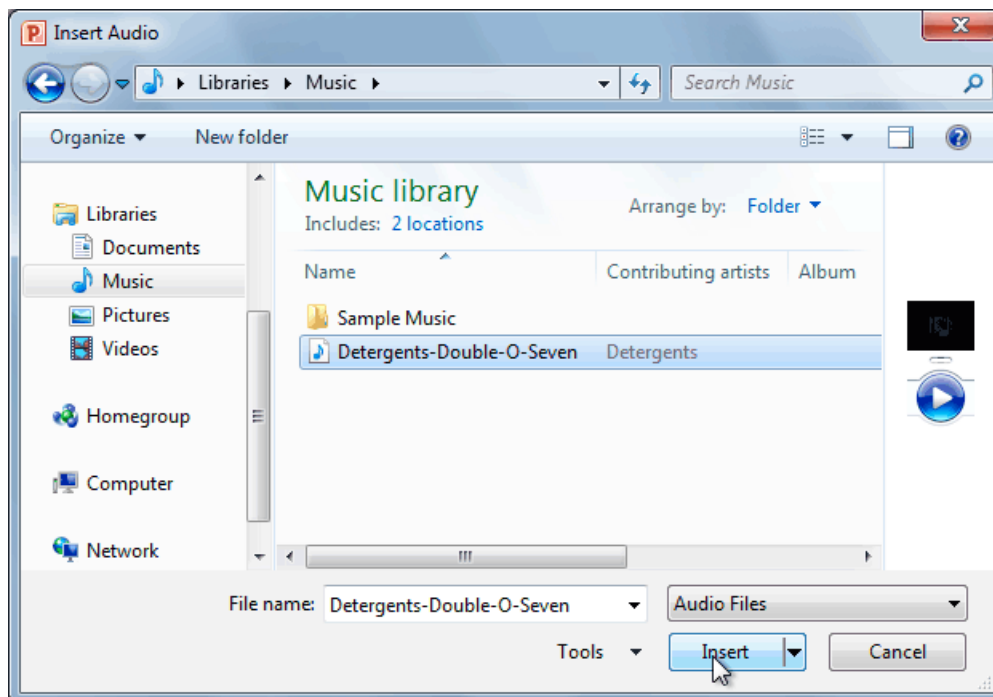
File format	Extension
MP3 Audio file	.mp3
Advanced Audio Coding - MPEG-4 Audio file	.m4a, .mp4, .3gp, .ts, .aac
MIDI (Musical Instrument Digital Interface)	.mid, .xmf, .mxmf, .rttl, .rtx, .ota, .imy
FLAC (Free Lossless Audio Codec)	.flac
Open source	.mkv, .ogg

Tambah Audio

- i. From the Insert tab, click the Audio drop-down arrow and select Audio from File.



- ii. Locate and select the desired audio file, then click Insert.



- iii. The audio file will be added to the slide.



Edit Audio

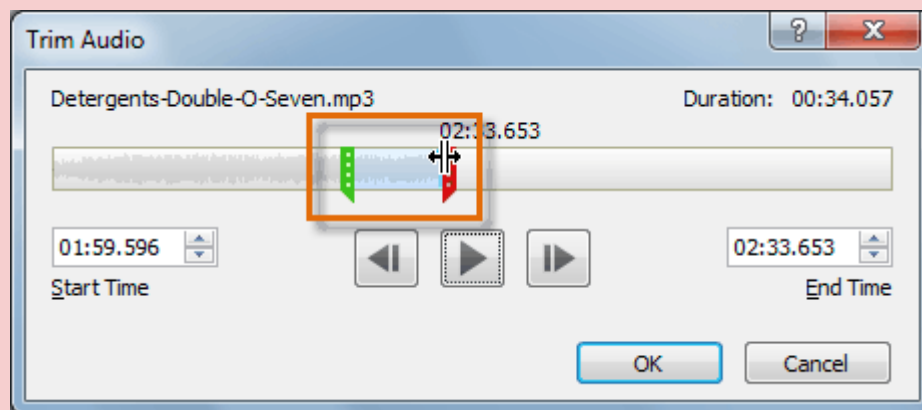
- i. [Menggunakan Ms PowerPoint 2010](#)
- ii. [Menggunakan Ms PowerPoint 2013](#)
- iii. [Menggunakan Ms PowerPoint 2016](#)

Edit Audio (Ms PowerPoint 2010)

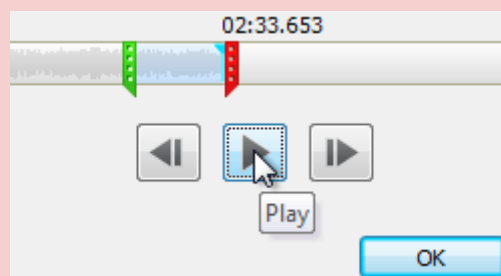
1. From the Playback tab, click the Trim Audio command. The Trim Audio dialog box will appear.



2. Use the green and red handles to set the start time and end time.



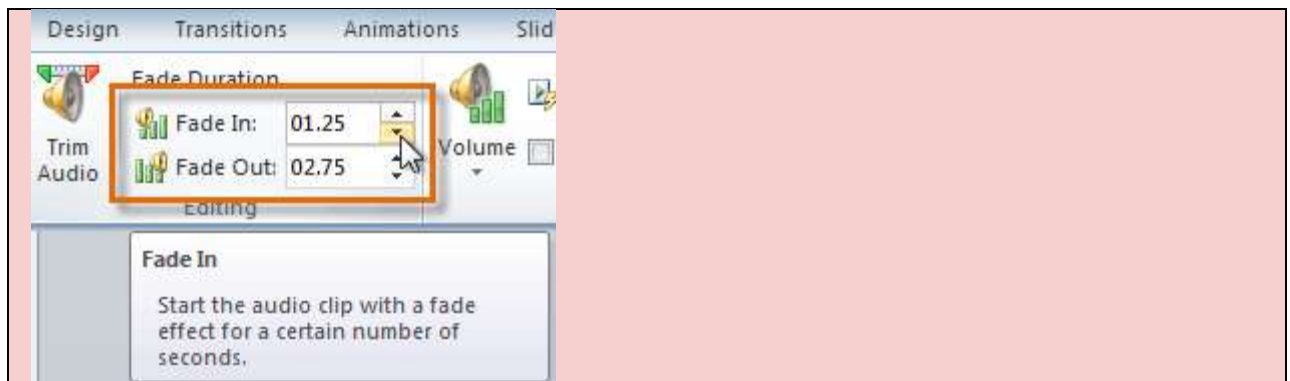
3. To preview the audio file, click the Play button.



4. Adjust the green and red handles again if necessary, then click OK.

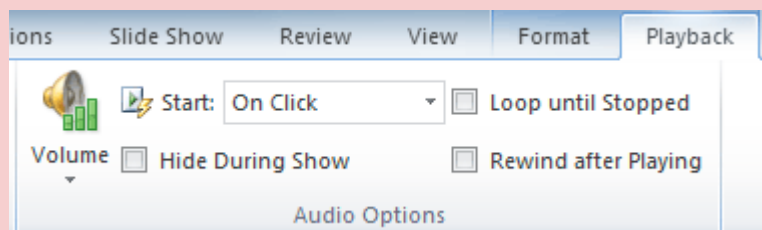
To add a fade in and fade out:

5. On the Playback tab, locate the Fade In and Fade Out fields.
6. Type in the desired values, or use the up and down arrows to adjust the times.



Audio options

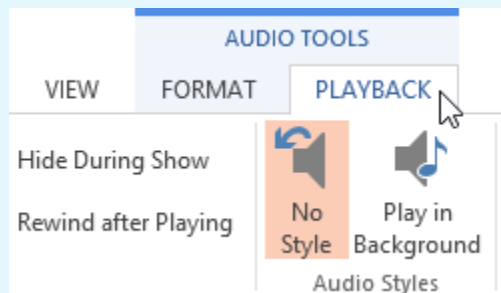
There are other options you can set to control how your audio file plays. These are found in the Audio Options group on the Playback tab.



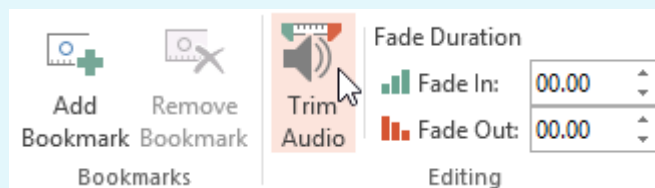
- Volume: This changes the audio volume.
- Start: This controls whether the audio file starts automatically or when the mouse is clicked.
- Hide During Show: This hides the audio icon while the slide show is playing.
- Loop Until Stopped: This causes the audio file to repeat until it is stopped.
- Rewind After Playing: This causes the audio file to return to the beginning when it's finished playing.

Edit Audio (Ms PowerPoint 2013)

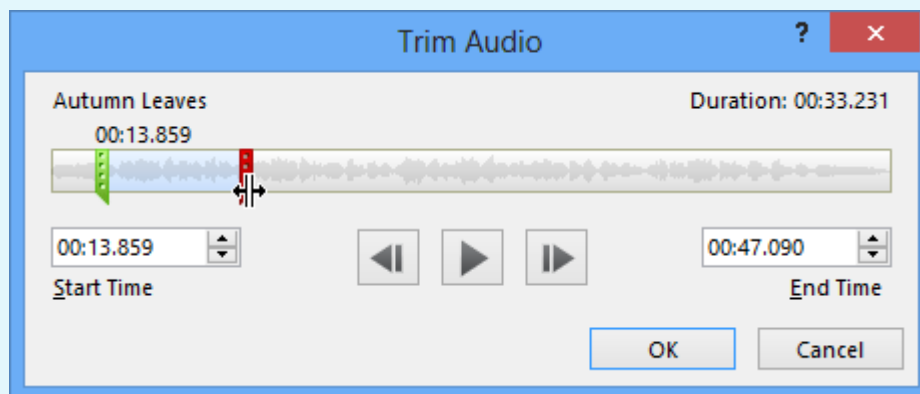
1. Select the audio file, then click the Playback tab on the Ribbon.



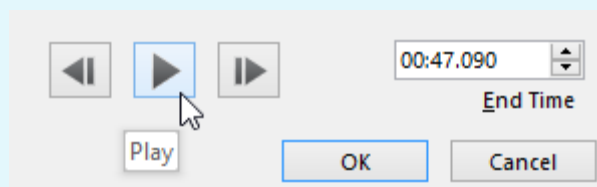
2. Click the Trim Audio command.



3. A dialog box will appear. Use the green handle to set the start time and the red handle to set the endtime.



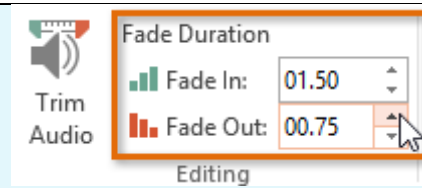
4. To preview the audio file, click the Play button.



5. Adjust the handles again if necessary, then click OK.

To add a fade in and fade out:

1. On the Playback tab, locate the Fade In: and Fade Out: fields.
6. Type the desired values, or use the up and down arrows to adjust the times.



Audio options

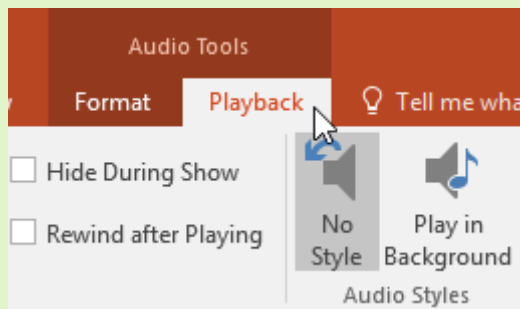
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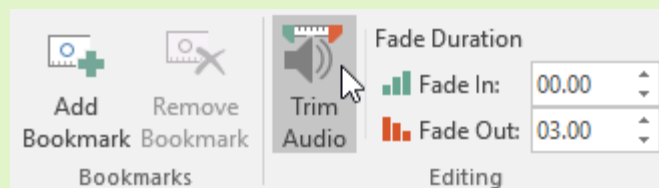
- Volume: Changes the audio volume
- Start: Controls whether the audio file starts automatically or when the mouse is clicked
- Hide During Show: Hides the audio icon while the slide show is playing
- Play Across Slides: Continues playing the audio file across multiple slides instead of just the current slide
- Loop until Stopped: Replays the audio file until stopped
- Rewind after Playing: Returns the audio file to the beginning when it is finished playing

Edit Audio (Ms PowerPoint 2016)

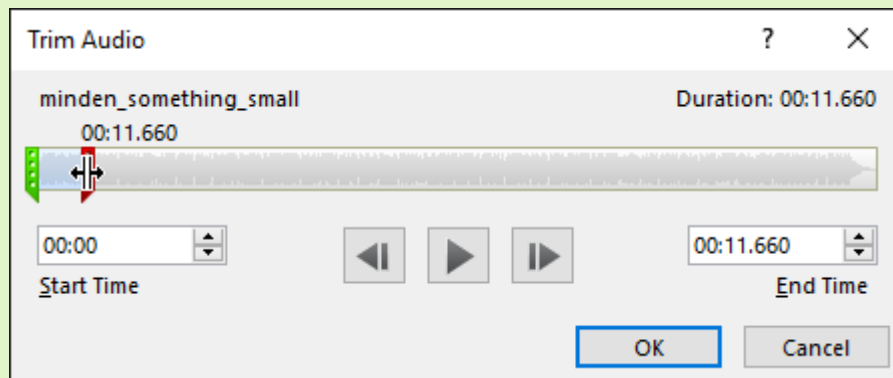
1. Select the audio file, then click the Playback tab on the Ribbon.



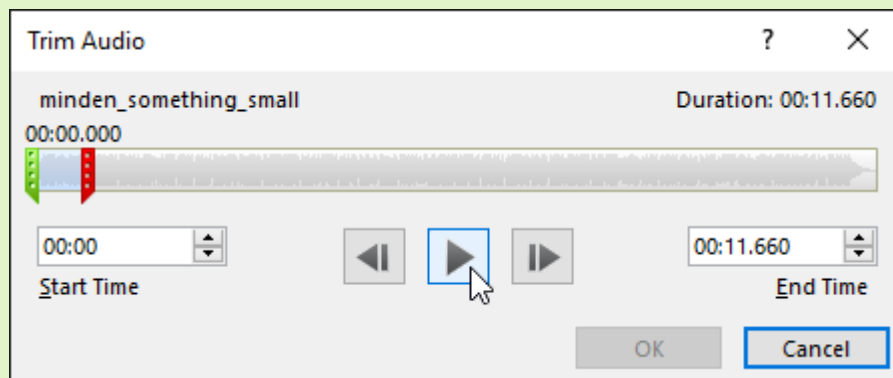
2. Click the Trim Audio command.



3. A dialog box will appear. Use the green handle to set the start time and the red handle to set the end time.



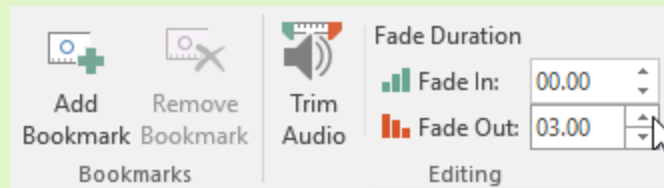
4. To preview the audio file, click the Play button.



5. Adjust the handles again if necessary, then click OK.

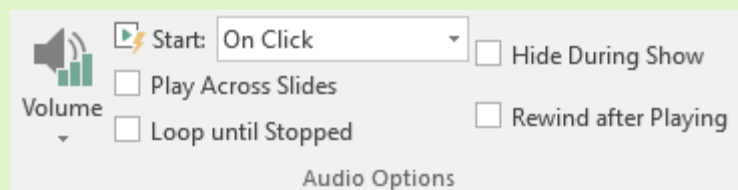
To add a fade in and fade out:

1. On the Playback tab, locate the Fade In: and Fade Out: fields.
2. Type the desired values, or use the up and down arrows to adjust the times.



Audio options

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- Volume: Changes the audio volume
- Start: Controls whether the audio file starts automatically or when the mouse is clicked
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- Play Across Slides: Continues playing the audio file across multiple slides instead of just the current slide
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- Rewind after Playing: Returns the audio file to the beginning when it is finished playing

Export Slaid ke Video

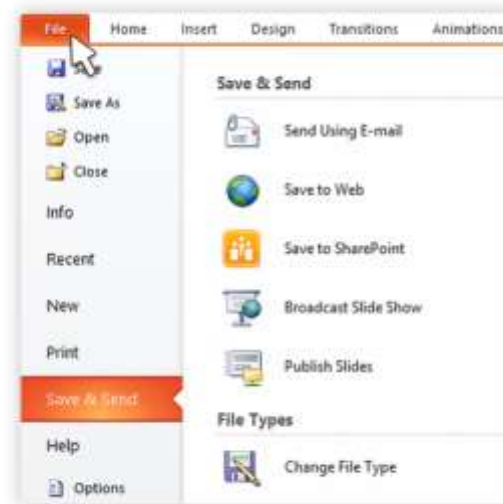
- i. Format .mp4 atau .wmv
- ii. Resolusi
 - a. Video HD - 720p (1280 x 720 pixel resolution)
 - b. Video Full HD – 1080p (1920 x 1080 pixel resolution)

Langkah-Langkah:

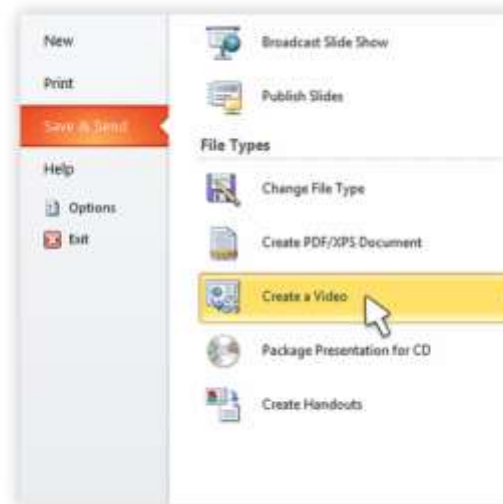
- [MS PowerPoint 2010](#)
- [MS PowerPoint 2013](#)
- [MS PowerPoint 2016](#)

Export Slaid ke Video (Ms PowerPoint 2010)

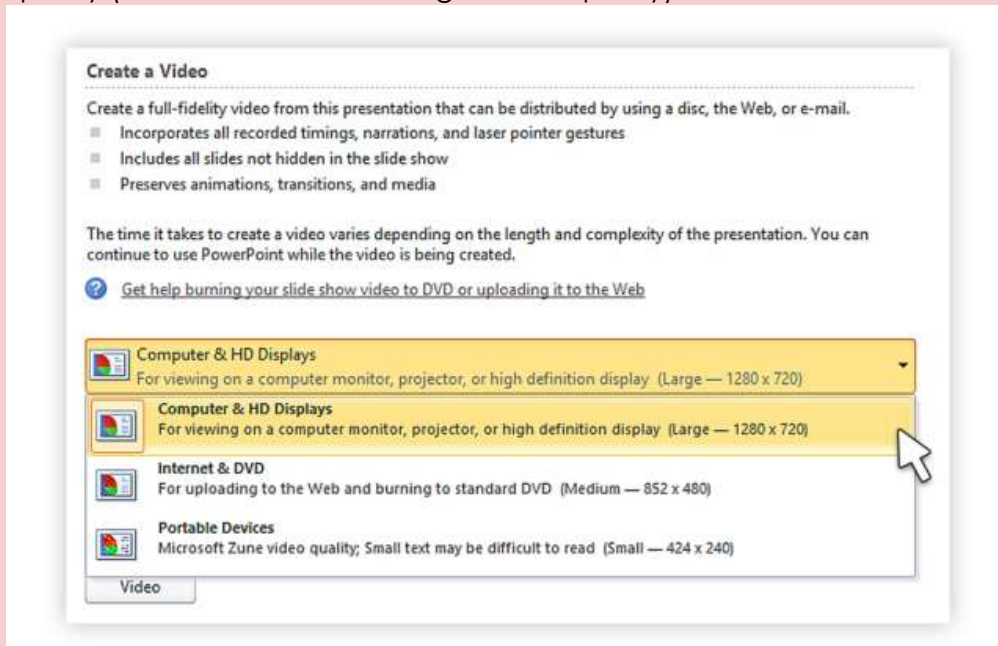
1. Select the File menu and click on Save & Send.



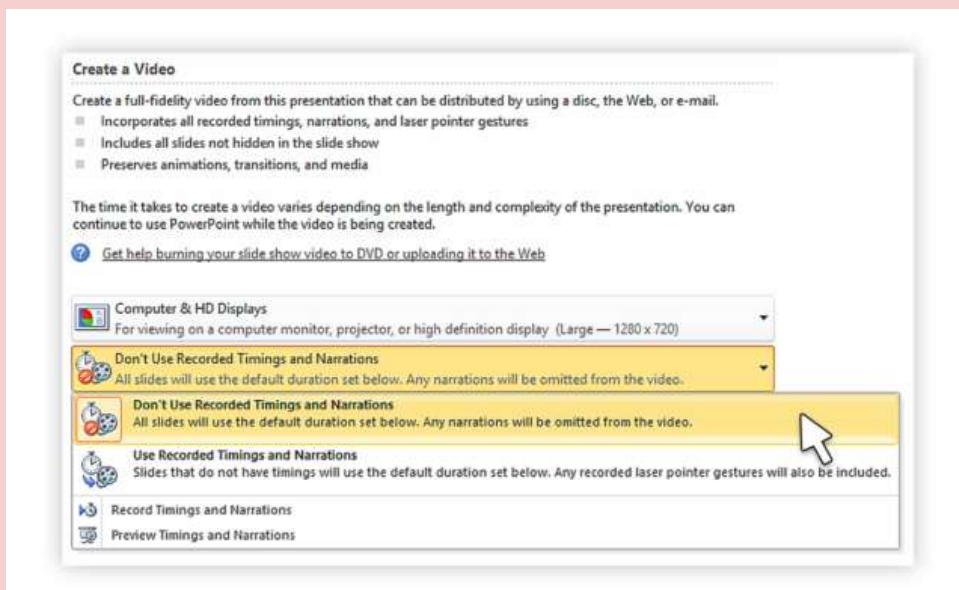
2. Under the Save & Send menu, find and click on Create a Video.



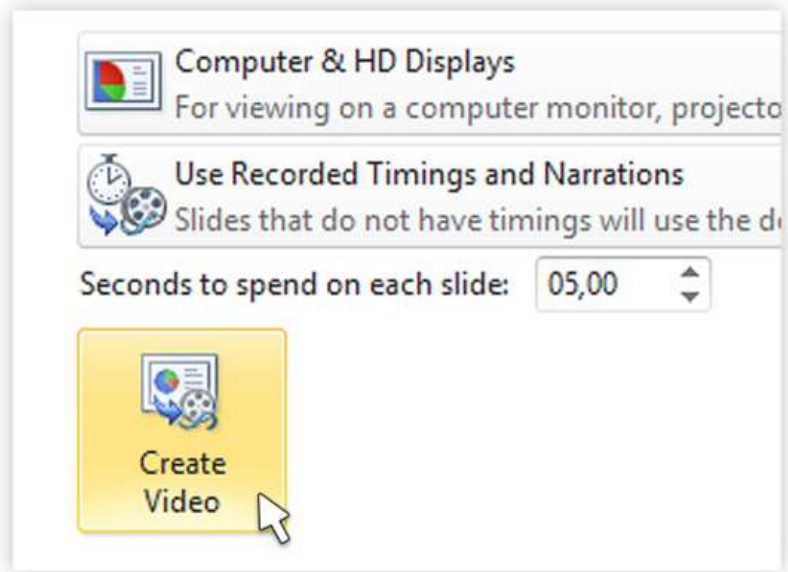
3. Click on the Computer & HD Displays option to customise the video size and quality (small, medium and large size & quality).



4. Click the Don't Use Recorded Timings and Narrations to select if you're using timings and narrations.



5. Click Create Video and another dialogue box opens.



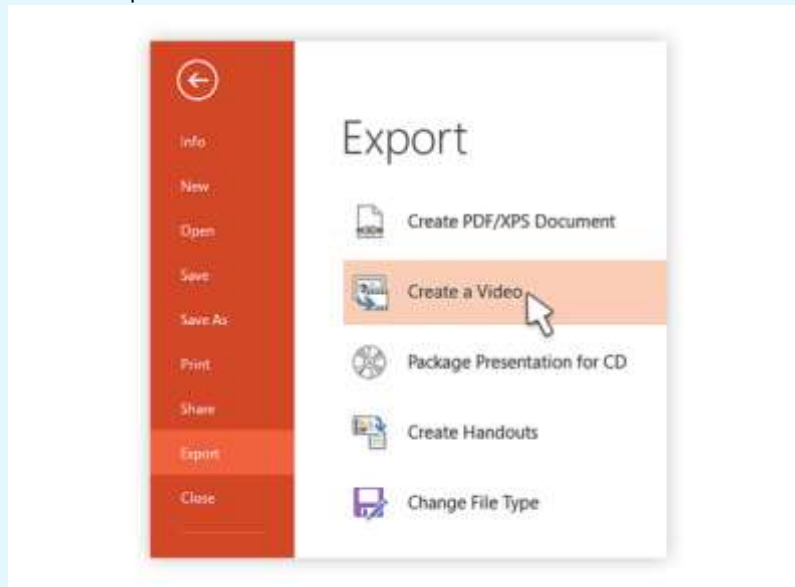
6. Enter appropriate filename and saving location to save your newly created video.

Export Slaid ke Video (MS PowerPoint 2013)

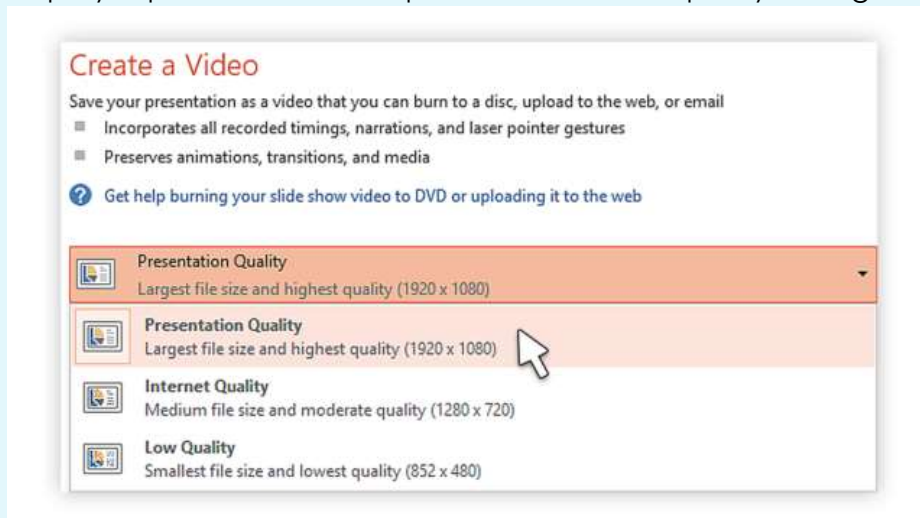
1. Access Powerpoint's Backstage View by clicking on File.



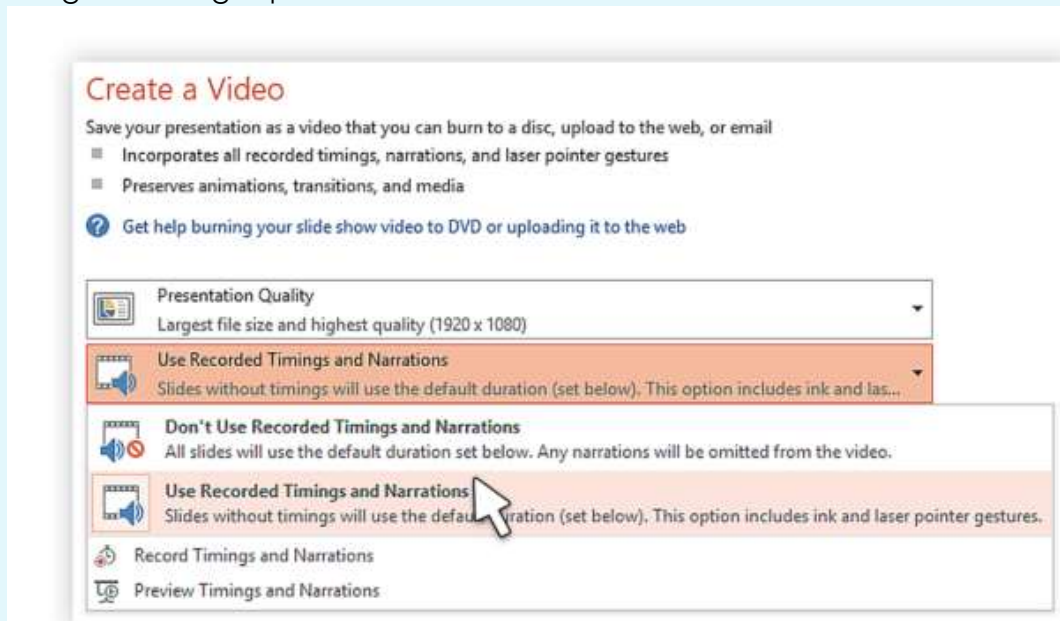
2. Select Export and click on Create a Video to access the video export menu.



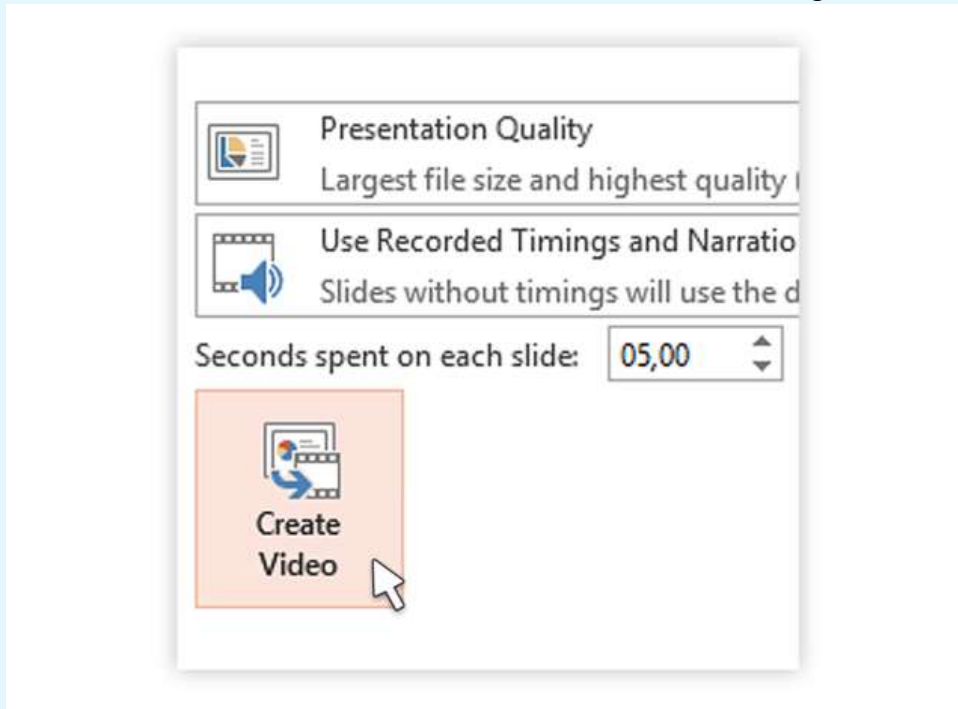
3. Click on the Create a Video option and expand the Computer and HD Displays option to select output video size and quality settings.



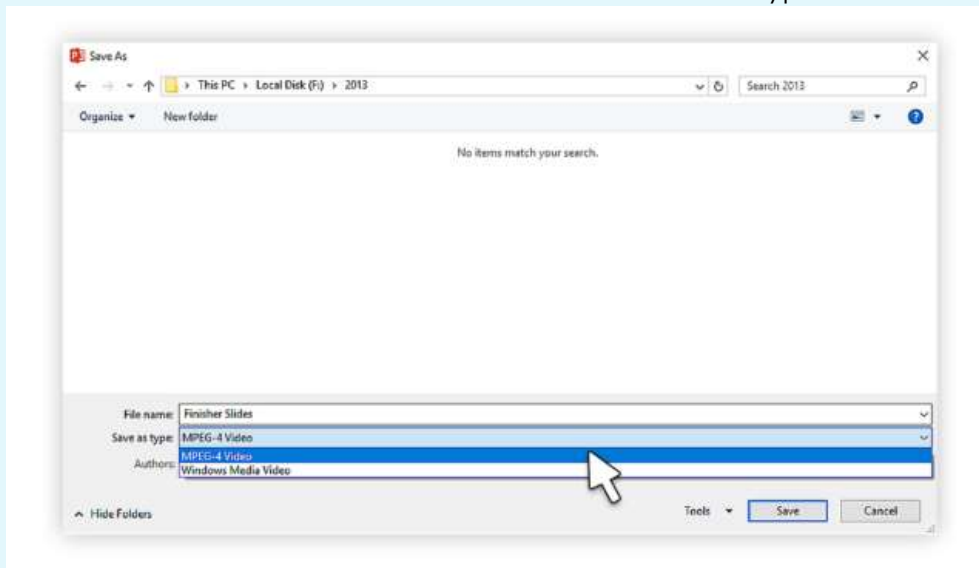
4. Click on the drop down arrow to expand the Use Recorded Timings and Narrations menu. Use this to select whether you're using recorded timings or not. If not using recorded timings and narrations, set the duration of each slide using the timings option at the bottom.



5. Click the Create Video button to show the Save As dialogue box.



6. Select the location where you want to save your video and choose a suitable filename for the video file. Also choose the video file type.



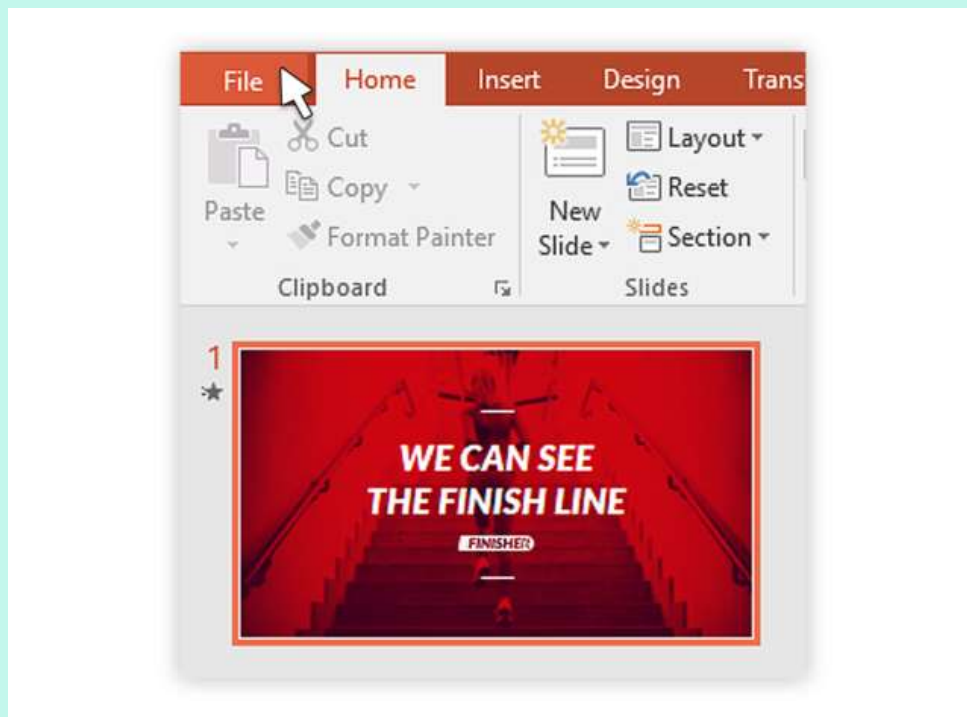
7. Click Save and PowerPoint will begin converting your presentation to video. This may take a couple of seconds or a few minutes depending on the size of

8. your presentation.

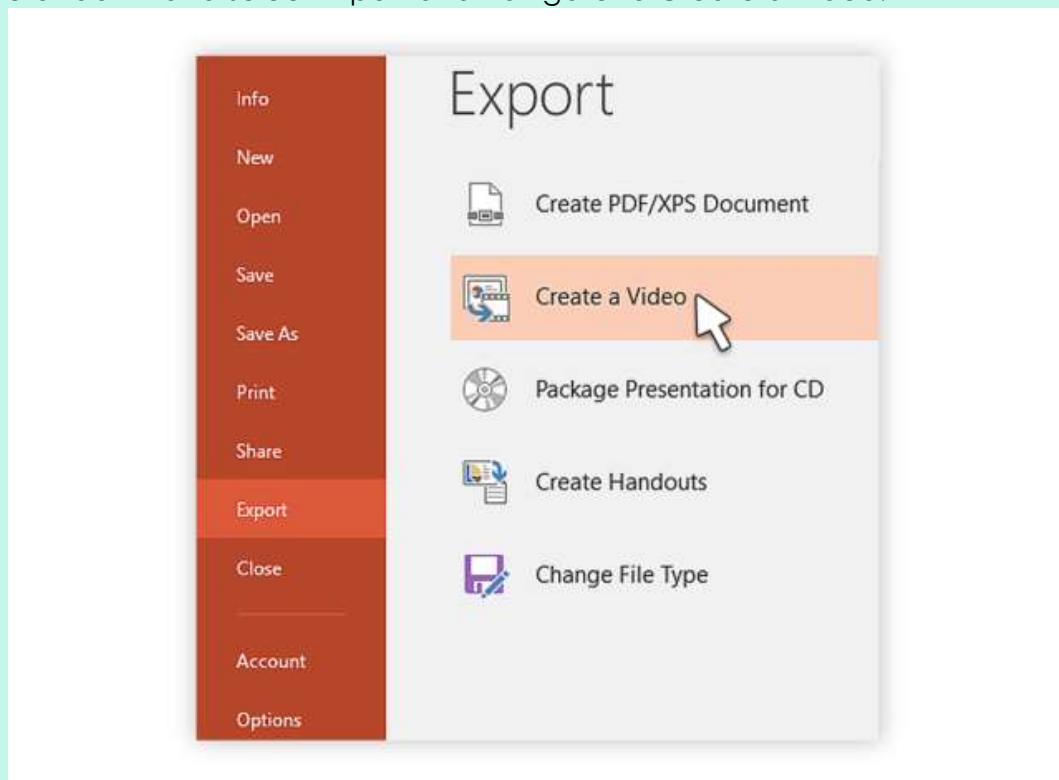


Export Slaid ke Video (MS PowerPoint 2016)

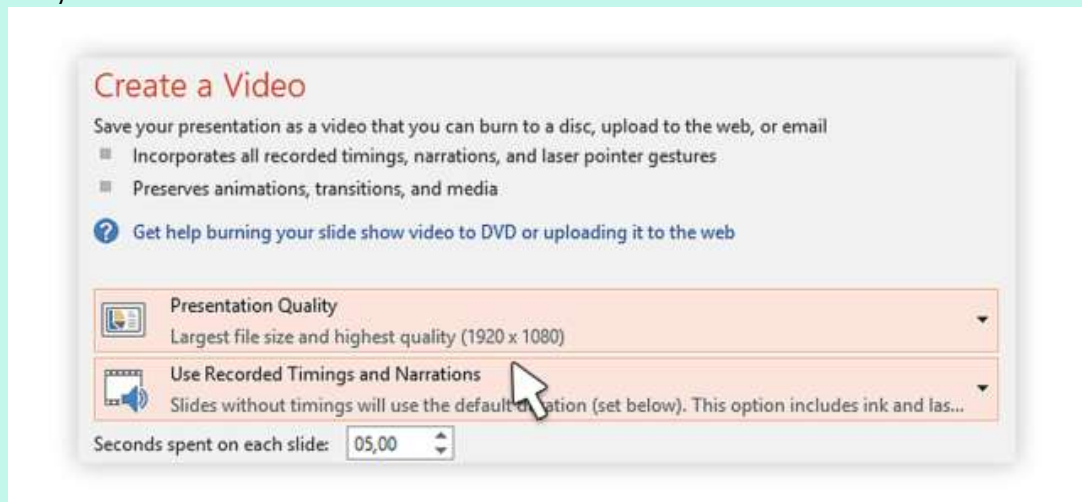
1. Click on the File tab to show file options.



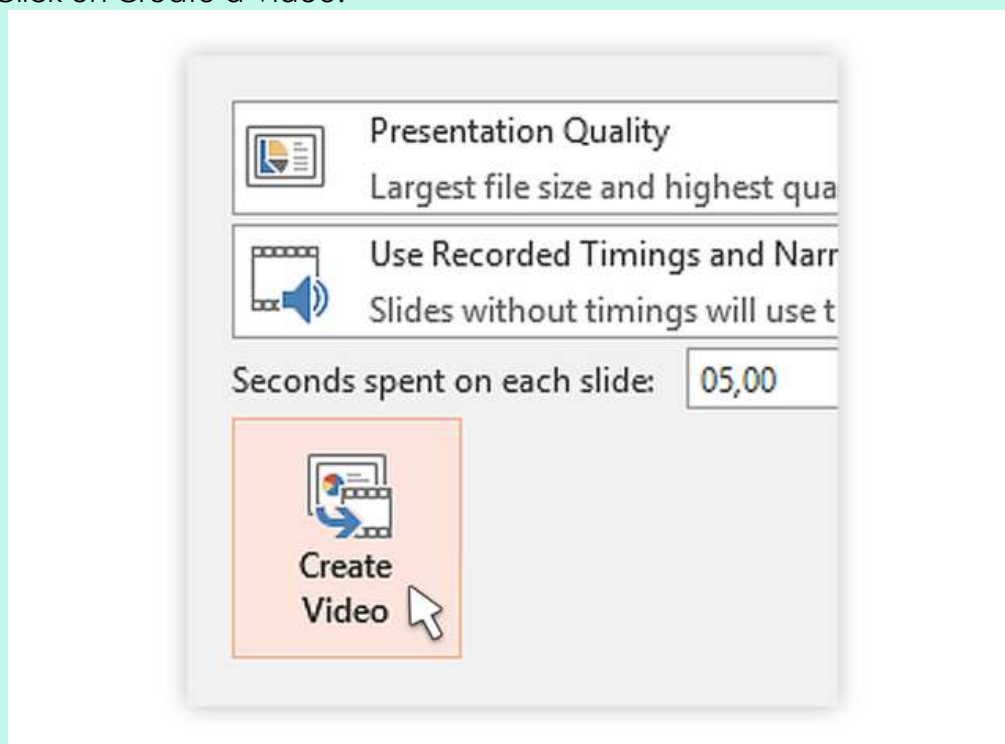
2. Scroll down and select Export and navigate to Create a Video.



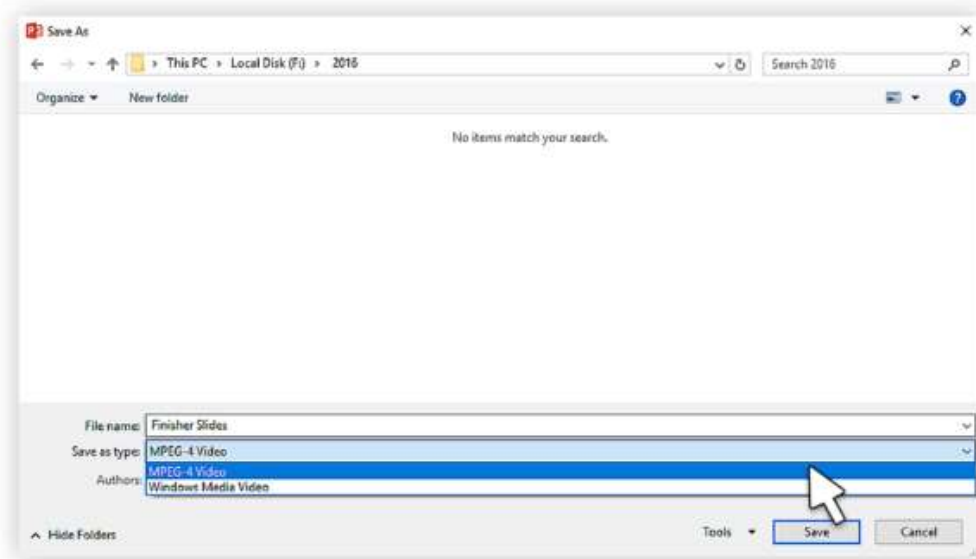
3. Select your video settings preference (video quality, timings and narration, video size).



4. Click on Create a Video.

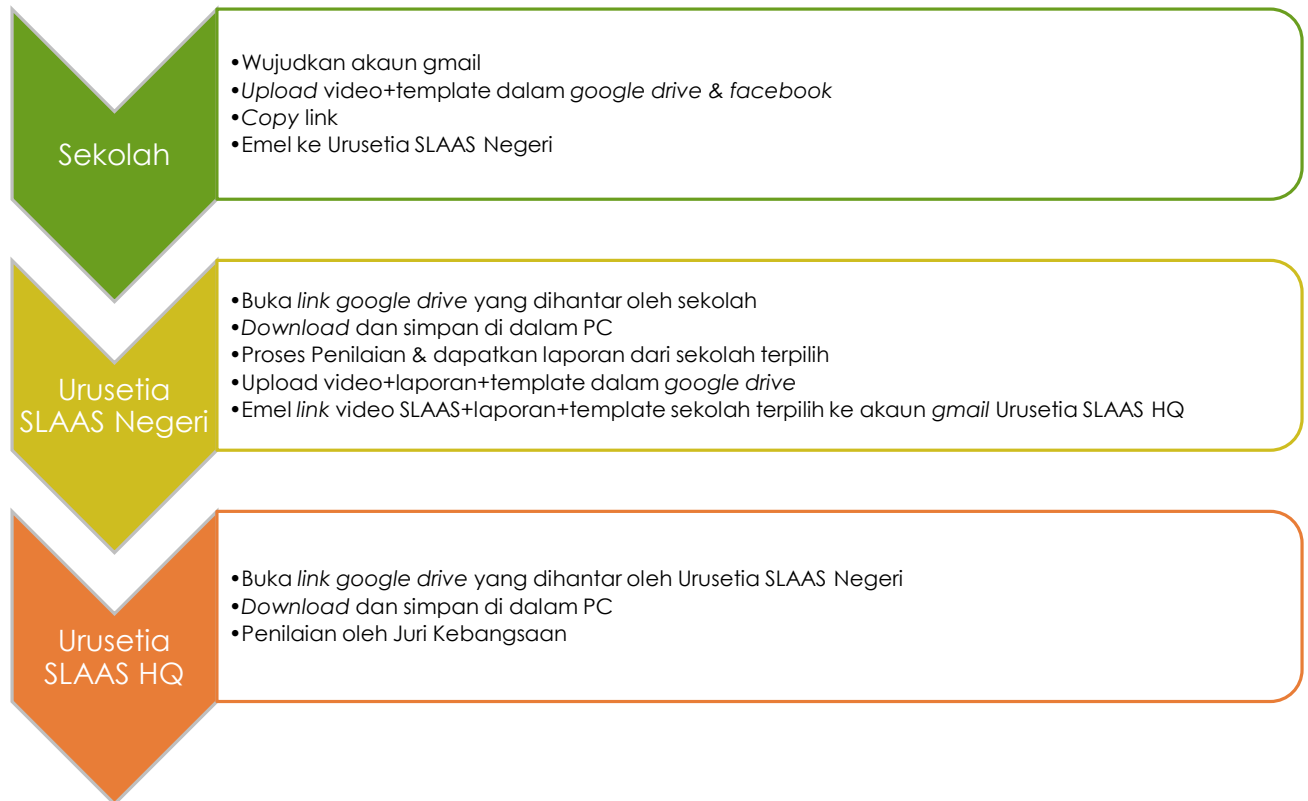


5. Choose a filename, saving location and video type (.mp4 or .wmv).



6. Click on Save to start video creation process.

Proses Kerja Penghantaran Video



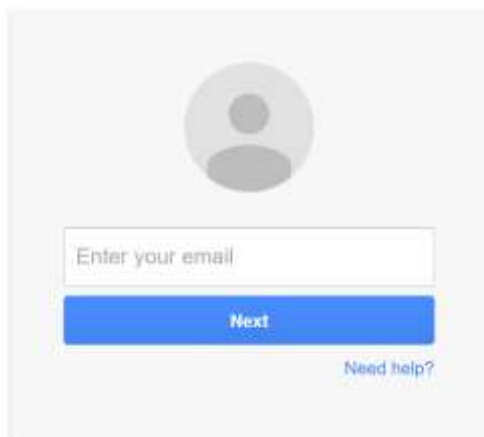
Penghantaran video (Google Drive)

- i. Wujudkan akaun gmail (jika belum ada)
- ii. Log in akaun gmail
- iii. Hantar video menggunakan google drive

Wujudkan akaun Gmail

1. Go to www.gmail.com.

2. Click Create account.



[Create account](#)

3. The signup form will appear. Follow the directions and enter the required information.

Name
First Last

Choose your username
@gmail.com
I prefer to use my current email address

Create a password

Confirm your password

Birthday
Month Day Year

Format

First Name: **slaas**

Last Name : [negeri] cth : **Kelantan**

Username : **slaaskelantan**

4. Review [Google's Terms of Service](#) and [Privacy Policy](#), click the check box, then click Next step.



5. Here, you'll have an opportunity to set up recovery options. Recovery options are helpful if you forget your password or if someone tries to access your account. If you don't want to set up recovery options at this time, click Done.



Without recovery options, you could lose access to your account if you forget your password or your account is stolen.
[Learn more about recovery options.](#)

Recovery phone

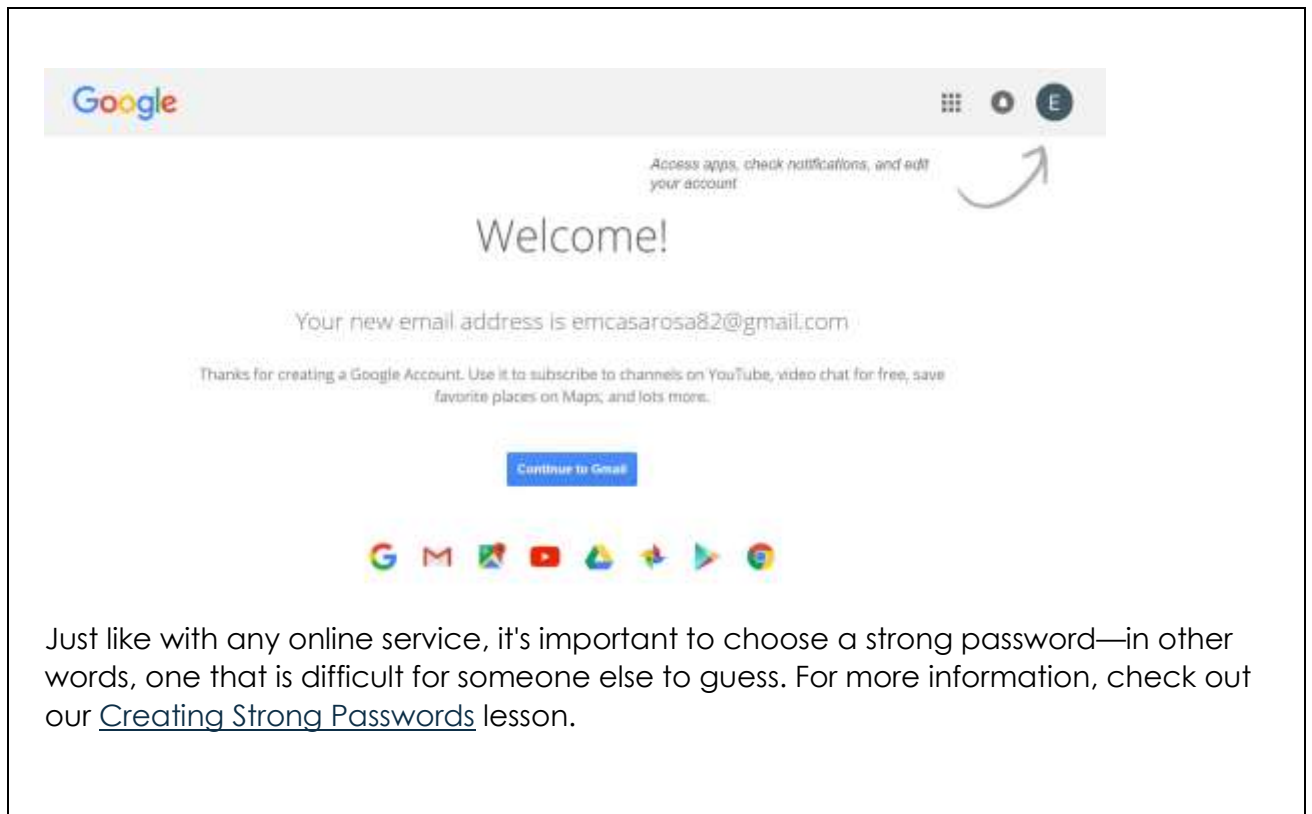
Add a phone

Recovery email

you@example.com

Done

6. Your account will be created, and the Google welcome page will appear.



Login ke akaun Gmail

1. First, access to gmail website: gmail.com or you can [click here](#) to access quickly.
2. Then, you can see the interface where you can enter your email address and password. Please enter your email address in the first line of the interface, you must use the email address you have selected during the creating of your account.
3. Next, Enter the password you have used at your registration in the second line. Please make sure that you enter the right password that belongs to the entered e-mail address.
4. Finally, Are you sure that you've entered both your e-mail address and password? Then click the blue Sign in button.
5. Congratulations, you have now successfully signed in to your account.
6. You can use 2-step verification so that your Gmail account will be better secured.
7. Note: When logging in, you can also choose whether Google needs to remember your password for you or not. If you choose yes, it will automatically save your password, and you don't have to enter it again when you visit your e-mail the next times.

Hantar video menggunakan google drive

Step 1: Go to drive.google.com

On your computer, go to drive.google.com. You'll see "My Drive," which has:

- Files and folders you upload

Step 2: Upload or create files

Drag files into Google Drive

1. On your computer, go to drive.google.com.
2. Open or create a folder.
3. To upload files and folders, drag them into the Google Drive folder.

Step 3: Share and organize files

You can share files or folders, so other people can view, edit, or comment on them.

- a. Choose who to share with;
 - Specific people

Like files, you can choose to share with only specific people.

1. On your computer, go to drive.google.com.
2. Click the folder you want to share.
3. Click Share .
4. Under "People," type the email address or Google Group you want to share with.
5. To choose how a person can use the folder, click the Down arrow ▼ .
6. Click Send. An email is sent to people you shared with.

- Anyone with a link to the folder

You can give other people a link to your folder so that you don't have to add email addresses when you share your folder.

1. On your computer, go to drive.google.com.
2. Click the folder you want to share.
3. Click Share .
4. At the top right, click Get shareable link.
5. Next to "Anyone with the link," click the Down arrow ▾ .
6. Choose whether people can edit or view.
7. Copy and paste the link in an email or any place you want to share it.

b. Change sharing permissions of shared folders

Edit, comment, or view shared files

When you share a folder, the sharing settings for the files and subfolders inside are updated. Depending on how you shared the folder, the people you shared with will have access to the files inside:

- Can organize, add, & edit: People can open, edit, delete, or move any files within the folder. People can also add files to the folder.
- Can view only: People can see the folder and they can open all files within the folder.

After you share the folder, you can change how the files inside are shared.

Nota : Sebelum hantar kepada urusetia, semak *hyperlink/URL* tersebut