

The slide features a light blue background with various office-related illustrations: a pink pencil eraser at the top left, a blue double-headed arrow at the top right, a white document with horizontal lines at the top right, a blue pen at the bottom right, and a yellow envelope at the bottom left. A white rectangular box with rounded corners is centered on the slide, containing the title text. The text 'Office Lens' is in a large, bold, black sans-serif font, with a horizontal line below it. Below the line is the Chinese text '使用簡介' in a large, bold, black sans-serif font, also with a horizontal line below it. The background also includes a yellow 'OK' symbol on the left and a green wavy line at the bottom center.

# Office Lens

## 使用簡介



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版權所有 請勿轉載

# 建議使用OFFICE LENS 等應用程式， 使功課拍照效果更清晰。



## Office Lens

到APP市集內下  
載免費的Office  
Lens

App Store 預覽



Microsoft Office Lens | PDF Scan

Microsoft Corporation

在「生產力工具」類別排名第 39

★★★★ 4.7 · 1,248 則評分

免費

截圖 iPhone iPad



2 WINDOWS用戶




ANDROID用戶

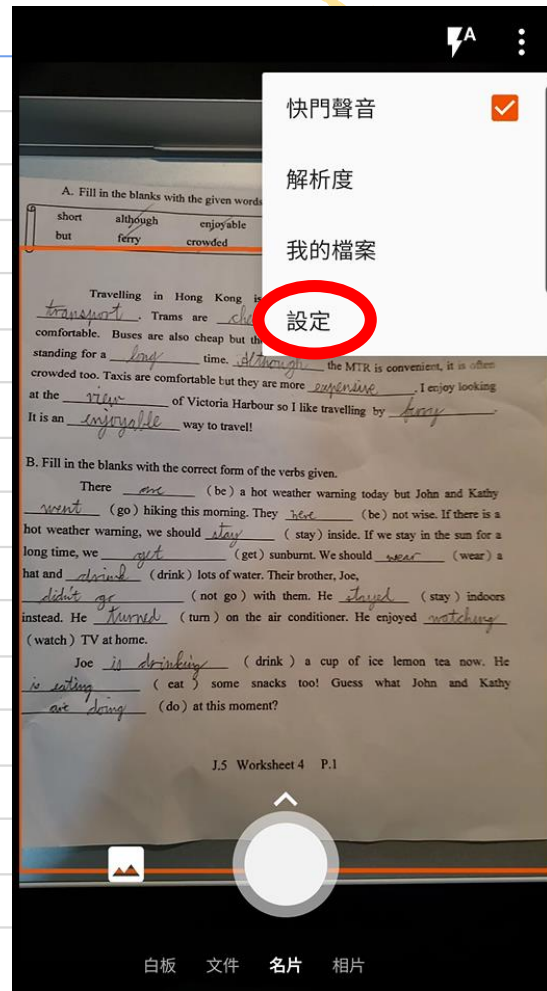
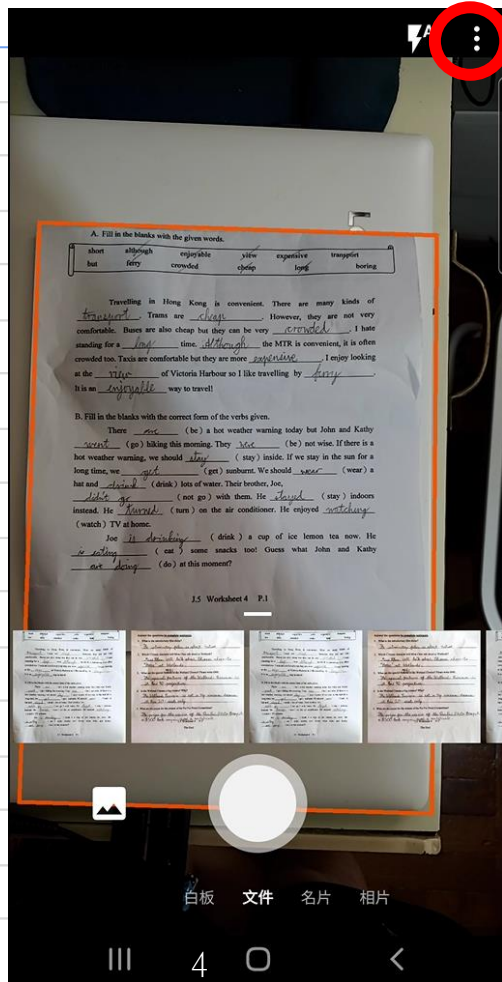


IOS用戶

接下來會需要各種有關拍照等權限，允許有關權限便可。



進入Office Lens後，  
為方便轉存成PDF，  
方便上載，請先登入  
或進行註冊。  
先按右上角 ，再  
按「設定」。  
(未登入或註冊的用  
戶並沒有儲存pdf的  
功能)





按「登入」，再  
按「新增帳戶」



如已有Microsoft帳戶，可按「登入」及輸入有關資料。  
如未有Microsoft帳戶，可按「免費註冊」進行註冊。



帳戶和隱私權

登入以解除鎖定

- 5 GB 的免費 OneDrive 儲存空間
- 從影像擷取文字 (OCR)
- PDF、PowerPoint 與 OneNote 格式

免費註冊

登入

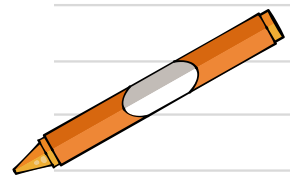
Microsoft

Sign in

Enter your work, school or personal Microsoft account

Email or phone

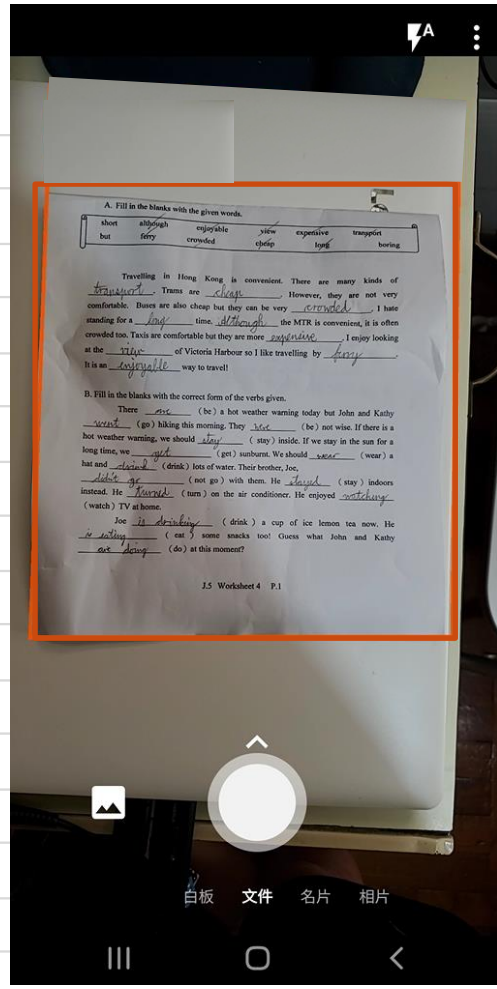
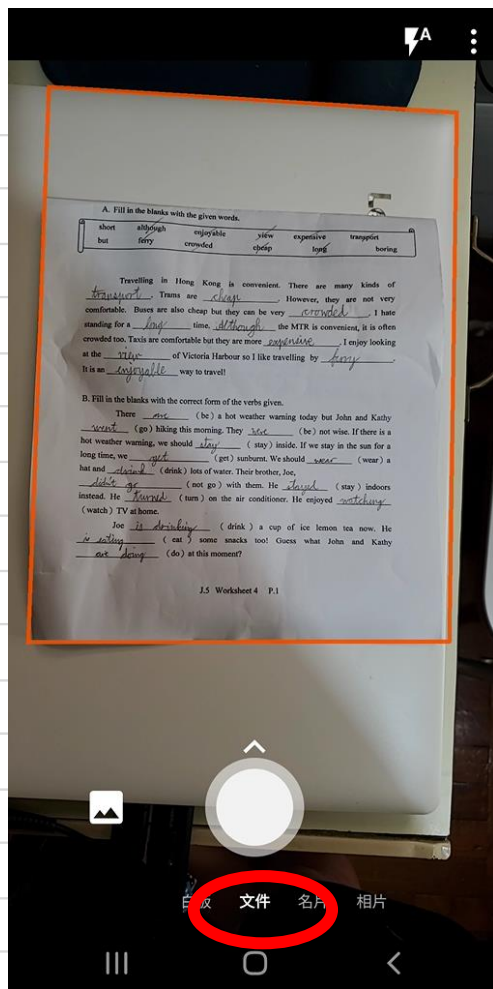
No account? Create one!



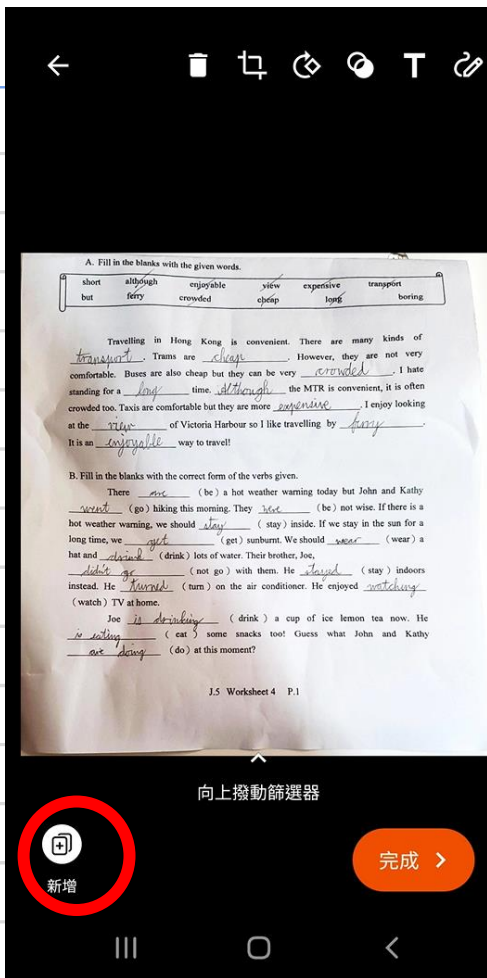
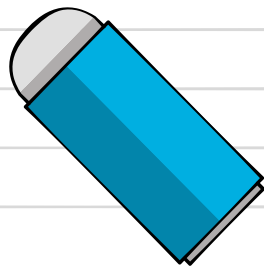


登入後，返回拍照畫面，選「文件」把文件放在紅框內，方便掃描。再按圓形，以進行拍照。

要在光線充足的環境下拍照啊！



如功課有多於一頁，按「新增」，繼續拍攝其他頁數。



$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

向上撥動篩選器

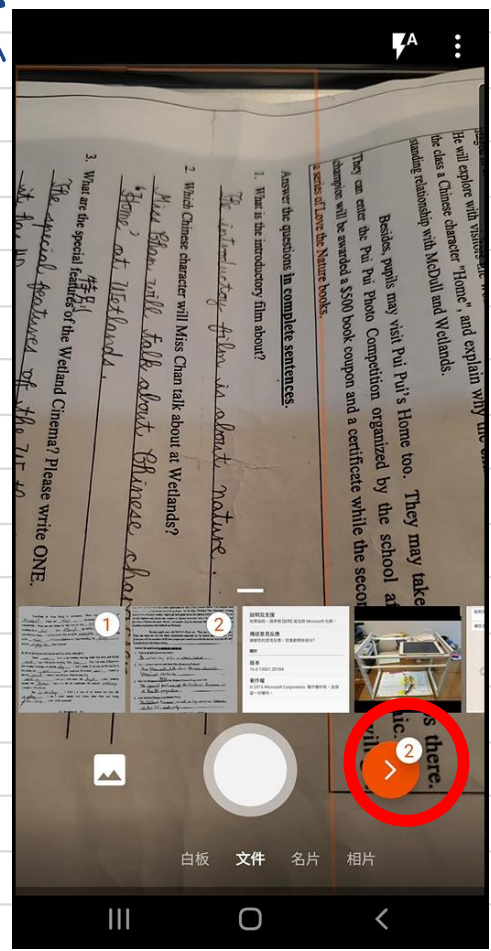
新增

完成 >

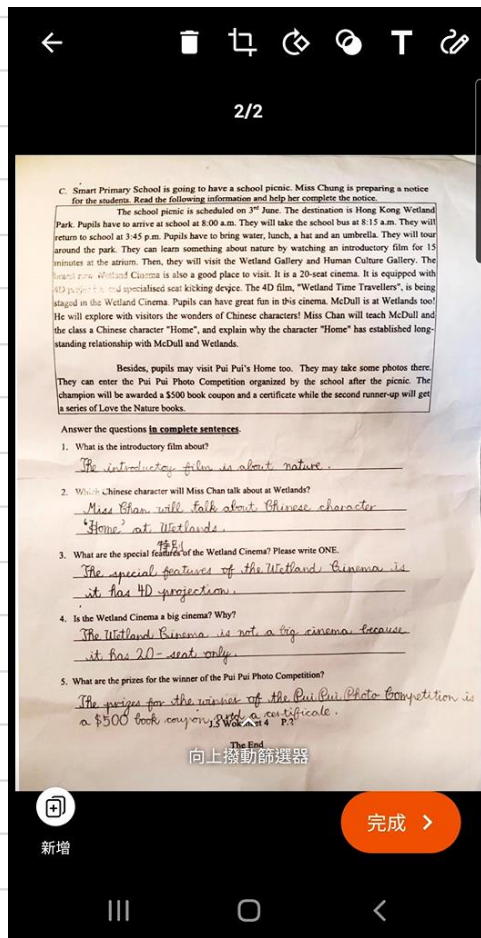




完成所有拍攝  
後，按「>」。



完成拍照後，可  
向左或向右方向  
預覽不同頁面。





按「完成」。

← [Navigation icons]

C. Smart Primary School is going to have a school picnic. Miss Chung is preparing a notice for the students. Read the following information and help her complete the notice.

The school picnic is scheduled on 3<sup>rd</sup> June. The destination is Hong Kong Wetland Park. Pupils have to arrive at school at 8:00 a.m. They will take the school bus at 8:15 a.m. They will return to school at 3:45 p.m. Pupils have to bring water, lunch, a hat and an umbrella. They will tour around the park. They can learn something about nature by watching an introductory film for 15 minutes at the atrium. Then, they will visit the Wetland Gallery and Human Culture Gallery. The Wetland Cinema is also a good place to visit. It is a 20-seat cinema. It is equipped with 4D projection and specialised seat kicking device. The 4D film, "Wetland Time Travellers", is being staged in the Wetland Cinema. Pupils can have great fun in this cinema. McDull is at Wetlands too! He will explore with visitors the wonders of Chinese characters! Miss Chan will teach McDull and the class a Chinese character "Home", and explain why the character "Home" has established long-standing relationship with McDull and Wetlands.

Besides, pupils may visit Pui Pui's Home too. They may take some photos there. They can enter the Pui Pui Photo Competition organized by the school after the picnic. The champion will be awarded a \$500 book coupon and a certificate while the second runner-up will get a series of Love the Nature books.

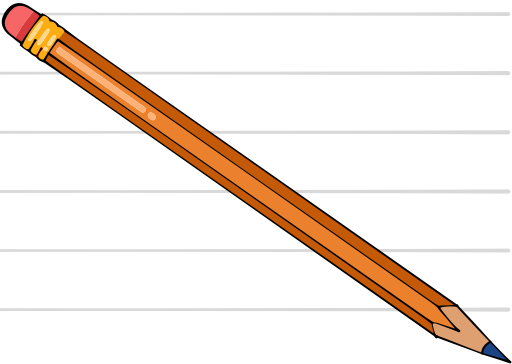
Answer the questions in complete sentences.

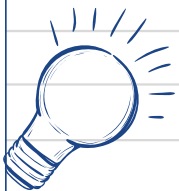
1. What is the introductory film about?  
*The introductory film is about nature.*
2. Which Chinese character will Miss Chan talk about at Wetlands?  
*Miss Chan will talk about Chinese character 'Home' at Wetlands.*
3. What are the special features of the Wetland Cinema? Please write ONE.  
*The special features of the Wetland Cinema is it has 4D projection.*
4. Is the Wetland Cinema a big cinema? Why?  
*The Wetland Cinema is not a big cinema because it has 20 seats only.*
5. What are the prizes for the winner of the Pui Pui Photo Competition?  
*The prizes for the winner of the Pui Pui Photo Competition is a \$500 book coupon and a certificate.*


The End  
向上撥動篩選器

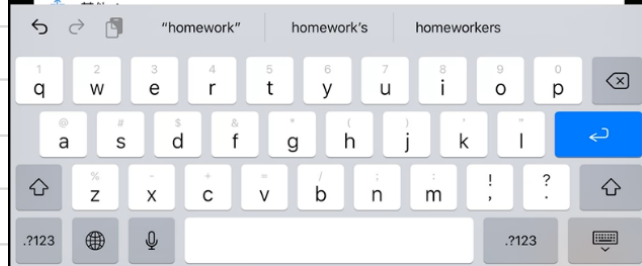
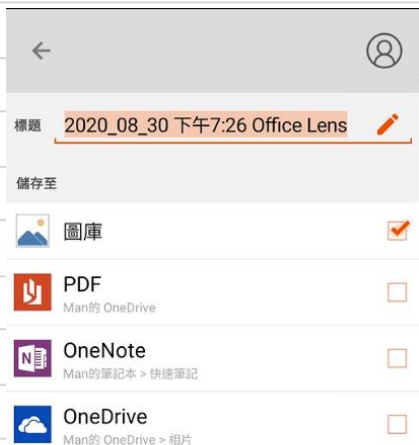
[Home icon] 新增

完成 >

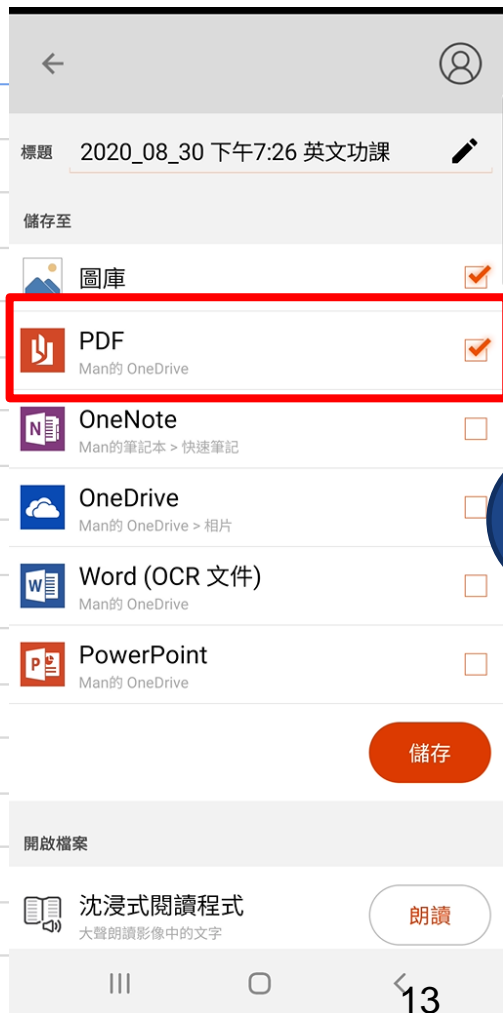




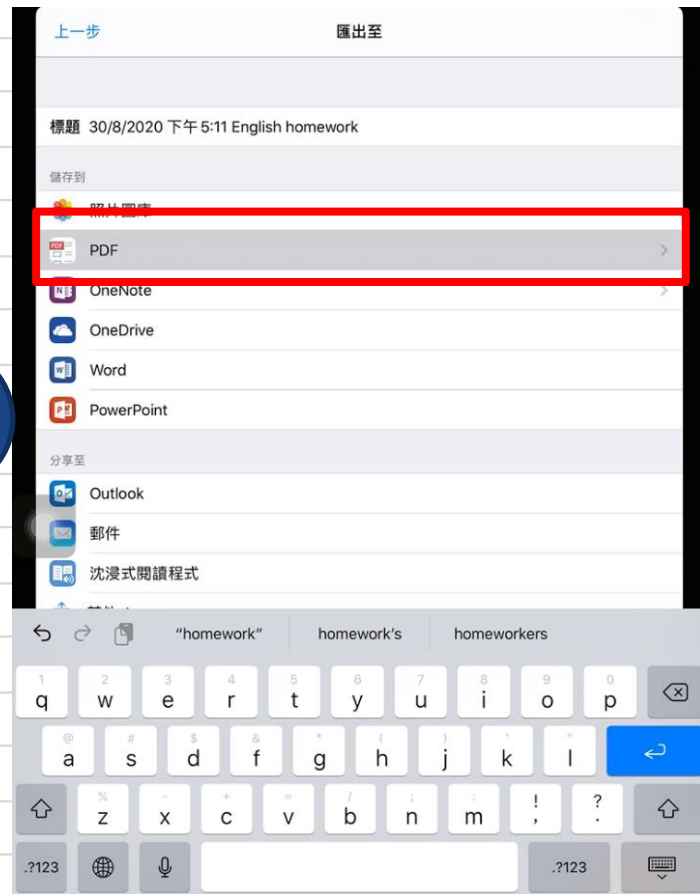
按「」，更改檔案名稱為學生學號及姓名，方便進行分類。



選 PDF，按  
儲存。

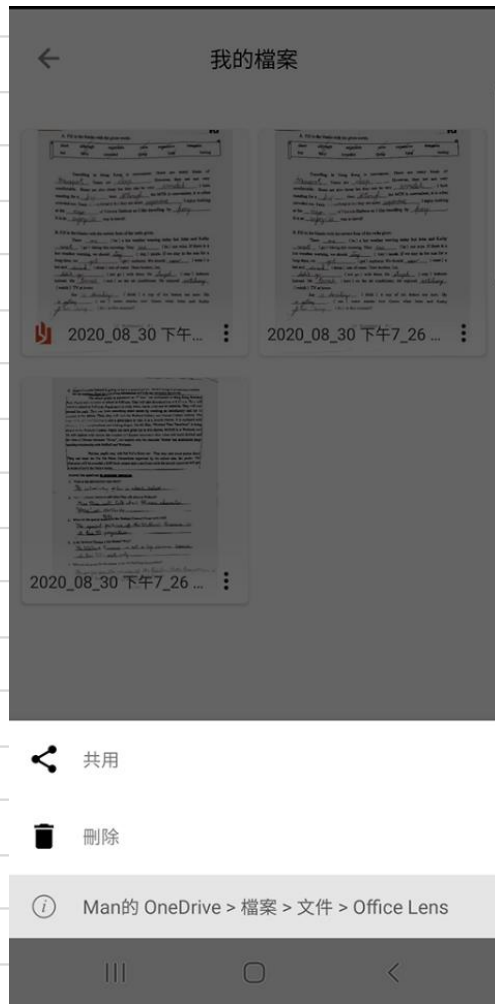
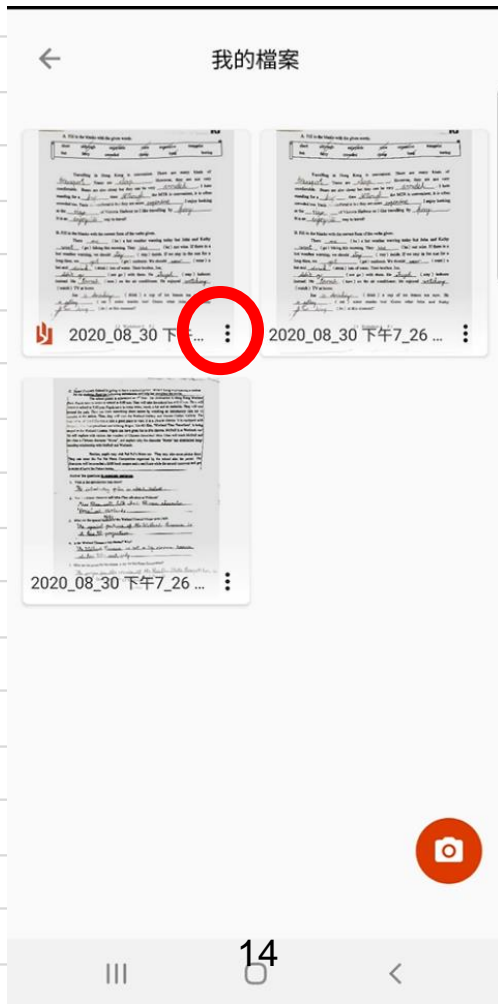


或



按「⋮」，可共用檔案至電子郵件或個人雲端硬碟，方便於電腦上載功課。

Android和iOS版面會有些不同，大家要注意。



~謝謝~

