



Documentation &
Quick Guide

Created By : Stock Shape

PPTX

Serume

P o w e r P o i n t P r e s e n t a t i o n

This modern presentation is perfect for your corporate and business presentations. All elements are easily editable and customizable to your needs.

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Documentation

Features :

- 2 file PPTX
- 30 Unique Slides
- 60 Total Slide
- 16:9 Aspect Ratio
- Fully Editable
- Vector Icons, Elements & Maps World Included In Files
- Help File

Used Free Font:

- <https://fonts.google.com/specimen/Montserrat>
- <https://fonts.google.com/specimen/Great+Vibes?query=great>
- <https://fonts.google.com/?query=calibri>
- PLEASE INSTALL FONTS BEFORE OPEN THE KEYNOTE TEMPLATES FILE

How To Install Fonts

- ✓ Download the font files. These often come compressed in .
- ✓ If the font files are zipped, unzip them by right-clicking the
- ✓ Right-click the fonts you want, and click Install or
- ✓ Download the fonts, unzip, and copy them to your font folder. Then quit PowerPoint and reboot

Preview images are not included in the package

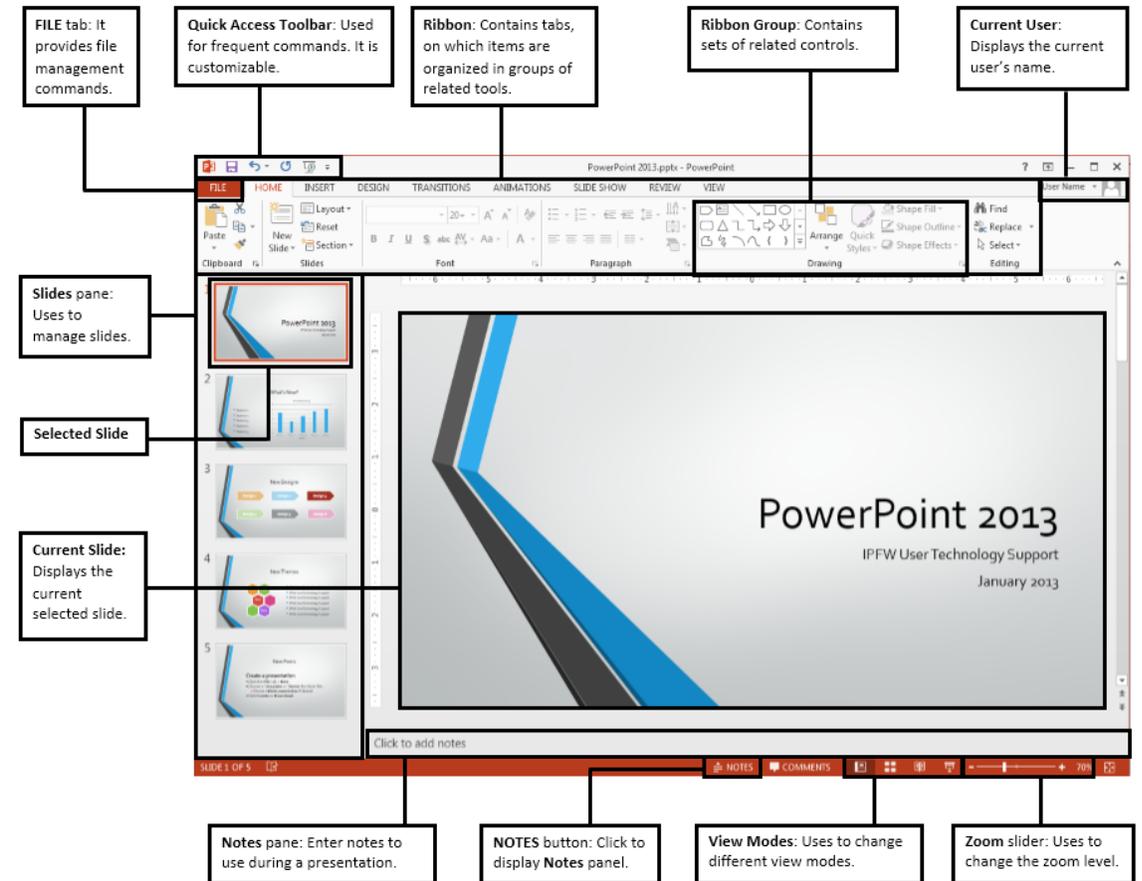
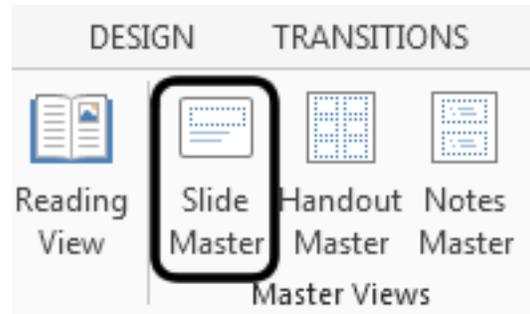
You can find them at the following links:

- www.unsplash.com
- www.photodune.net
- <https://www.pexels.com/>

✓ How To Customize This Product

✓ Getting to the Slide Master:

1. Click the *VIEW* tab.
2. In the *Master Views* group, click *Slide Master*



✓ How to Ungroup an **Object/Shape**?

1. *Right click* on the object
2. Select Group > *Ungroup*

✓ How to Group an **Object/Shape**?

1. *Right click* on the object (More than 1)
2. Select Group > *Group*

✓ How to Create **Semi Transparent Overlay Background**

1. *Click* on the *text box "add your image here ..."* on the background (most of)
2. *Right click* > *Format Shape* > *Picture or Texture*
3. Set transparency in the fill window, drag to 80% or 90%

✓ How to Change **Line Color**?

1. *Right click* on the object
2. Select *Format Shape*
3. Choose *LINE* a color from color pallete (bucket icon-on the right side on Powerpoint 2013)

✓ How to Edit **Chart Data**

1. *Right click* on the *chart*
2. You will be dirrected to Excel spreadsheet data. You can edit the data there.
3. Once the spreadsheet completed. save the data (ctrl+s) for windows

✓ How to Change a Shape To Picture (fast)

1. *Right click* on the shape
2. Choose *Format Shape*..
3. Choose *Fill > Picture or Texture* (from tab)
4. Choose 'From file:' *Choose Picture*
5. You can use the *Transparent* to those pictures

✓ How to Change a Picture? (Two)

1. *Right click* on the Picture choose *format background*
2. Choose *Change Picture*

✓ How to Change a Picture 2

1. if in one of the Slides have a *Placeholder*
2. Just *Click icon to add Picture* (on the middle of the placeholder)

✓ How to Crop a Picture?

1. *Double click* on the Picture
2. Choose *Crop* from toolbar
3. *Drag* the crop hadler horizontaly/vertically to adjust the width/height

✓ How to Change Logo and 'yourcompanyname.com in bottom slide

1. *Click on VIEW* in the menu bar (*read the documentation & quick guide file*)
2. *Find the SLIDE MASTER* and click
3. *On the first slide* you can change their website address on the footer (*and slide the other will follow the first slide*)



How to Change Logo and **'yourcompanyname.com' in bottom slide**

1. *Click on slide we change your logo bottom slide (read the documentation & quick guide file)*
2. *Click On VIEW In The Menu Bar (Read The Documentation & Quick Guide File)*
3. *Find the SLIDE MASTER and click*
4. *On the slide you can change their website address on the footer*



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