

# Tatu University

## Keynote Templates

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Documentation & Quick Guide

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This modern Tatu University [Keynote Templates](#) is perfect for your corporate and business presentations. All elements are easily editable and customizable to your needs.

Thank you for your purchasing my Presentation template  
If you have any questions that are beyond the scope of this file, please feel free to email me thanks you so much!

# Documentation

## Features :

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- **30** Unique Slides
- **180** Total Slide
- **16:9** Aspect Ratio
- **3** Theme Color (**Dark / Light Versions**)
- Fully Editable
- Vector Icons, Elements & Maps World Included In Files
- Help File

## Used Free Font:

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- <https://fonts.google.com/specimen/Playfair+Display?query=Playfair+Display>
- <https://fonts.google.com/specimen/Open+Sans?query=op>
- <https://fonts.google.com/specimen/Poppins>
- Calibri Light (system font) <https://fonts.google.com/?query=calibri>
- PLEASE INSTALL FONTS BEFORE OPEN THE POWERPOINT FILE

## Free Font:

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- <http://linea.io/>
- <http://www.fonts2u.com/socialico.font>
  - To install:
  - Download the fonts, unzip, and copy them to your font folder. Then quit PowerPoint and reboot
  - your computer. Then check it on the next page.

## Preview images are not included in the package

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- [www.unsplash.com](http://www.unsplash.com)
- [www.photodune.net](http://www.photodune.net)
- <https://www.pexels.com/>

# For Mac

## QUICK GUIDE

**Under Mac OS X 10.3 or above (including the FontBook)**

- Double-click the font file > "Install font" button at the bottom of the preview.

**Under any version of Mac OS X:**

- Put the files into /Library/Fonts (for all users), or into /Users/Your\_username/Library/Fonts (for you only).

**Under Mac OS 9 or earlier:**

- Drag the fonts suitcases into the System folder. The system will propose you to
- add them to the Fonts folder.

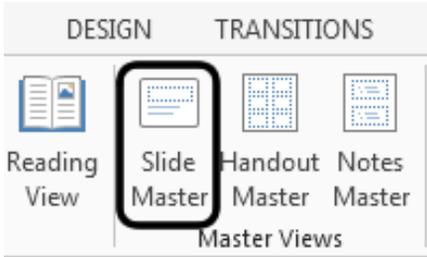
**Recolor icon**

- Ungroup icon
- Click color do you want
- Group again

# ✔ How To Customize This Product

## Getting to the Slide Master:

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



A detailed screenshot of the PowerPoint 2013 interface with several components labeled by callout boxes:

- FILE tab:** It provides file management commands.
- Quick Access Toolbar:** Used for frequent commands. It is customizable.
- Ribbon:** Contains tabs, on which items are organized in groups of related tools.
- Ribbon Group:** Contains sets of related controls.
- Current User:** Displays the current user's name.
- Slides pane:** Uses to manage slides.
- Selected Slide:** Points to the currently selected slide in the Slides pane.
- Current Slide:** Displays the current selected slide.
- Notes pane:** Enter notes to use during a presentation.
- NOTES button:** Click to display Notes panel.
- View Modes:** Uses to change different view modes.
- Zoom slider:** Uses to change the zoom level.

## ■ How to Ungroup an Object/Shape?

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

## ■ How to Group an Object/Shape?

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

## ■ How to Create Semi Transparent Overlay Background

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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?

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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

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1. **Right click** on the *chart*
2. You will be directed 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)

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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)

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

## ■ How to Change a Picture 2

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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?

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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

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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

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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*

Do You Need Professional Custom Design?

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to contact me when you encounter problems or have questions!

[Jhon.D.Atom@gmail.com](mailto:Jhon.D.Atom@gmail.com)

# Thanks You

Enjoy,

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Jhon.D.Atom