PPTX

Tatu University

POWERPOINT PRESENTATION

This modern **Tatu University** presentation 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

Stock Shape

Documentation &
Quick Guide

Documentation

Features :

- 6 file PPTX
- **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:

- 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:

- 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.

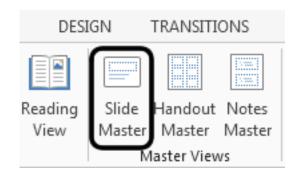**Preview images are not included in the package**
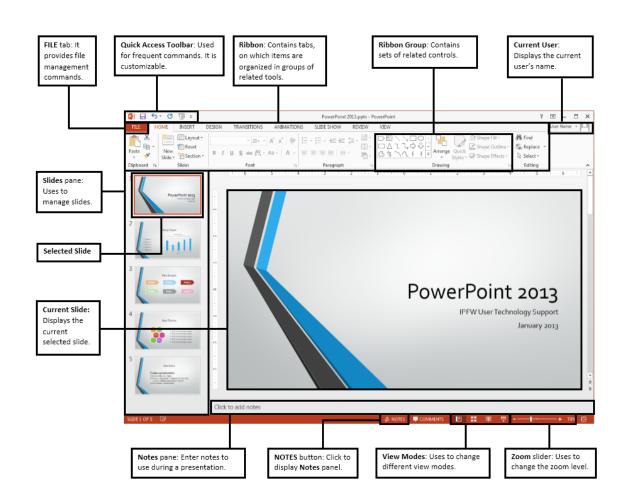
You can find them at the following links:

- 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

Stock Shape

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*