Power Point

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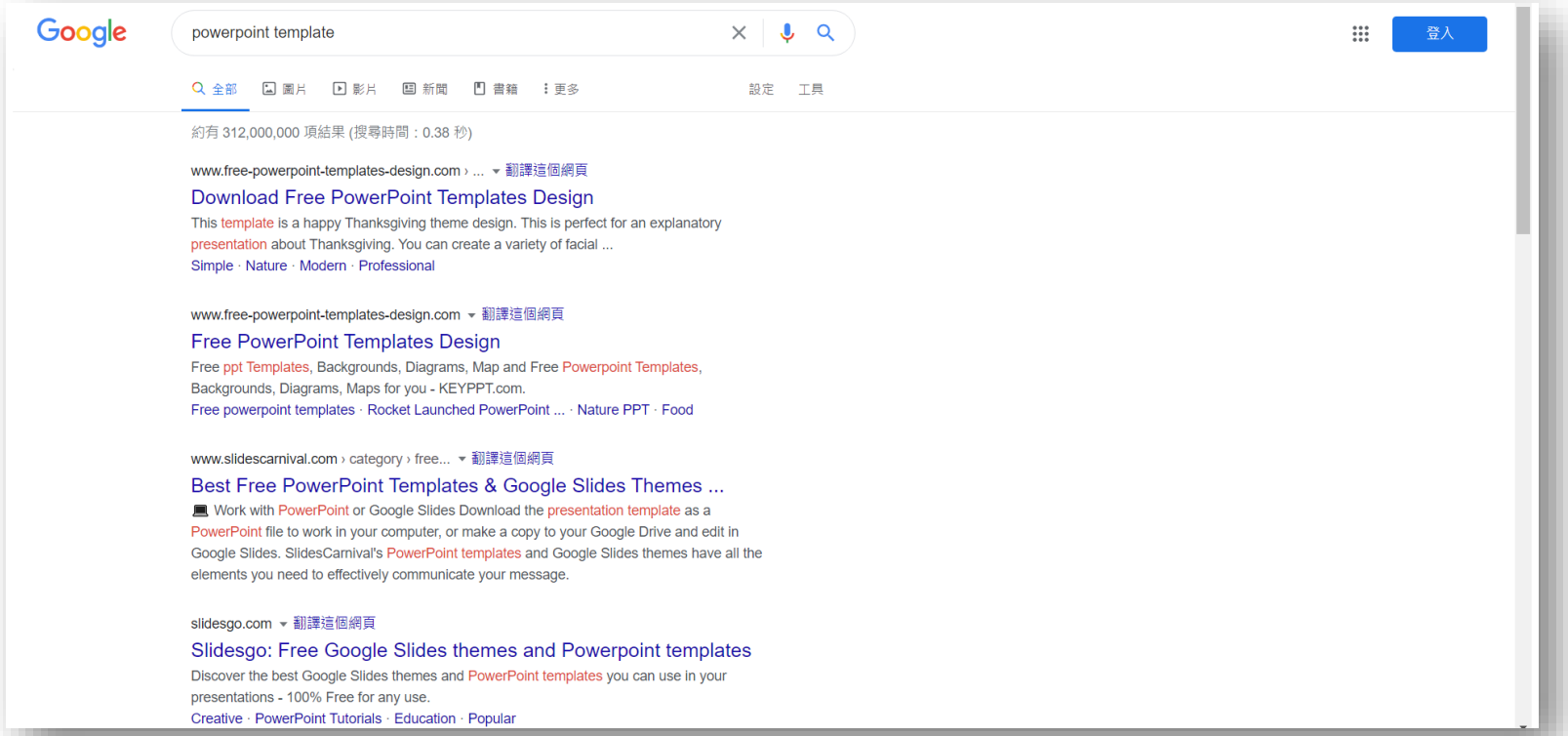
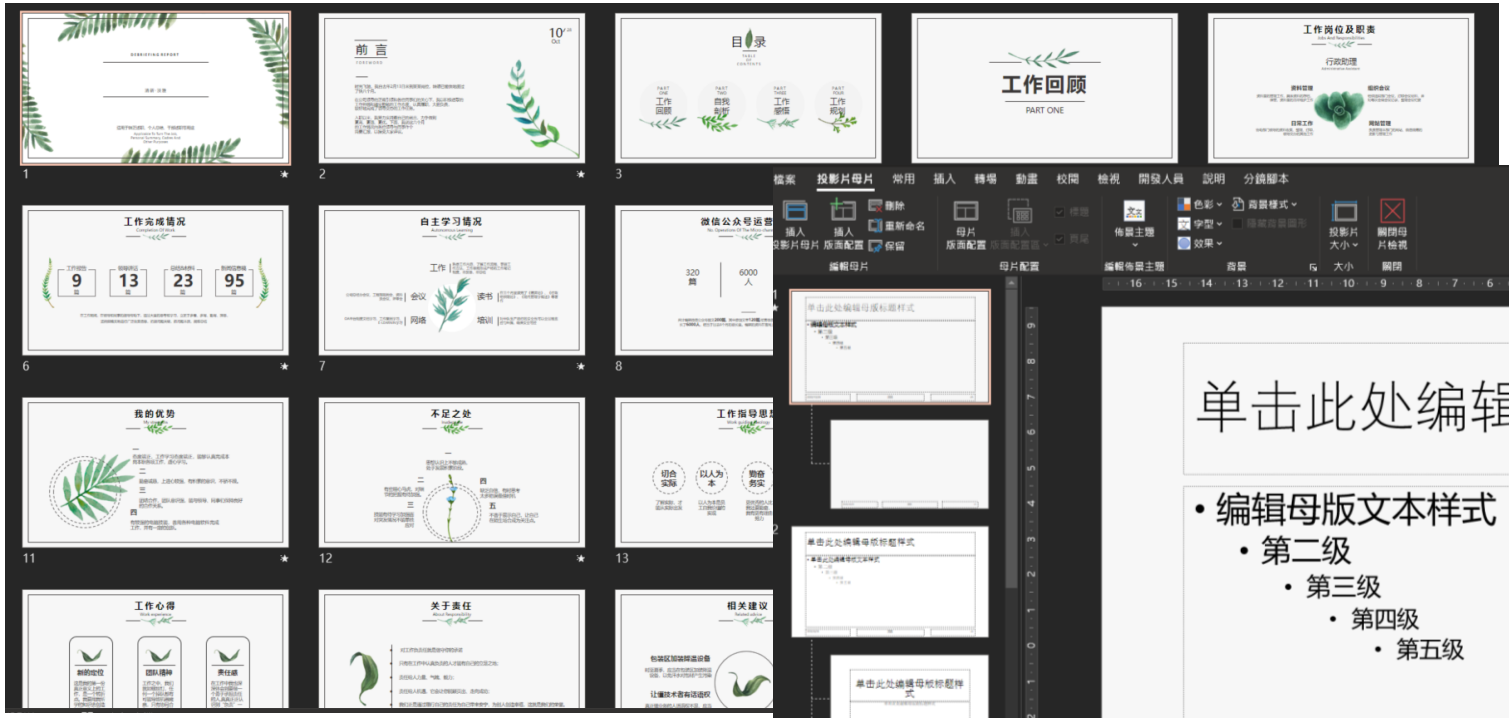
Template

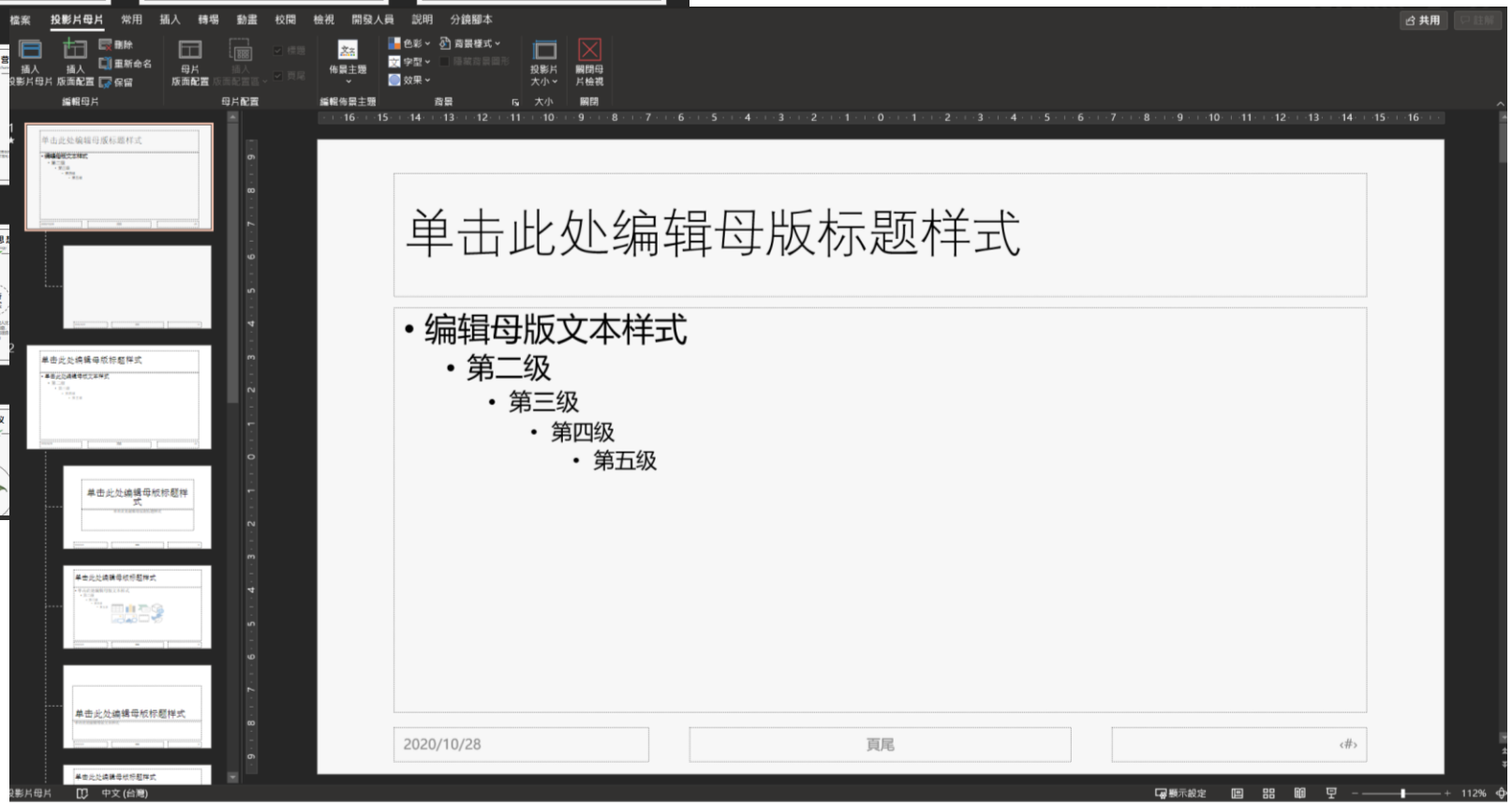
- Download templates from the Internet



Template



Beautiful Templates...



Without any edited Slide Master

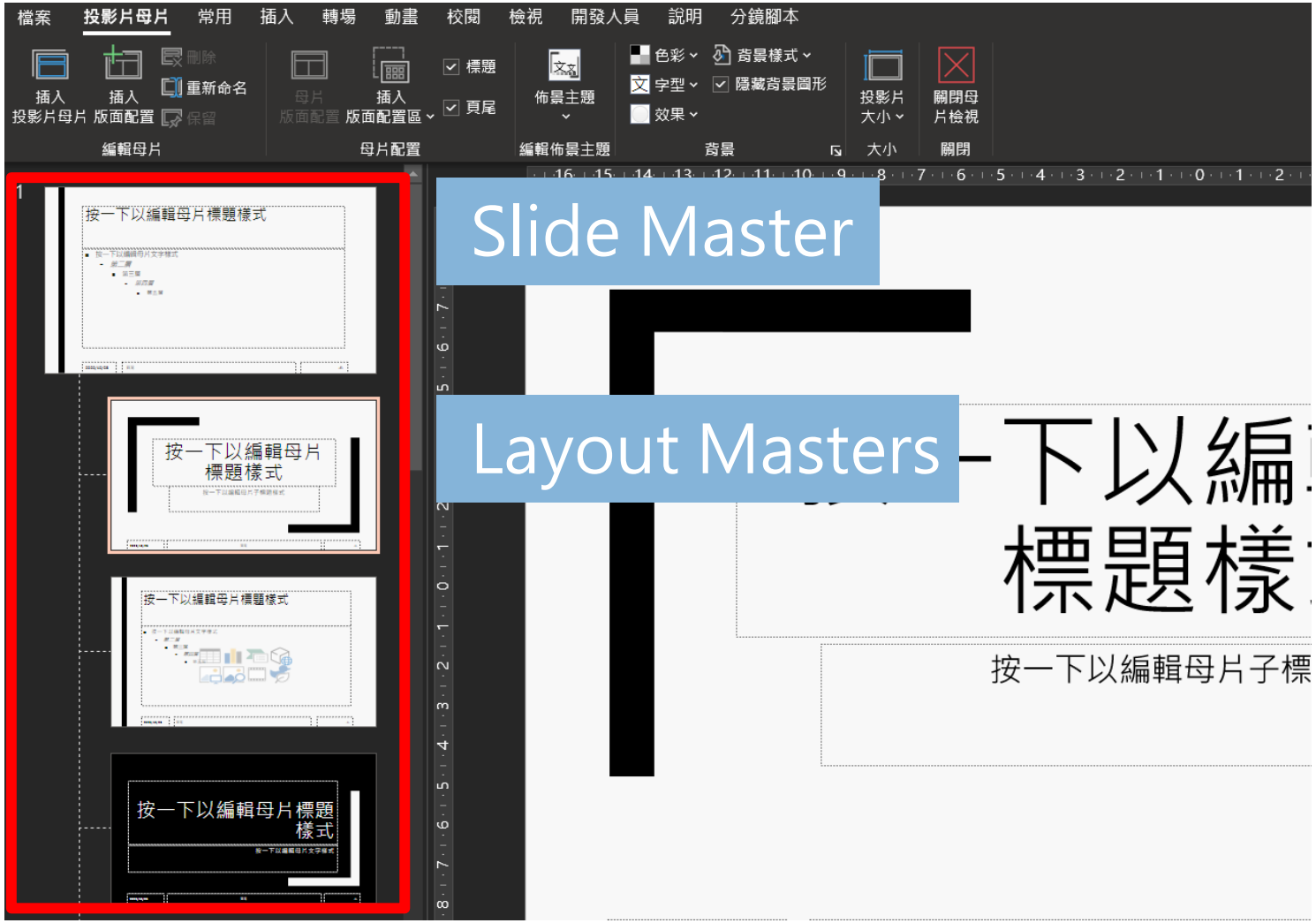
AGENDA

- Slide Master
  - Design by You Own
  - Use Template
- Shape Format – Merge Shapes
  - Union, Combine, Fragment, Intersect, Subtract
- Fonts
  - Replace
  - Embed Fonts
- Insert Sheet from Excel
- Shortcut
- Resource

Slide Master

- View>Slide Master

Slide Master

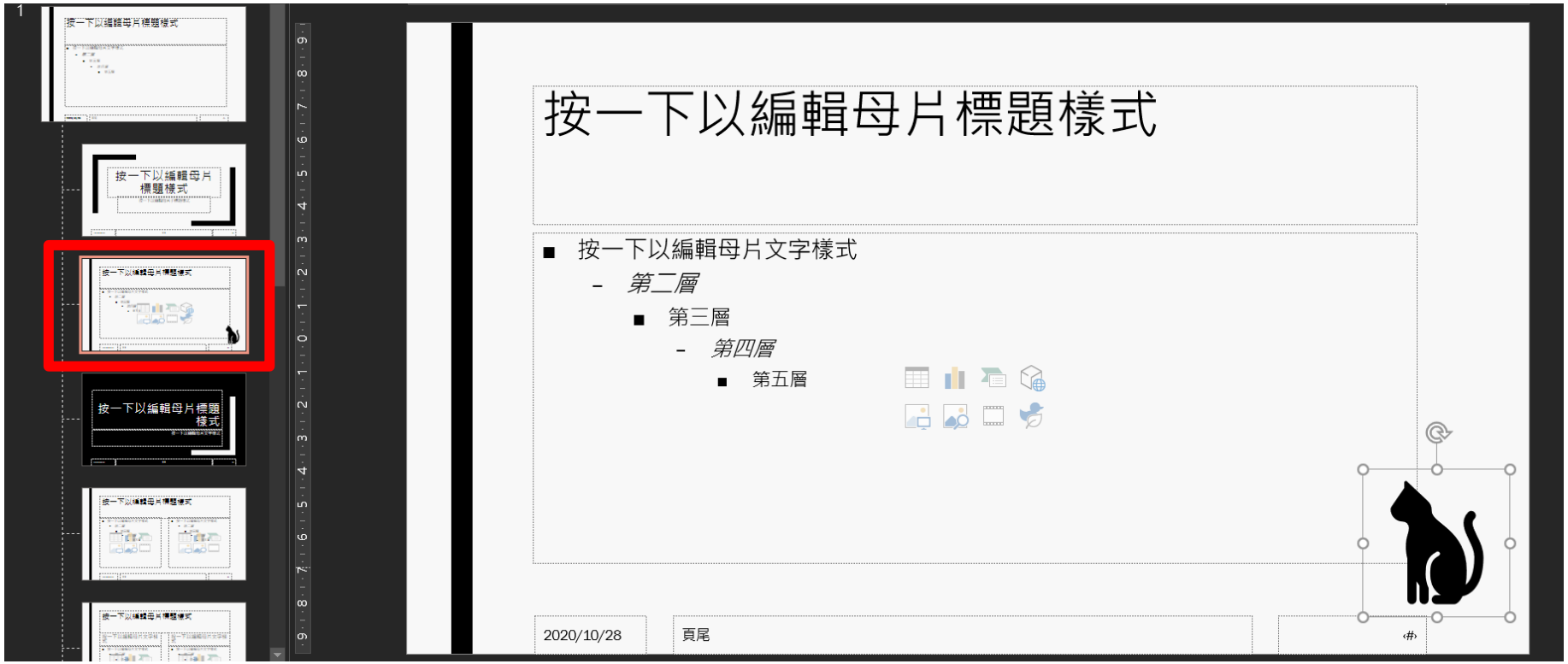


Layout Master

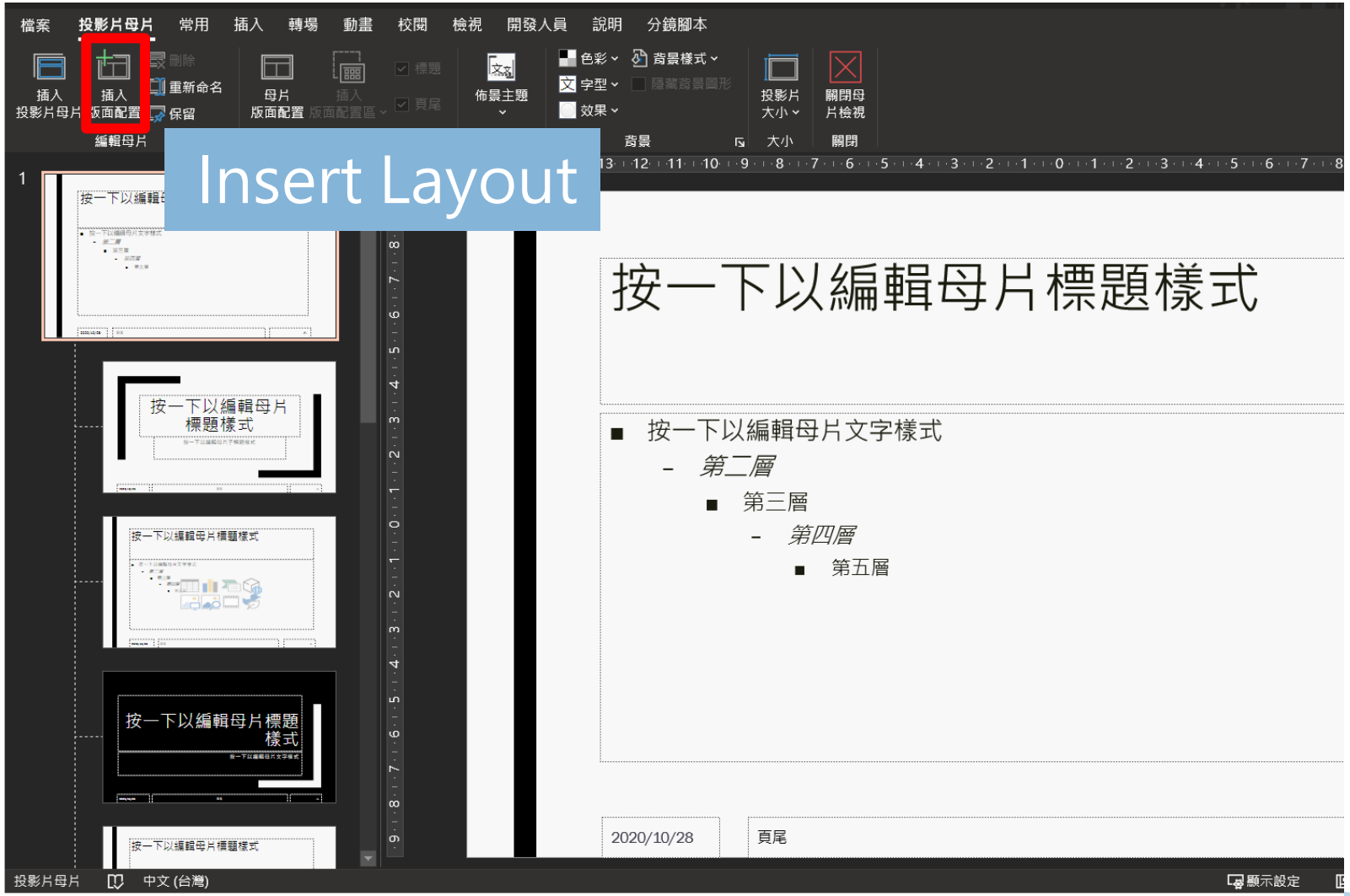
- Slides with the same layout will be changed together

Layout Master

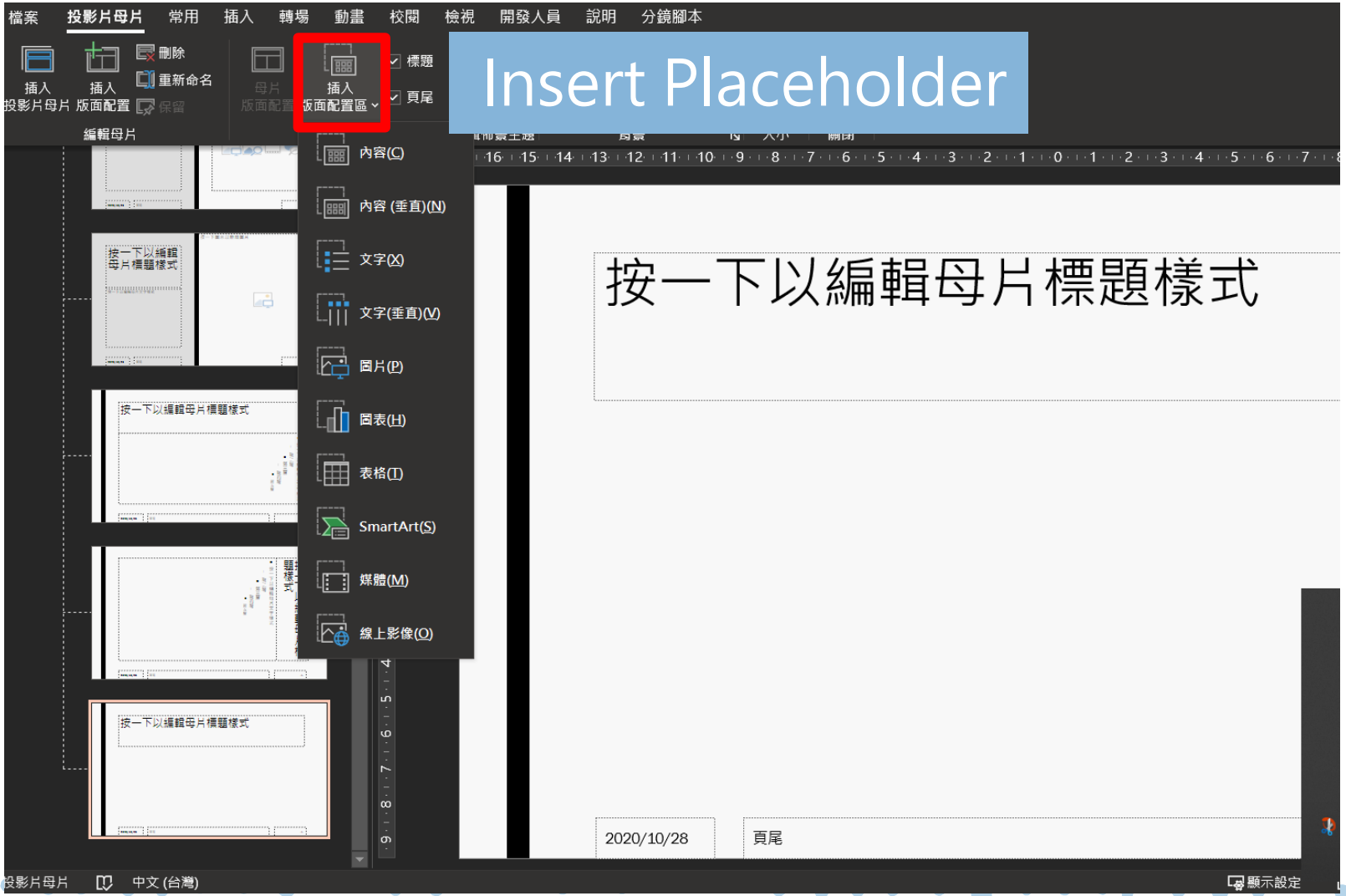
- Add a cat in the specific layout master



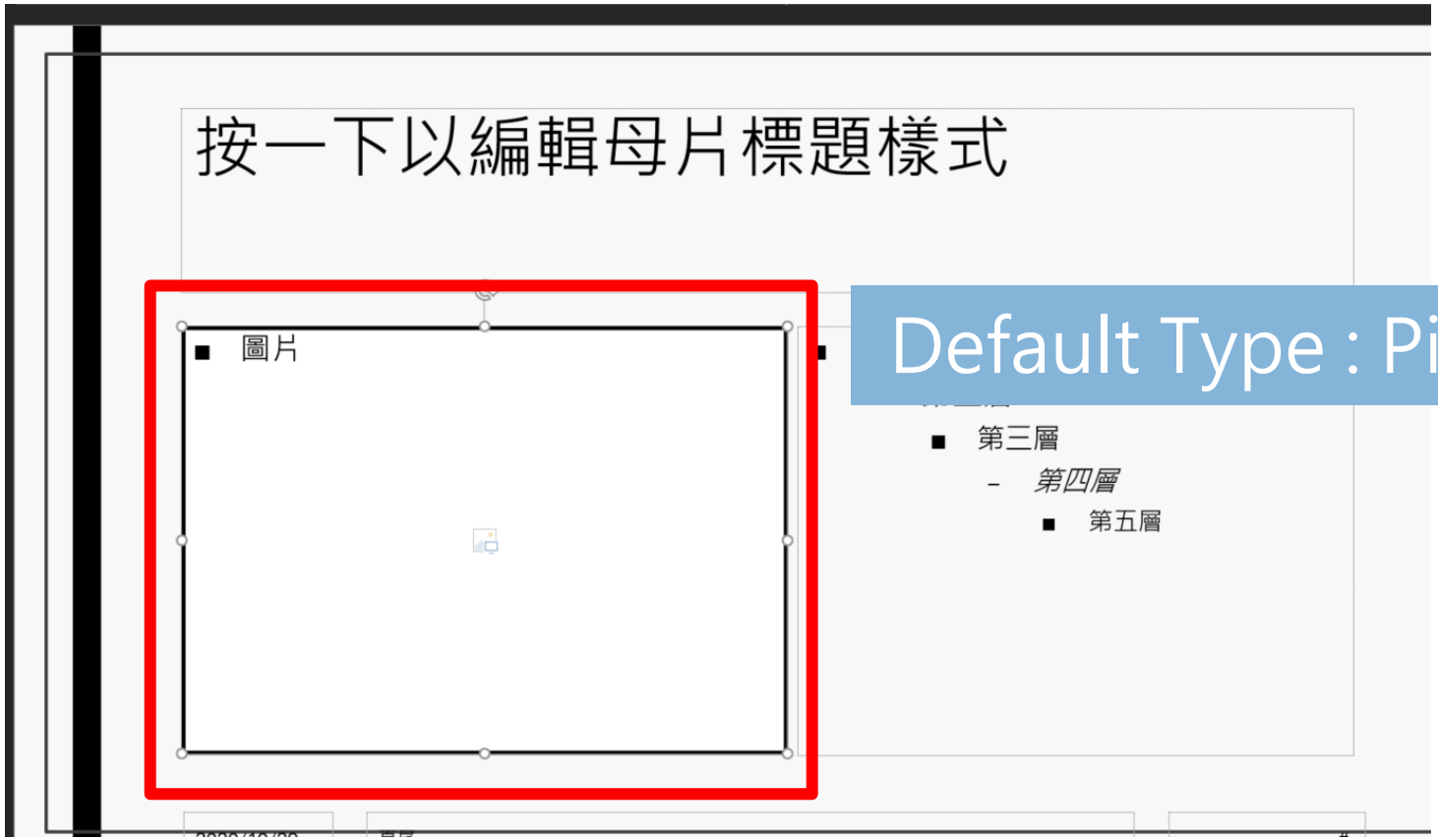
Slide Master - Customize



Slide Master - Customize



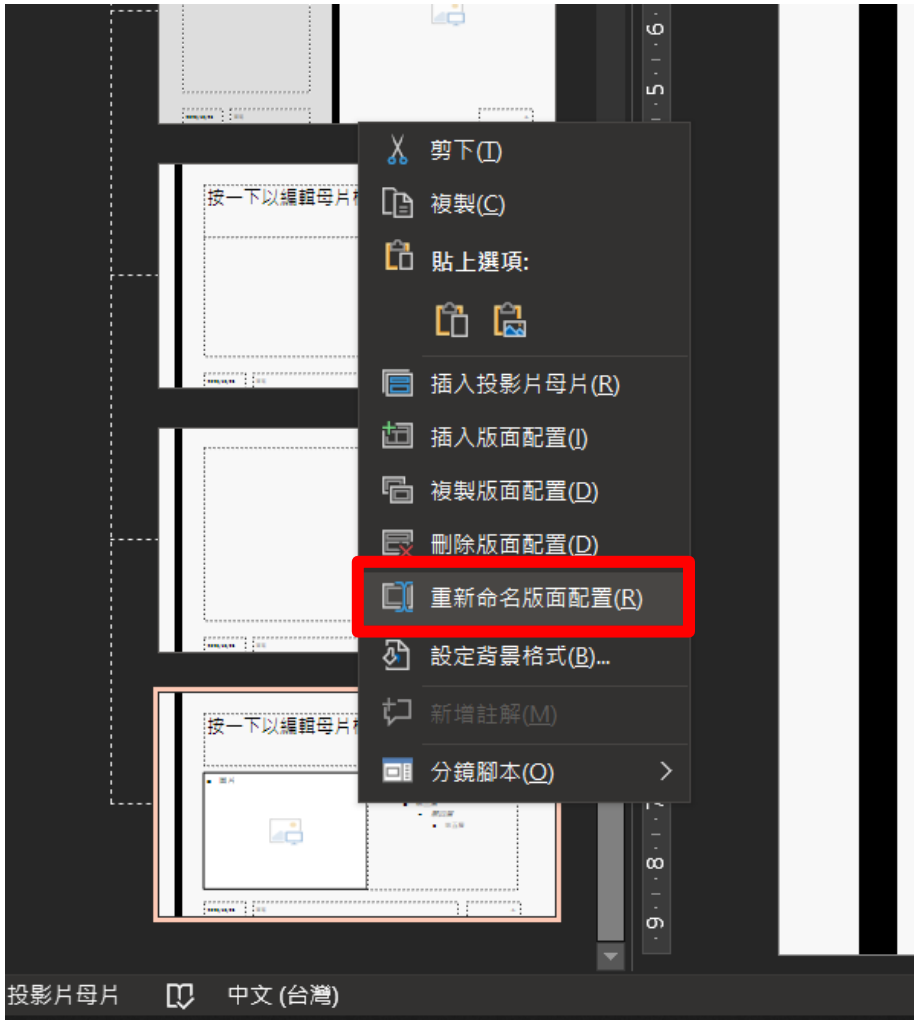
Slide Master - Customize



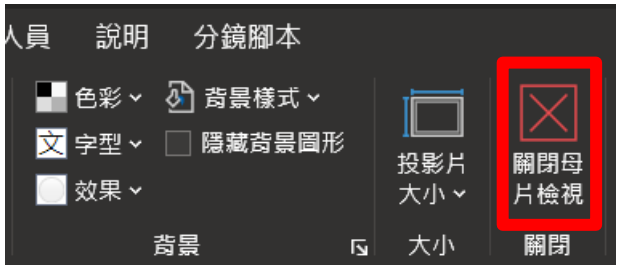
Default Type : Picture

Slide Master - Customize

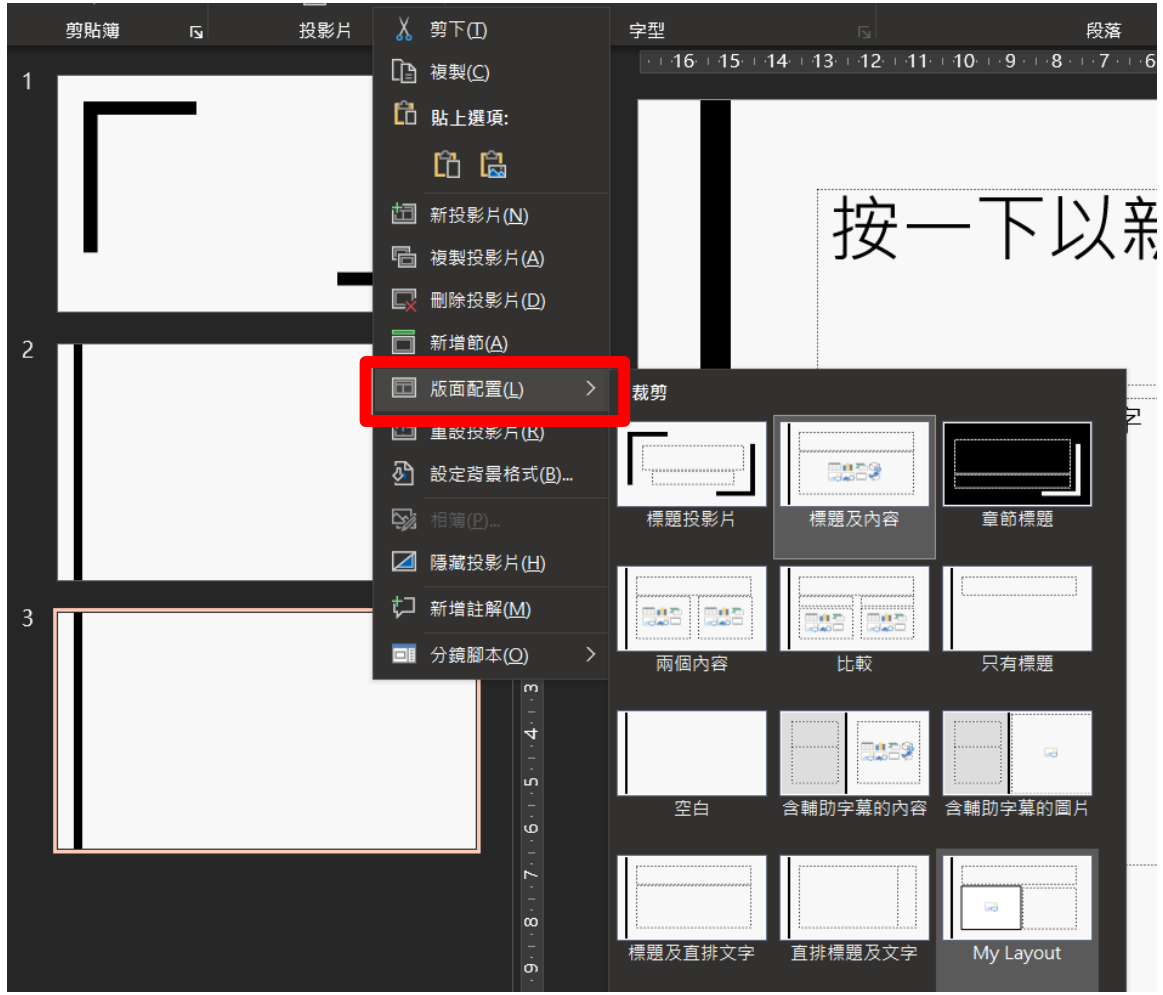
- Rename



- Close Master View



Slide Master - Customize



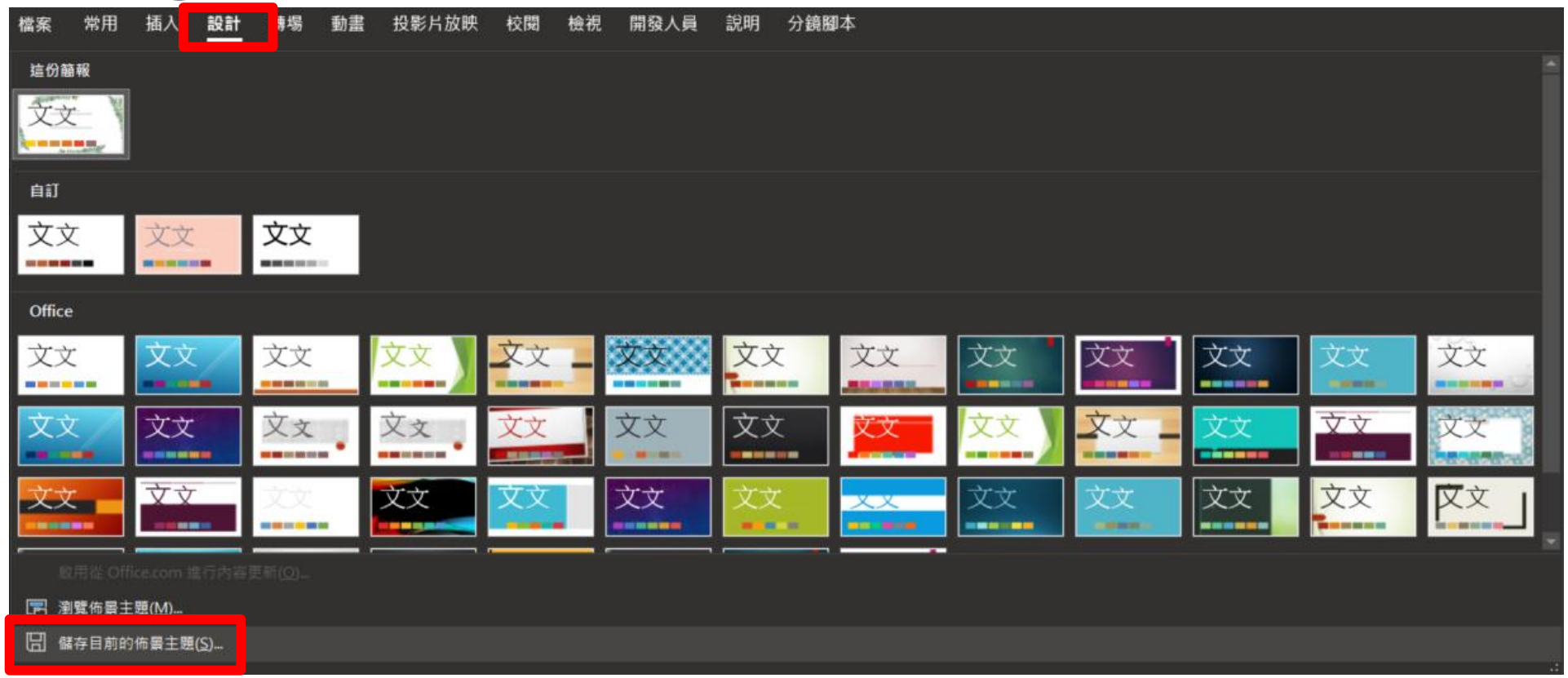
Right Click>Layout>
Select the layout that you added

Slide Master - Template

- Edit templates with Slide Master

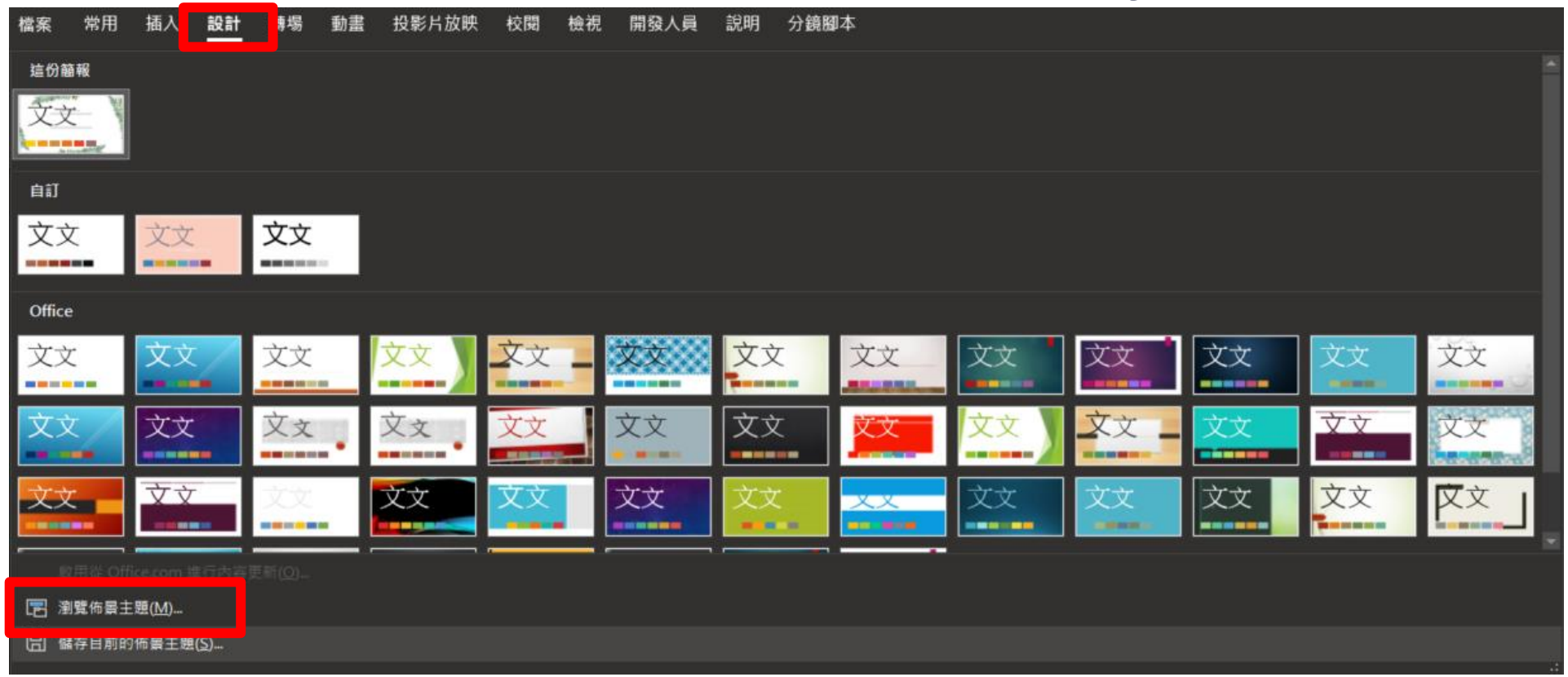
Slide Master - Template

- Design > Save Current Theme

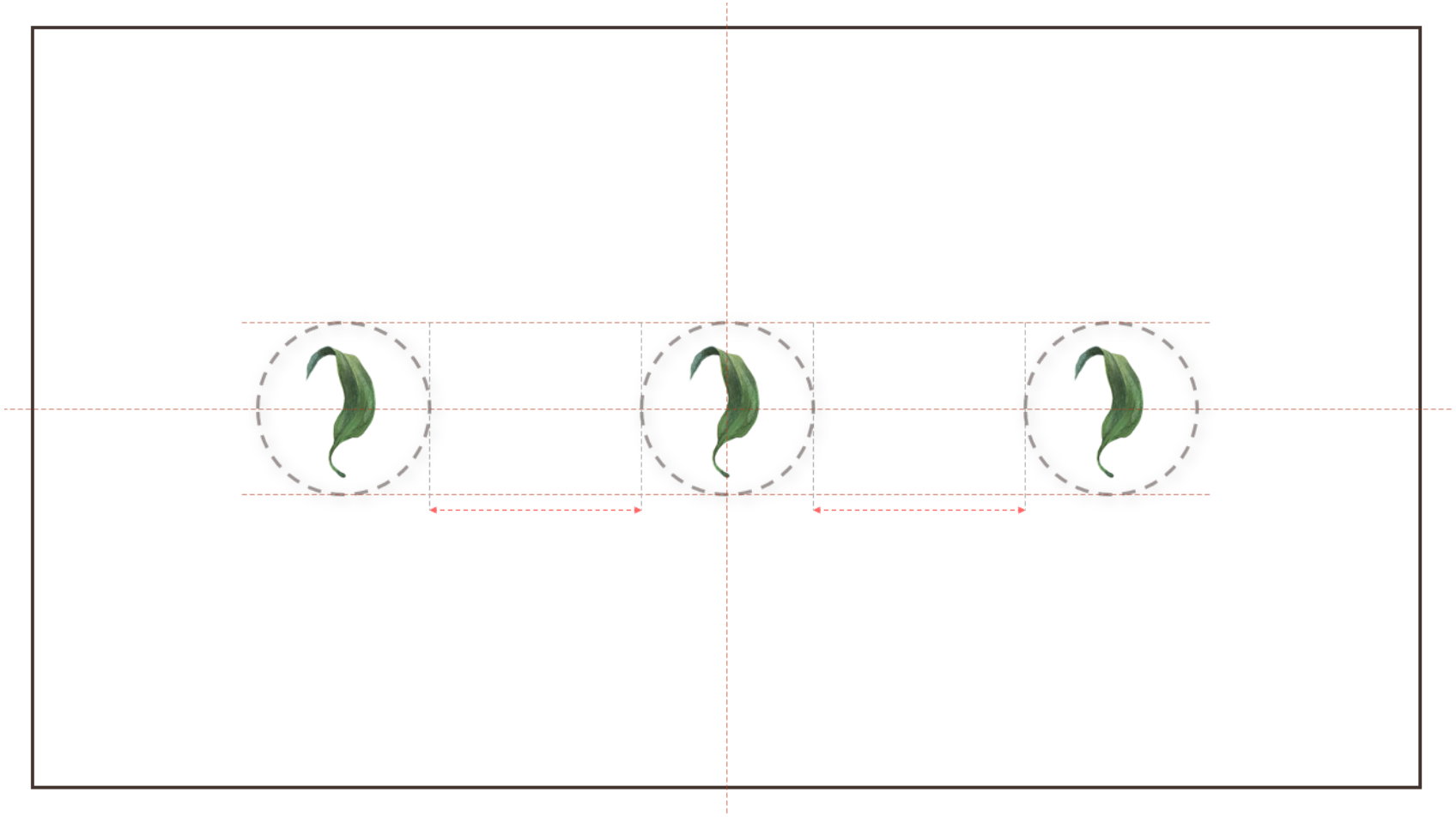


Slide Master - Template

- Browse for Themes > Find The Theme you've saved



Shapes - Arrange



Shapes - Arrange

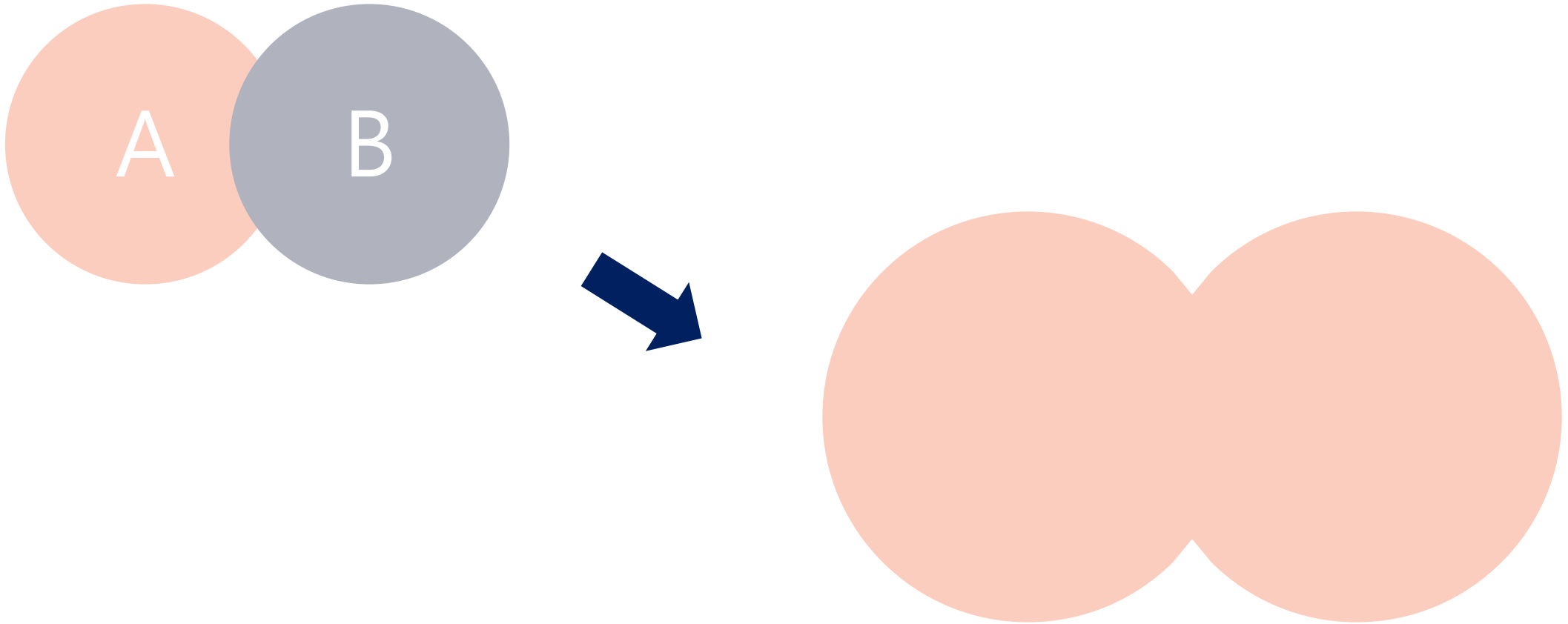
1. Home > Arrange > Alignment

2. Shape Format > Alignment

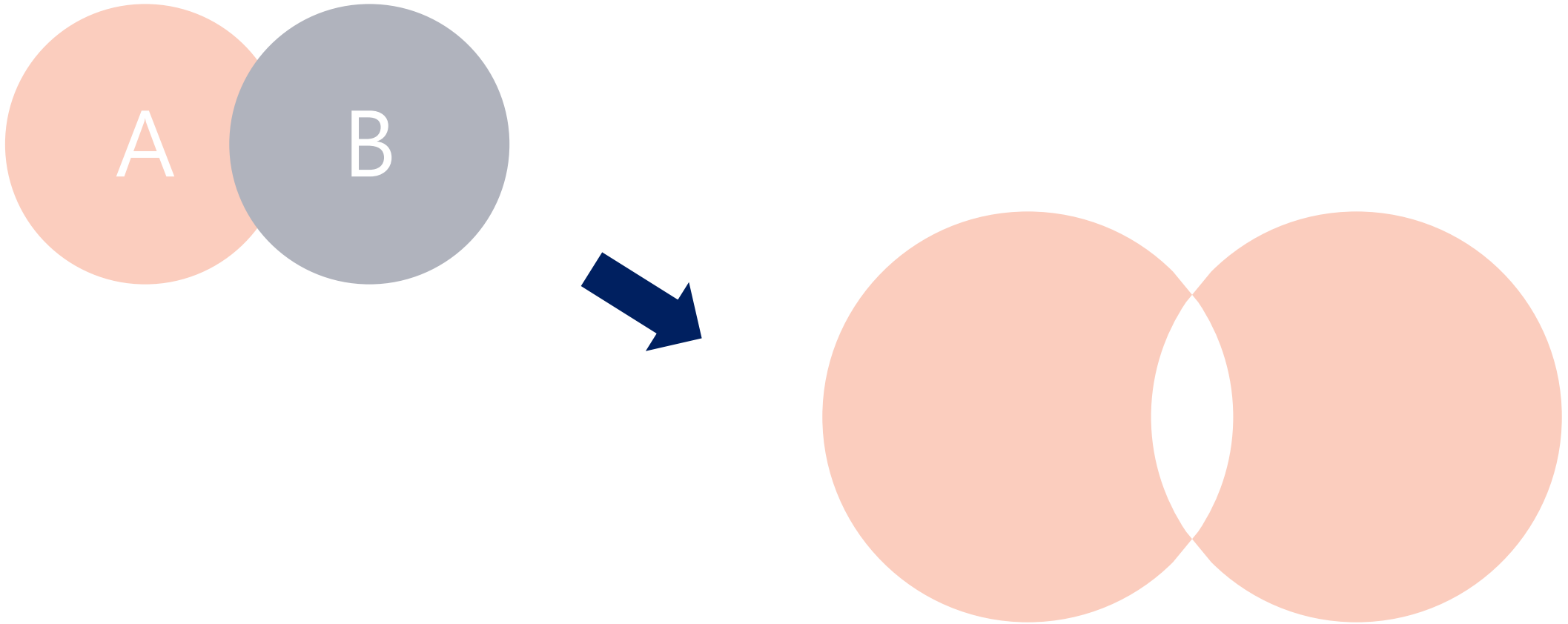
Shape Format – Merge Shapes

- Union
- Combine
- Fragment
- Intersect
- Subtract

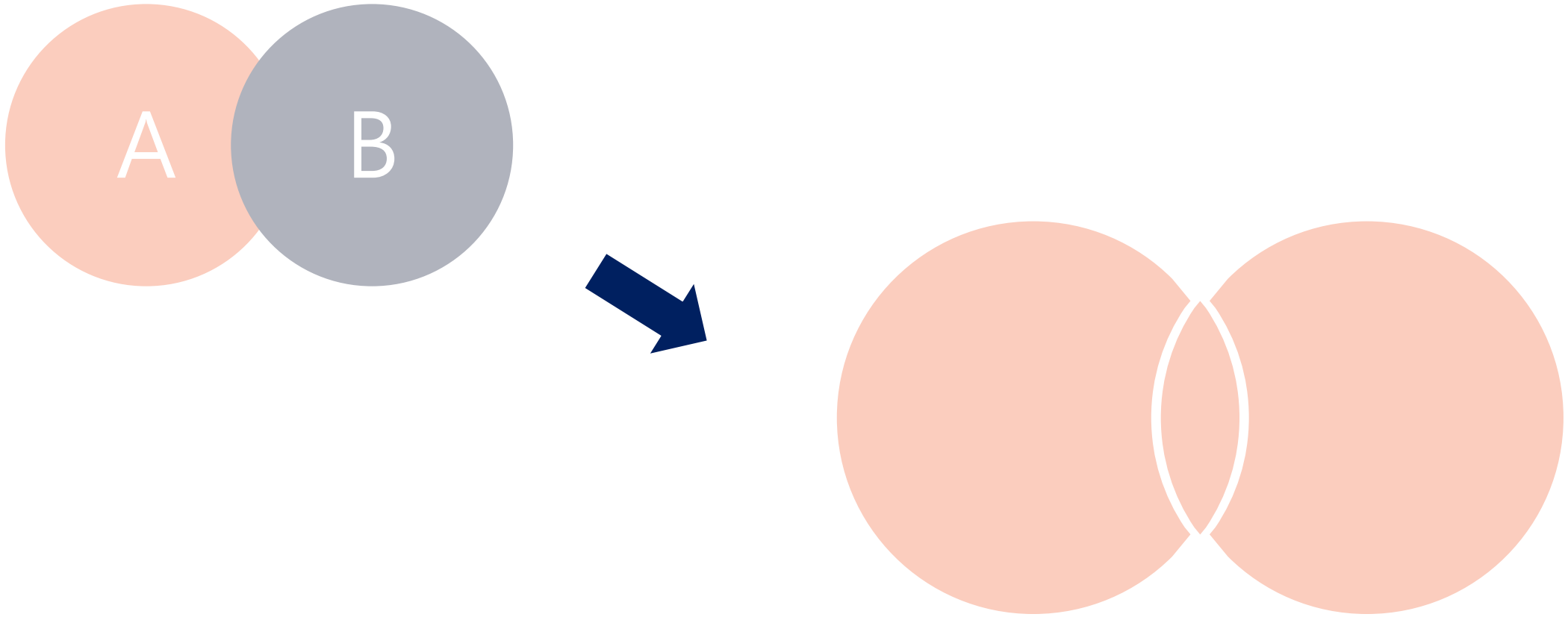
Merge Shapes - Union



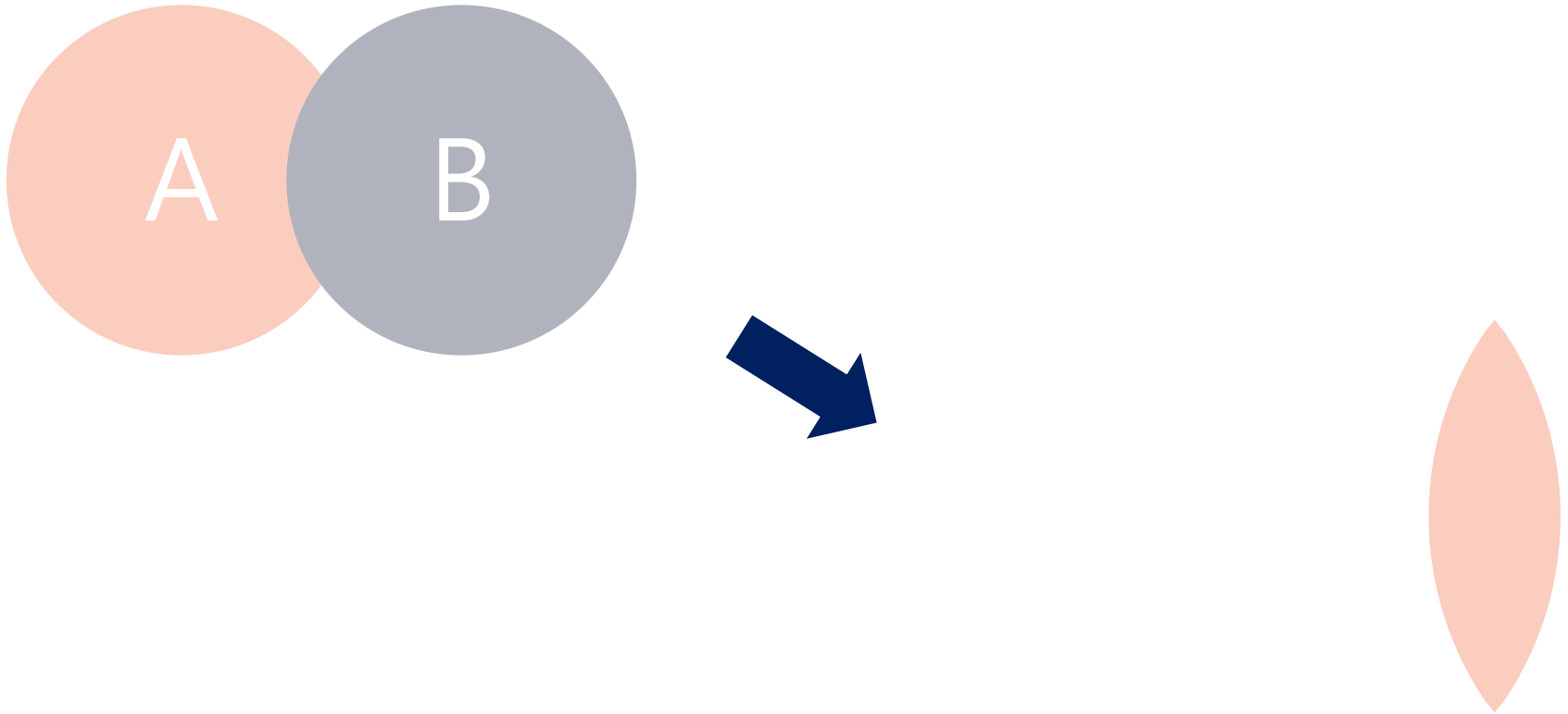
Merge Shapes - Combine



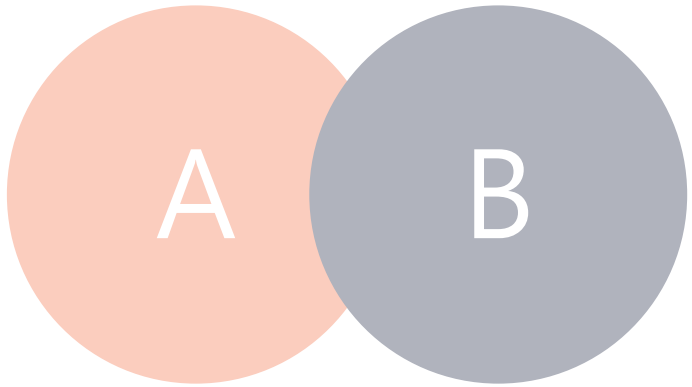
Merge Shapes - Fragment



Merge Shapes - Intersect

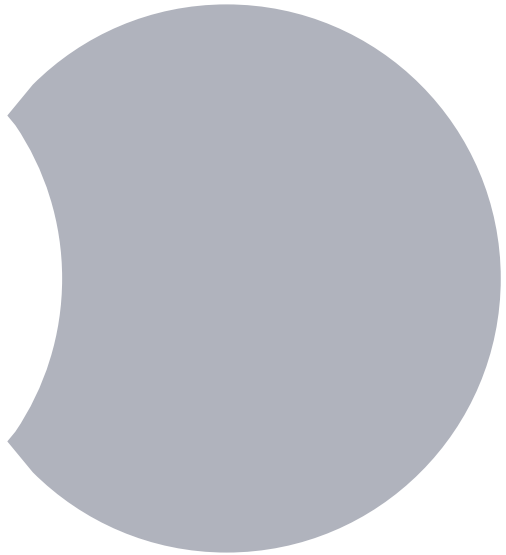


Merge Shapes - Subtract



A – B =

B – A =



Merge Shapes - Example

ANDY'S ROOM

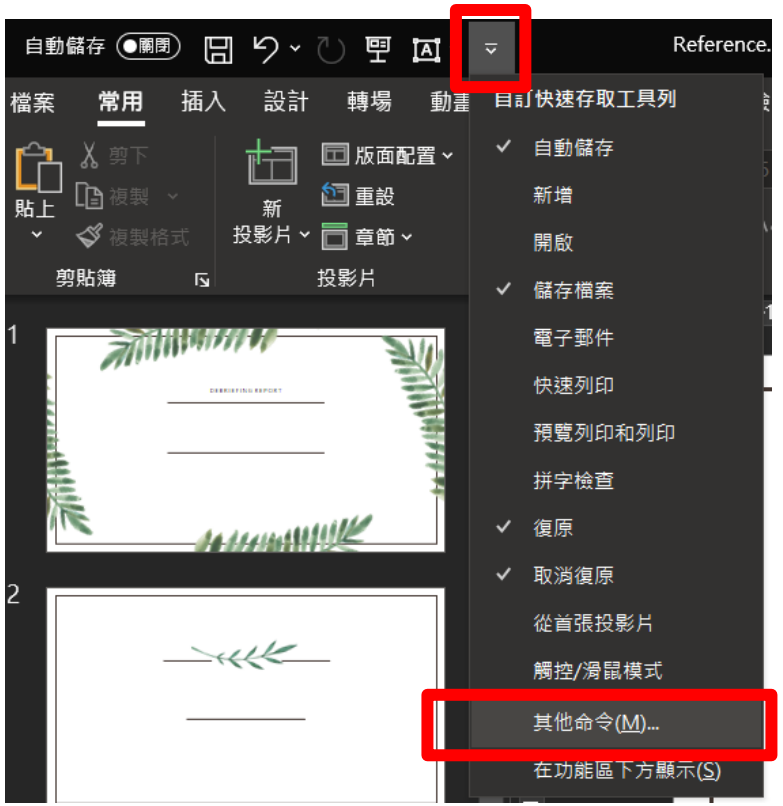
Comparison

- Text Fill

- Intersect

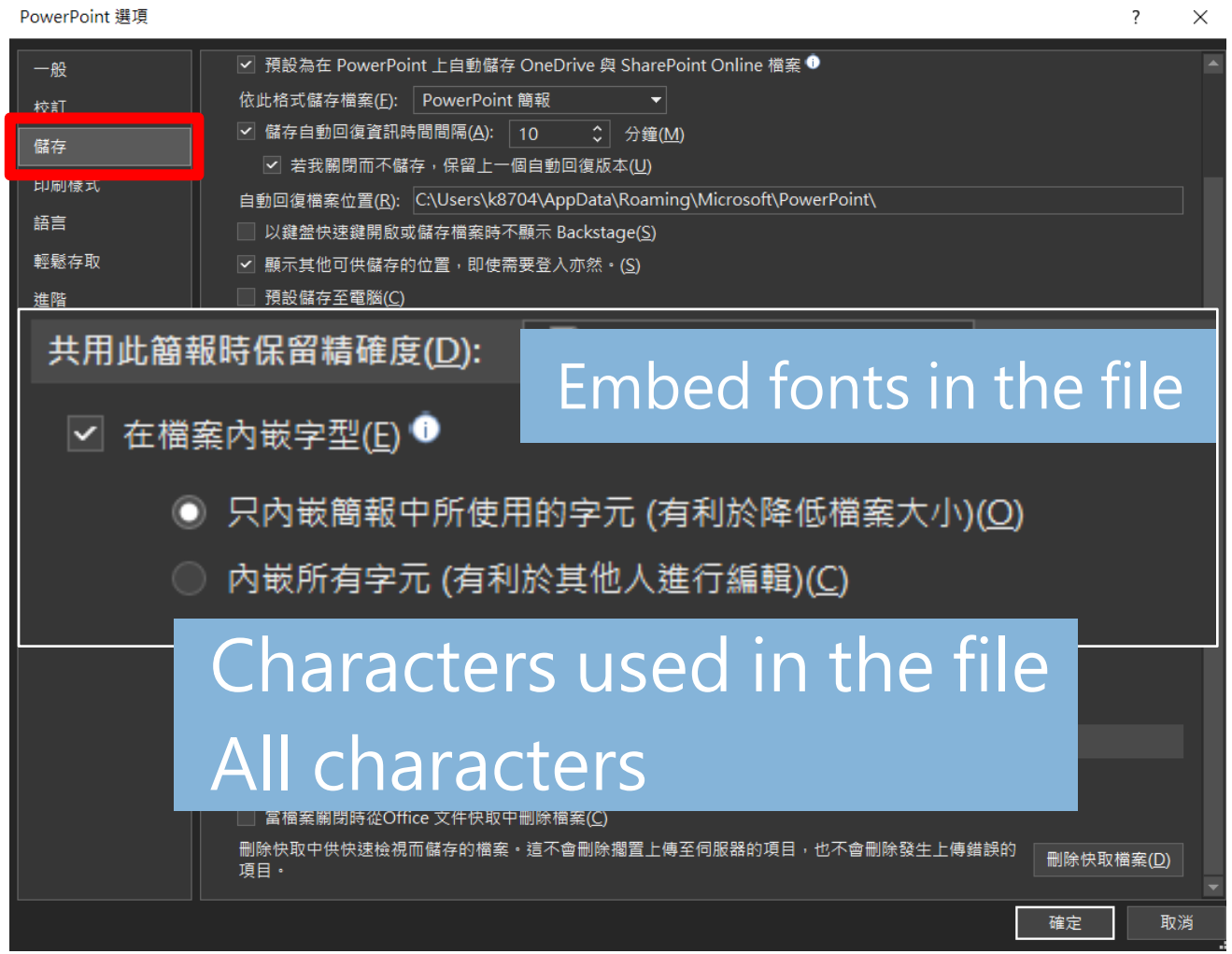
Fonts – Embed Fonts

- When you used some special fonts in your power point



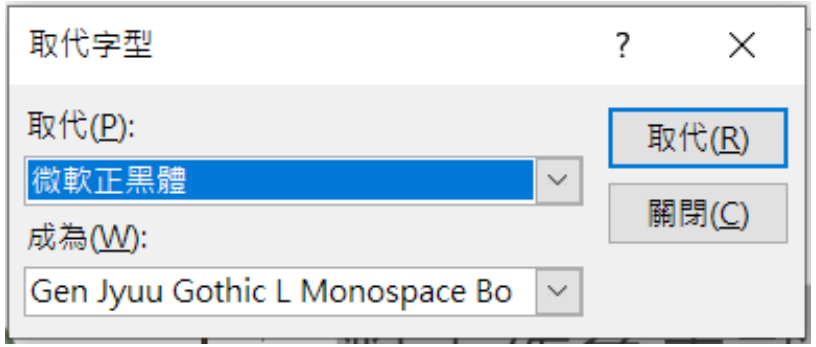
Other Commands

Fonts – Embed Fonts



Fonts – Replace Fonts

- Change the font at once

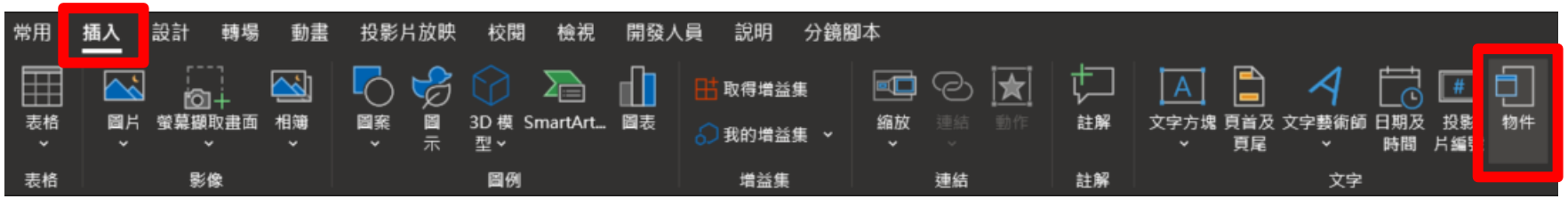


Original Fonts

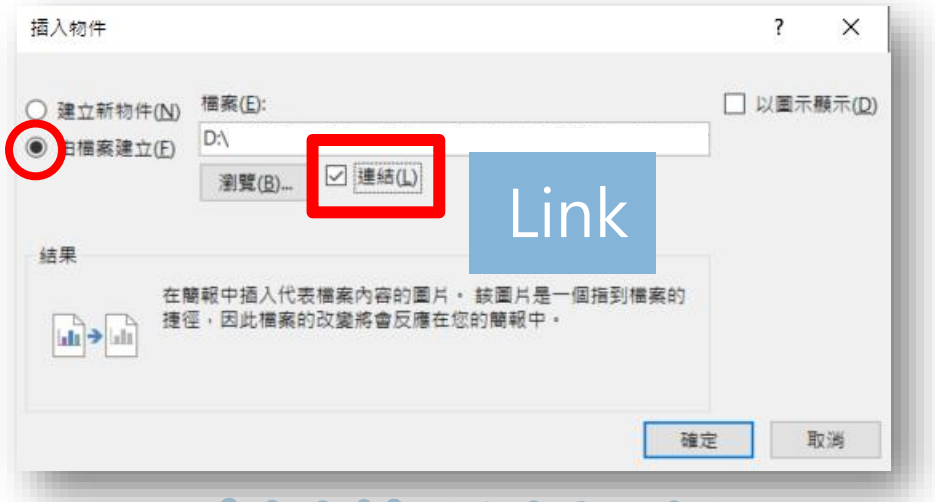
New Fonts

Insert Sheet from Excel

- Insert > Object



Create from file



Change Page in Slide Show

- Use the number keys

Resource

- Template :
  1. https://www.freepiker.com/category/presentations/powerpoint
  2. http://www.officeplus.cn/List.shtml?cat=PPT
  3. https://slidesgo.com/
- Icon :
  1. https://www.flaticon.com/
  2. http://flat-icon-design.com/
- Font :
  1. Justfont - https://justfont.com/huninn/
  2. Source Han Serif - https://source.typekit.com/source-han-serif

How to Install Special Fonts

- Windows : https://reurl.cc/Z7E2kp
- Mac : https://reurl.cc/Xkp2KE