MANGKU
POWERPOINT

MANUAL BOOK

THE CONTENTS

Learn your basic guide

to use the template in here

DOCUMENTATION

- Obtained in packages
- Main features
- Font Used
- Images Used

QUICK GUIDE

- Change Logo, Header or Footer
- Color Theme Feature
- Change Images
- Available Layout and How To Use It
- Adjusting Images With Placeholder

MAIN FEATURES

- **40** Unique Slides
- Widescreen (16:9) Aspect Ratio
- Help Guide File

FONT USED

- **Sora**

  https://fonts.google.com/specimen/Sora

Images from stock sites are not included, used as illustrative purpose only

You can find them at the following links:

- freepik.com

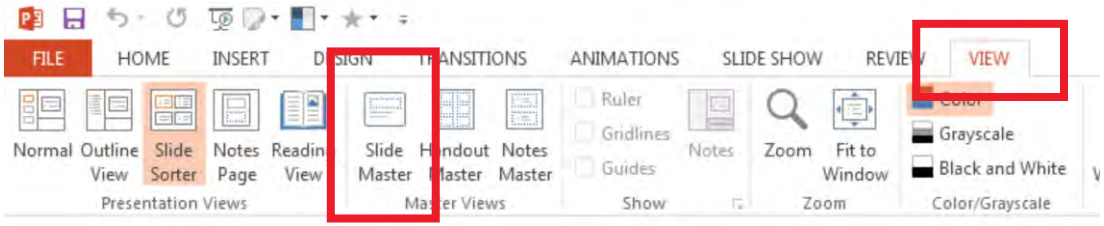
QUICK GUIDE

CHANGE LOGO, HEADER OR FOOTER

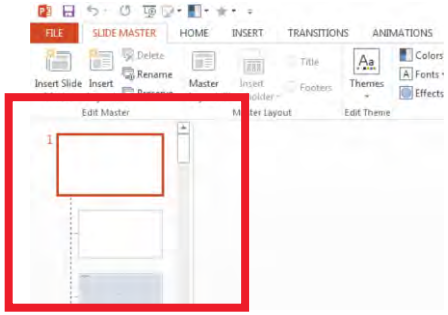
You can change your logo, header, footer or
other information each slide with one change.
This is one of the conveniences provided in this template

To change logo or other information, follow these steps:

1. Go to **tab view** > **Slide Master**

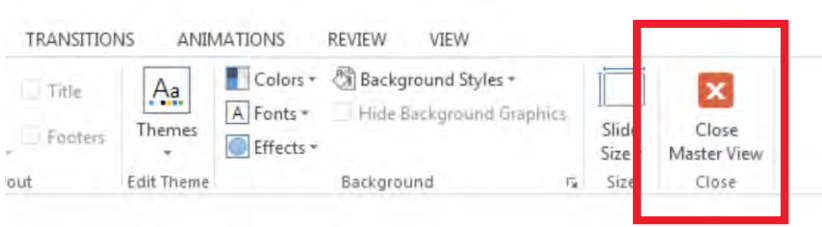


2. At the left, click to select the slide master that you want to change



3. Change your information on the master slide.
   This will be change all existing slide

4. After you've finished, at slide master tab,
   hit the **Close Master View** button to exit
   from **Master View** mode



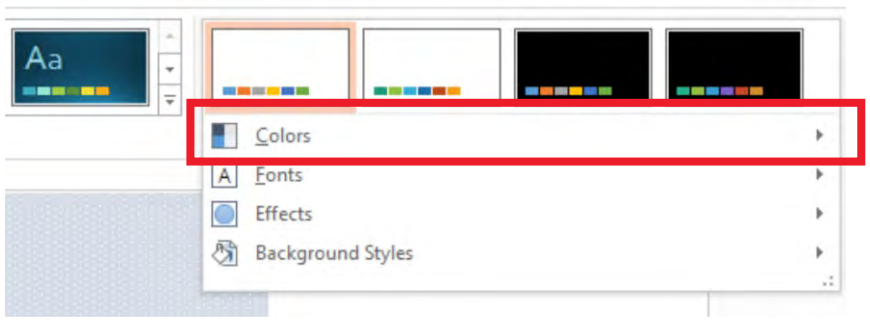
QUICK GUIDE

COLOR THEME FEATURE

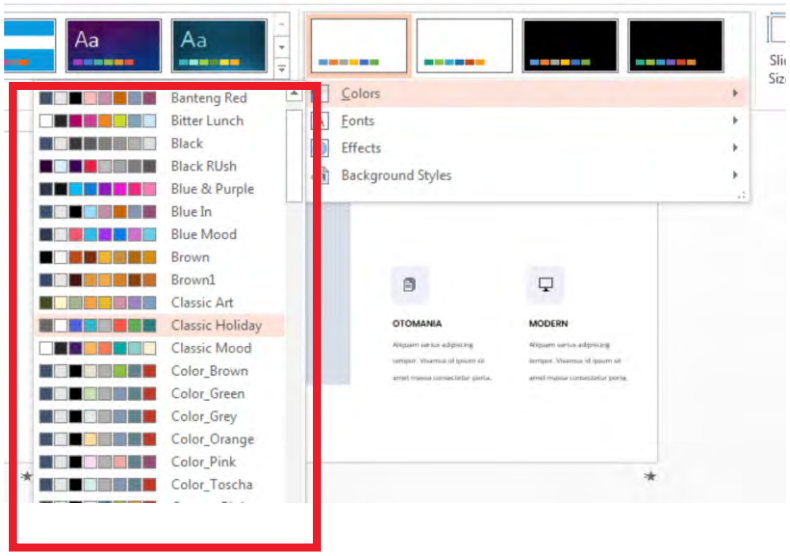
You can change the entire color of this template by using Color Theme feature at Powerpoint. By using this feature, you will get the matching color for your presentation easily.

To change color, follow these steps:

1. At **tab design**, click the **Colors button**



2. Choose one of the color theme

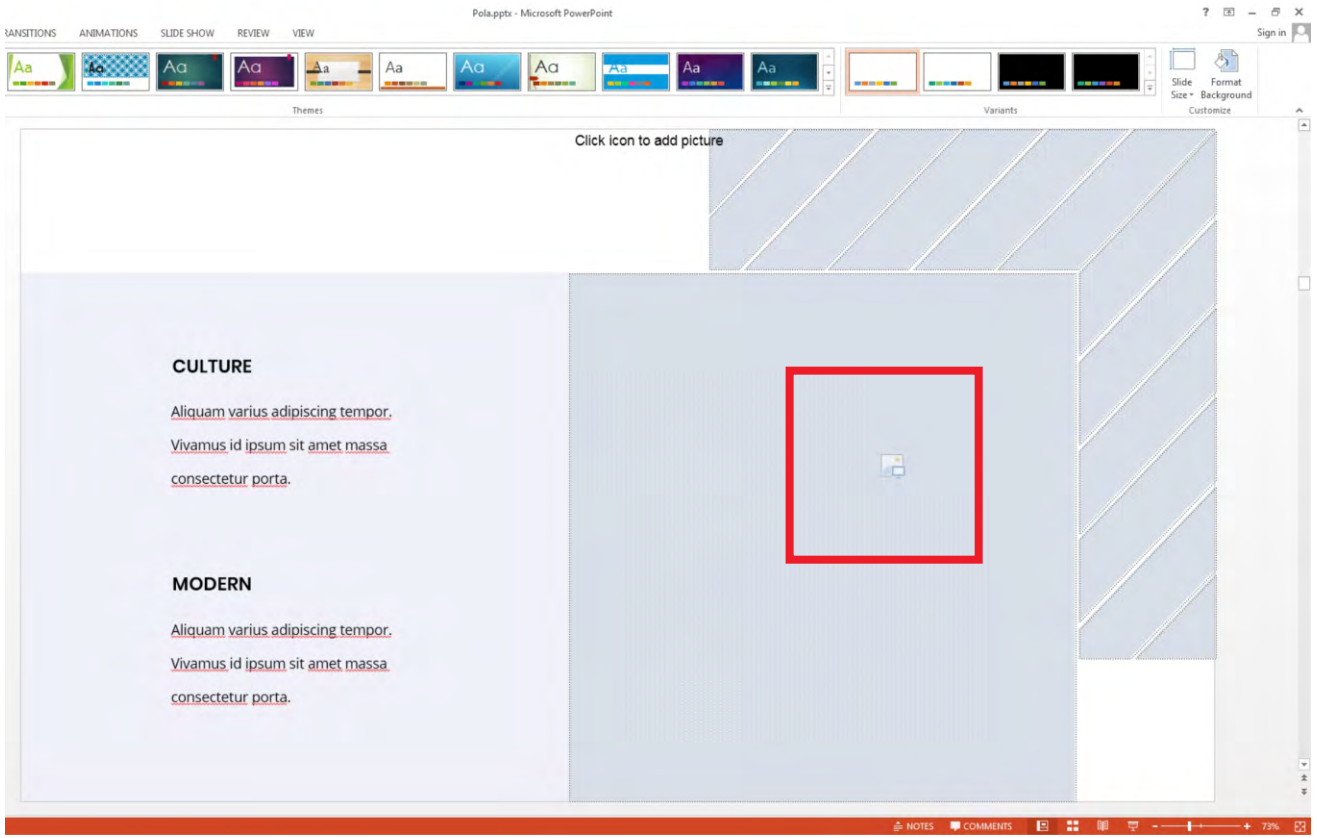


3. Automatically, the entire template will change to the color theme yo have been choosen.

QUICK GUIDE

ADD IMAGES WITH PLACEHOLDERS

To add images, click image icon in the middle of the placeholder shape



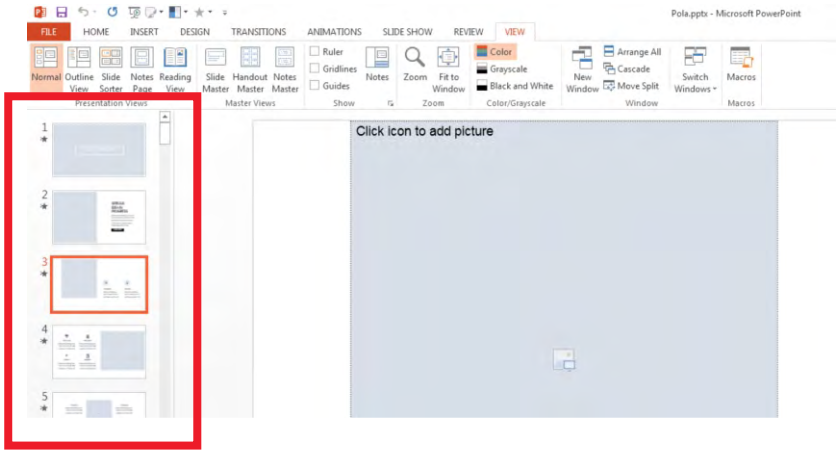
QUICK GUIDE

USING MASTER SLIDE/LAYOUT

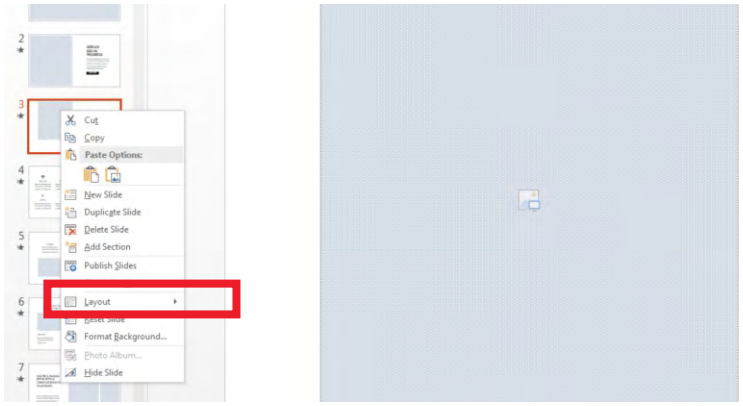
Use the available master slide or layout to help you to design the presentation slides.

To change master slide/layout, follow these steps:

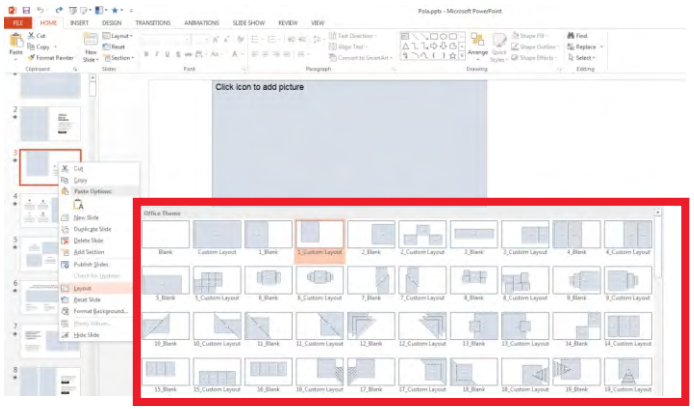
1. Choose one or several slides



2. Right click and select **Layout**



3. Select and click the layout that you want for your slide

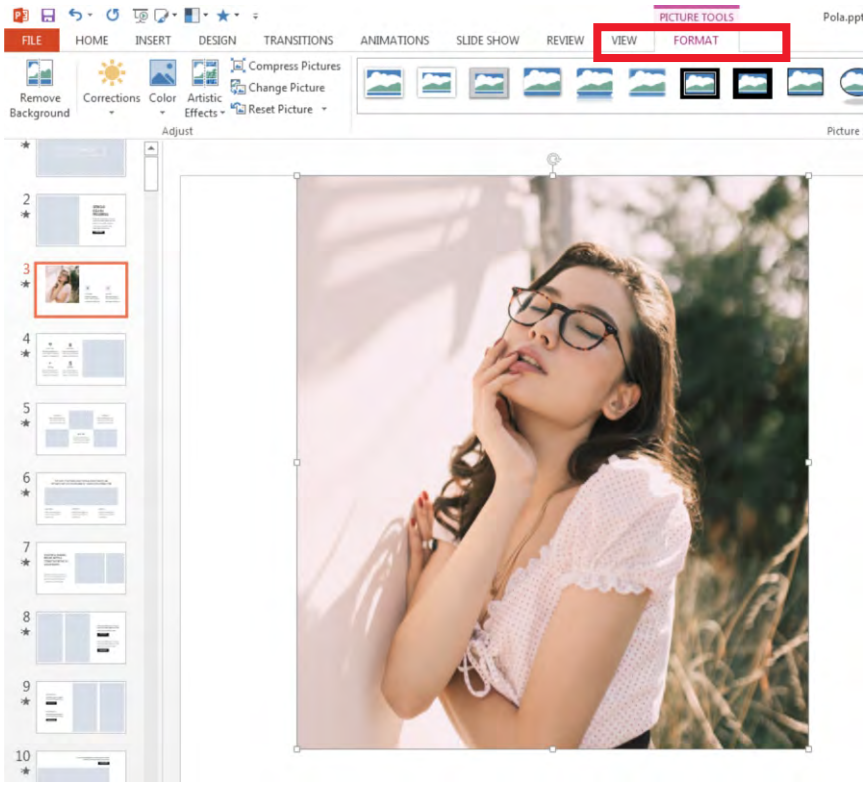


QUICK GUIDE

ADJUSTING IMAGES WITH PLACEHOLDERS

To adjust images in placeholders, follow these steps:

1. Click on image and select **Format** Tab



2. Click **crop** and now you can adjust your image

