



DOCUMENTATION & **QUICK GUIDE**

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QUICK GUIDE FOR POWERPOINT

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 Edit/Fill Shape Color?

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

NOTE: Please ungroup the object/shape before, if you want to change an individual shape.

How to Change Line Color?

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

NOTE: Please ungroup the object/shape before, if you want to change an individual shape.

How to Change a Picture? (One)

1. Right click on the Shape
2. Choose Format Shape
3. Choose Fill > Picture or Texture (from tab)
4. Choose 'From file:' Choose Picture

How to Change a Picture? (Two)

1. Right click on the Picture
2. Choose Change Picture

How to Change a Picture? (Three)

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 horizontally/vertically to adjust the width/height

QUICK GUIDE FOR KEYNOTE

How to Group or ungroup objects

1. Shift-click to select multiple objects.
2. Click the Arrange tab at the top of the sidebar on the right.

If you don't see a sidebar, or the sidebar doesn't have an Arrange tab, click Format button in the toolbar.

3. Click Group (or choose Arrange > Group from the Arrange menu at the top of your screen).

Tip: You can also select multiple objects, then Control-click anywhere on the slide and choose Group.

To ungroup objects, select the group, then Control-click anywhere on the slide and choose Ungroup.

How to Add an image? (One)

1. Drag an image from your computer or a webpage onto a placeholder image or anywhere else on the slide.

How to Add an image? (Two)

1. Click Media button in the toolbar, then select an image from your iPhoto, Aperture, or Photo Booth library.

How to Mask (crop) a Picture?

1. Double-click the image.
2. Use the controls that appear to change which parts of the image are visible:



3. Done

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don't hesitate to contact us**

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