



# Manual for PowerPoint template

## PowerPoint (PPT) Template

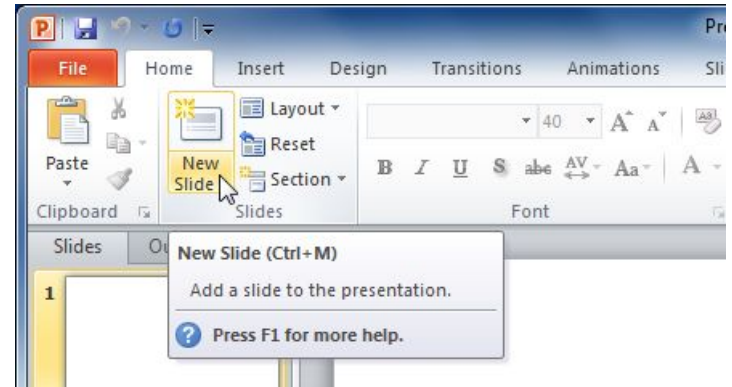
- ◆ Use this Powerpoint template for all internal and external (client-facing) presentations.
- ◆ This PPT has been designed with the latest Luxoft corporate branding.
- ◆ This deck includes various master slides and graphics for you to build out your branded presentation.



# Manual for PowerPoint template

## Getting Started

- ◆ **If you know how to use it, you can delete all slides below and start with your own presentation.**
- ◆ To begin making your presentation click the arrow on the New Slide button in the upper left hand corner of this window.
- ◆ Click the master that best suites the slide you are creating.



# Manual for PowerPoint template

## Slide Masters

### ◆ **Luxoft: Computer/TV**

For small rooms / small audience

For computer / HD TV screens

Smaller text size has been set to allow you to put more content

### ◆ **Luxoft: Slide projector (board room)**

For bigger audience

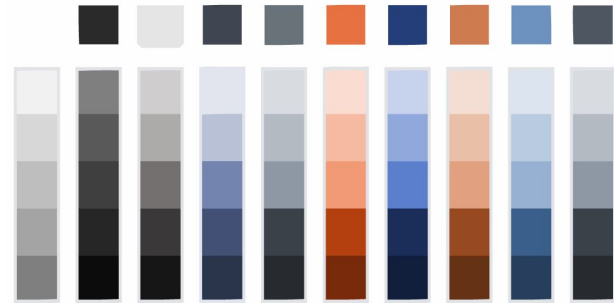
For beamers / projectors

Bigger text size has been set to increase readability

# Manual for PowerPoint template

## Colors

- ◆ This Powerpoint has a defined "Theme Color" palette for you to color objects and text. These are RGB colors from our color palette.
- ◆ If you have the need to use more colors (other than the Theme Colors), you can manually change the color of objects and text by clicking "More Colors" in the color menu (for the text or object color you're wanting to change), and typing-in the RGB values.



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## Additional graphics

- ◆ This deck includes transparent devices for you to use with screenshots if needed,
- ◆ Also you'll find world maps with our global locations included.







# Manual for PowerPoint template

## Best Practices: Text

- ◆ A good rule is: less is more. Instead of trying to cram a long sentence onto a slide, try to edit the text to be short and sweet.
- ◆ Large blocks of text are often ineffective. Use bulleted phrases instead.
- ◆ Slides presented in large audience rooms should have no more than 6-8 lines each.



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## Best Practices: Color

- ◆ Use the same colors consistently throughout the presentation (i.e. use the same color for all titles, each level of text, and all backgrounds).
- ◆ Make sure there is enough contrast between colors so they can be easily distinguished, especially background and text colors.
- ◆ Consider how your slides will look on a projector. Try to have the best contrast, so even the worst-quality projectors can display your content legibly.



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## Best Practices: Graphics

- ◆ Try to build or assemble your content INSIDE Powerpoint vs. illustrating a slide in external applications and then bringing an entire slide image into Powerpoint (especially for text that may need translated within Powerpoint). The more we can build inside Powerpoint, the easier it is to make future edits.
- ◆ In the event highly-custom slide need to be built, please keep the source files (screenshots, vectors, bitmaps, etc.) with the Powerpoint project to help with possible further updates to those graphics.

# Manual for PowerPoint template

## Best Practices: Saving

- ◆ To retain formatting, be sure to save your PowerPoint presentation file as .pptx
- ◆ To create a blank template (without examples and manuals) just remove unwanted slides and save your PowerPoint template file as .potx





## Full size text

Up to seven lines of text.

## Half size text

Up to seven lines of text.

Up to seven lines of text.

# Bulleted list

- ◆ Level 1
- ◆ Level 1
  - Level 2
  - Level 2
    - ◆ Level 3
    - ◆ Level 3
      - Level 4
      - Level 4

- ◆ Level 1
  - Level 2
- ◆ Level 1
  - Level 2
  - Level 2
  - Level 2
- ◆ Level 1

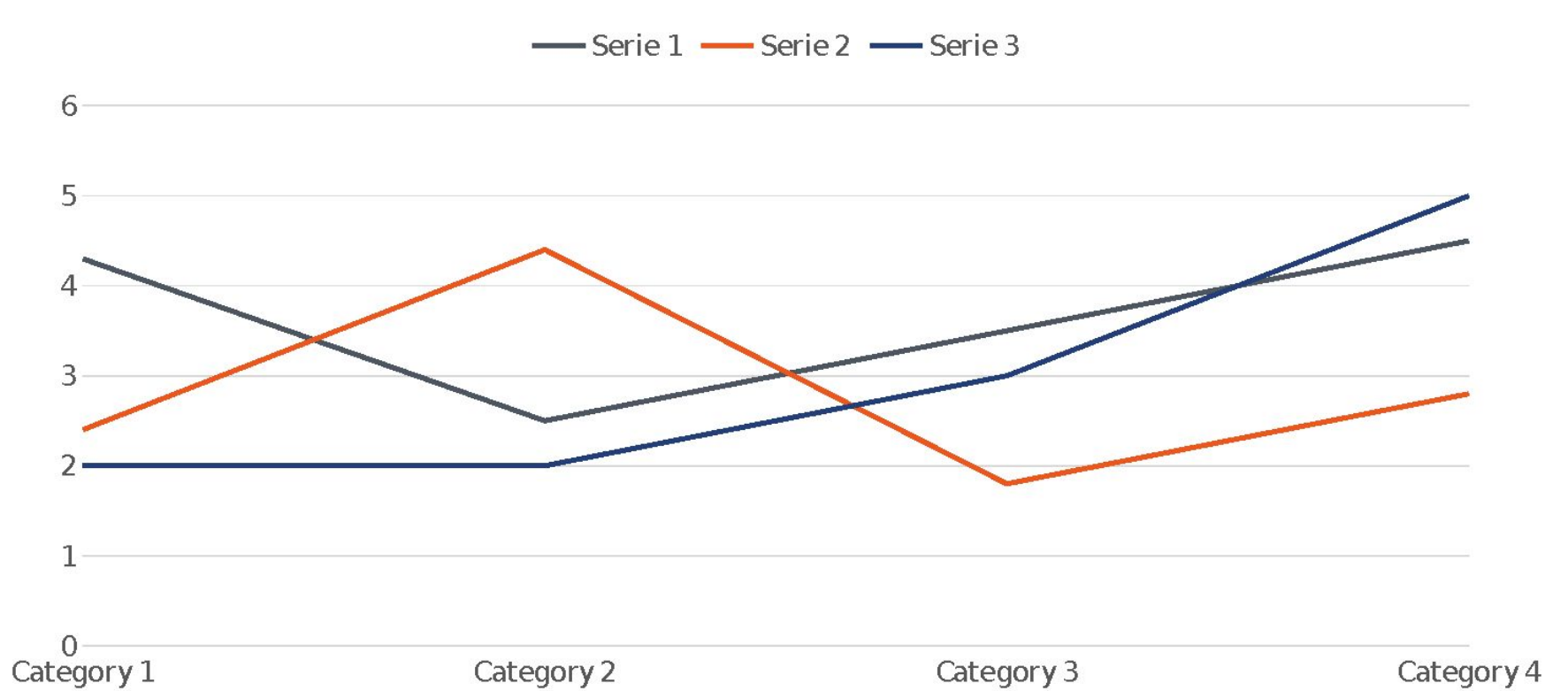


## Numbered list

1. Numbered List Element
2. Numbered List Element
3. Numbered List Element
4. Numbered List Element
5. Numbered List Element
6. Numbered List Element
7. Numbered List Element

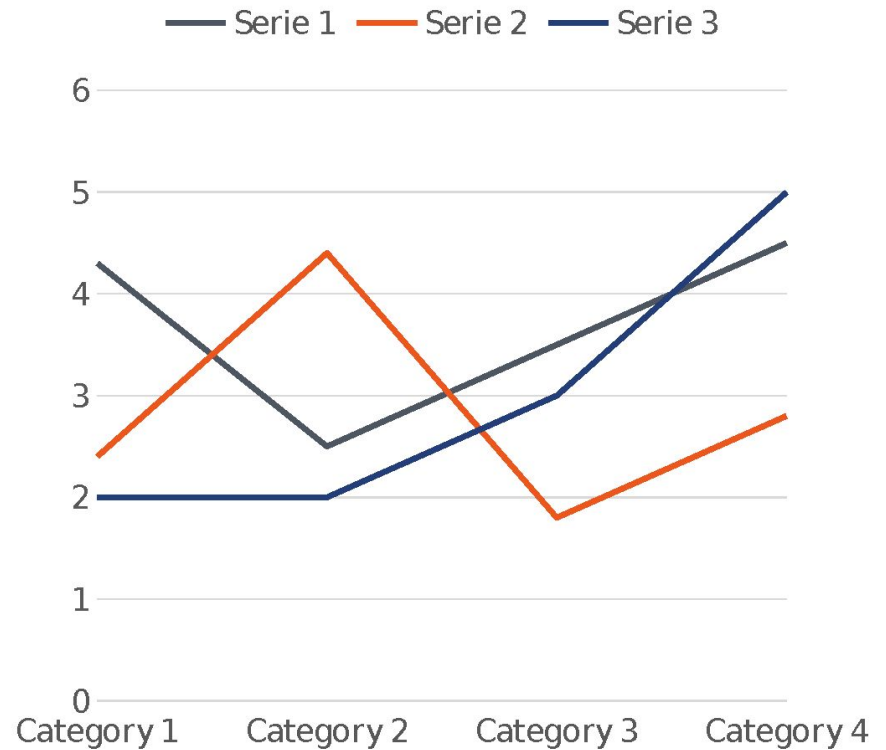
1. Numbered List Element
2. Numbered List Element
3. Numbered List Element
4. Numbered List Element
5. Numbered List Element
6. Numbered List Element
7. Numbered List Element

# Full size Line Chart



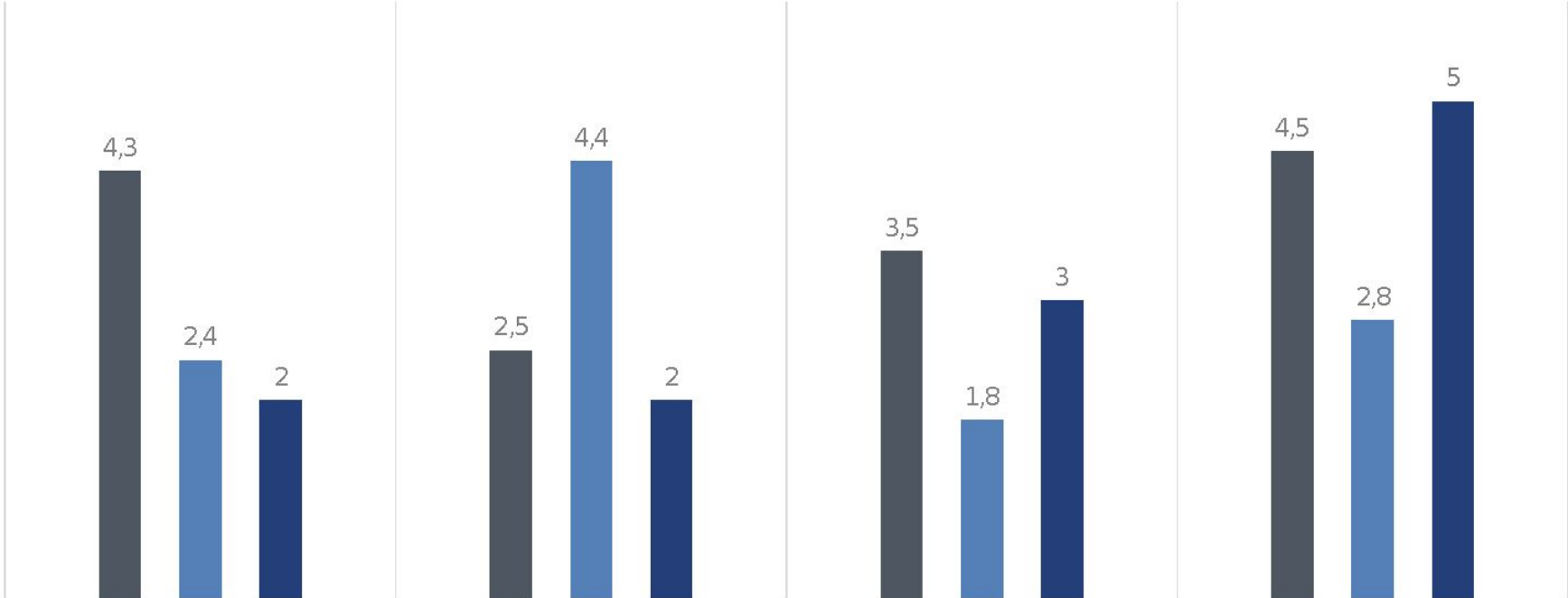
## Line Chart + text

- ◆ Three to four sentences for chart description goes here.



# Full size Bar Chart

■ Serie 1 ■ Serie 2 ■ Serie 3



Category 1

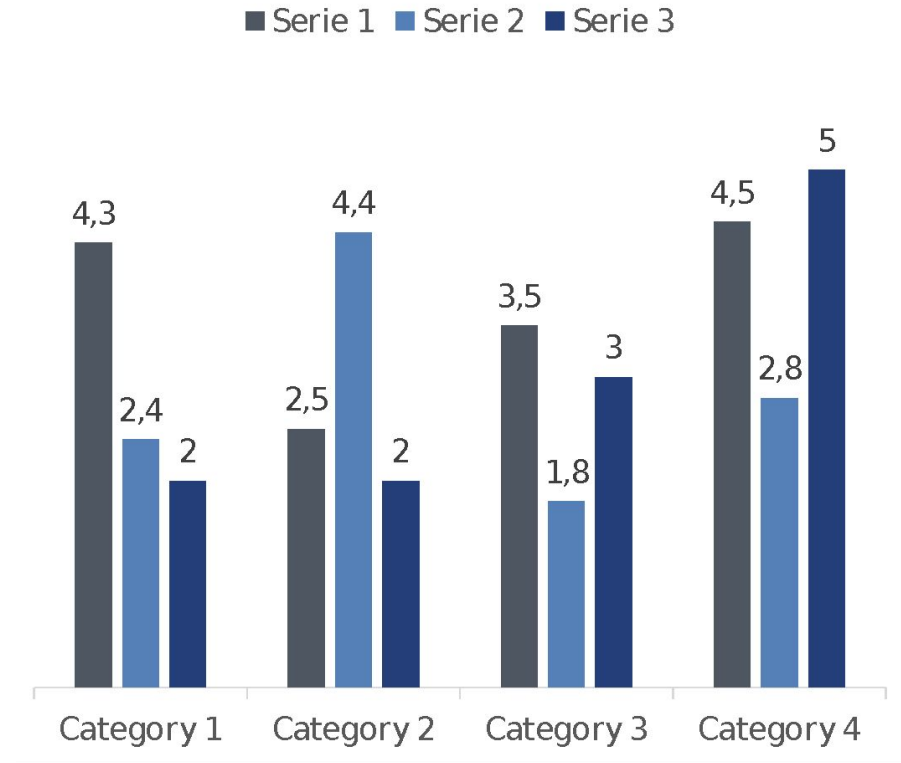
Category 2

Category 3

Category 4

## Bar Chart + text

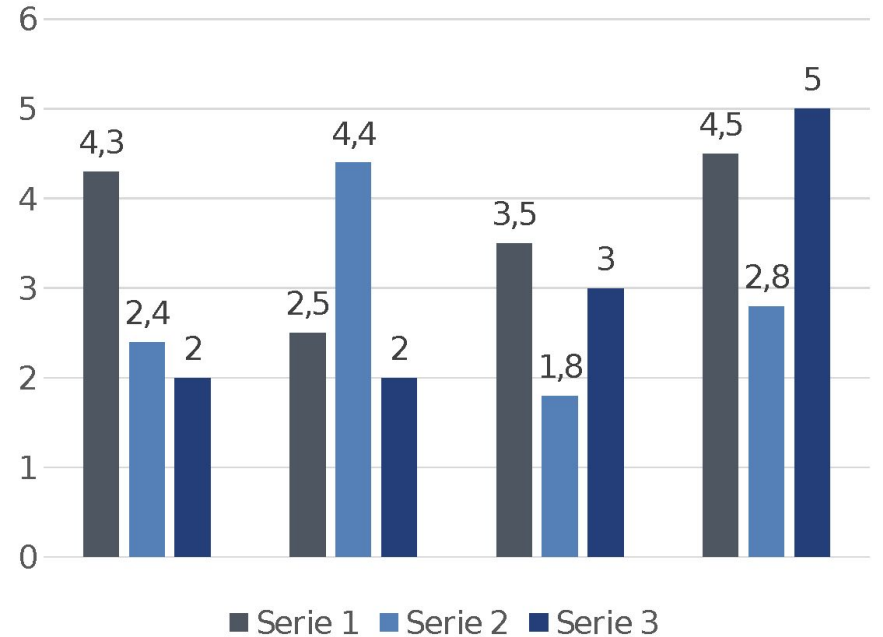
- ◆ Three to four sentences for chart description goes here.



# Bar Chart + text

## Subtitle

- ◆ Three to four sentences for chart description goes here.



# Double Pie Chart

Chart Title



■ Data 1 ■ Data 2 ■ Data 3 ■ Data 4

Chart Title



■ Data 1 ■ Data 2 ■ Data 3 ■ Data 4

## Pie Chart + text

- ◆ Three to four sentences for chart description goes here.





# Full size Diagram



## Diagram + text

- ◆ Three to four sentences for SmartArt description goes here.

# Full size table

	Column	Column	Column	Column	Column
Row	12	5	12	5	12
Row	44	32	44	32	44
Row	73	32	73	32	73
Row	5	5	5	5	5
Row	23	66	23	66	23
Row	88	73	88	73	88
Row	12	21	12	21	12
Row	32	11	32	11	32
Row	8	27	8	27	8
Row	3	5	3	5	3
<b>Total</b>	<b>xx</b>	<b>xx</b>	<b>xx</b>	<b>xx</b>	<b>xx</b>



**Full size screen shot**



Three to four sentences for completed projects description goes here.



Three to four sentences for active projects description goes here.



Three to four sentences for upcoming projects description goes here.



Completed projects list by year goes here.

Completed projects list by year goes here.

Completed projects list by year goes here.



Active projects list by year goes here.

Active projects list by year goes here.

Active projects list by year goes here.



Upcoming projects list by year goes here.

Upcoming projects list by year goes here.

Upcoming projects list by year goes here.

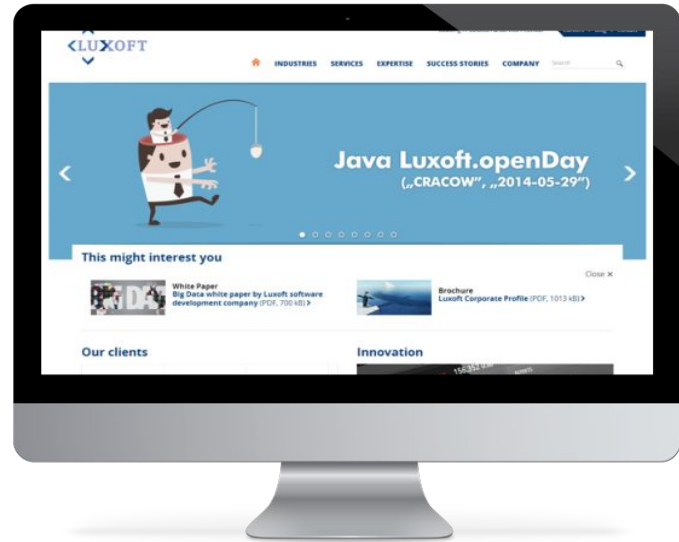




# Additional Graphics

## Device Resources

- ◆ This section includes 7 slides containing devices for your use with screenshots.
- ◆ Just place your screenshot, holding shift, drag the corners until it is the correct size.
- ◆ Right click your screenshot, then select „Send to Back” option from the context menu.



# Additional Graphics

## Desktop

- ◆ Up to four short sentences for screenshot description goes here.



# Additional Graphics

## Tablet Horizontal

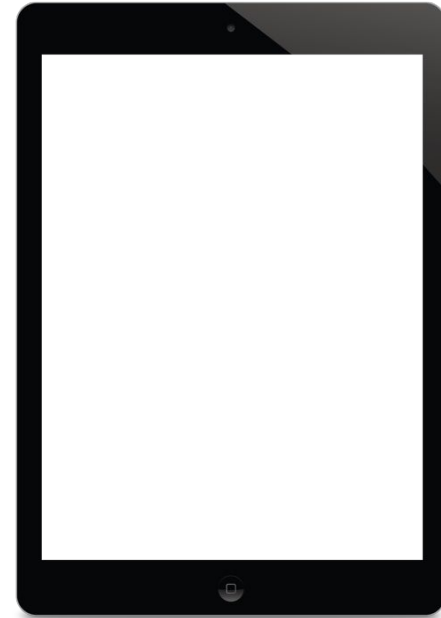
- ◆ Up to four short sentences for screenshot description goes here.



# Additional Graphics

## Tablet Vertical

- ◆ Up to four short sentences for screenshot description goes here.



# Additional Graphics

## Phone Horizontal

- ◆ Up to four short sentences for screenshot description goes here.



# Additional Graphics

## Phone Vertical

- ◆ Up to four short sentences for screenshot description goes here.



# Additional Graphics

## Laptop

- ◆ Up to four short sentences for screenshot description goes here.



# Additional Graphics

## Navigation device

- ◆ Up to four short sentences for screenshot description goes here.





# Additional Graphics

## Map Resource

- ◆ This World Map is editable and includes all of the company locations around the globe.
- ◆ Up to four short sentences for the map description goes here.

# Global Locations

