

## Working with Text

You have many text options to help you increase the visual appeal of your presentation. You can add text anywhere on your slide as well as change its size, style, color, and more.

### Adding Text

Any text that appears in a slide must be typed in a text box. If your current slide does not possess any text boxes, refer to Using Text Boxes.

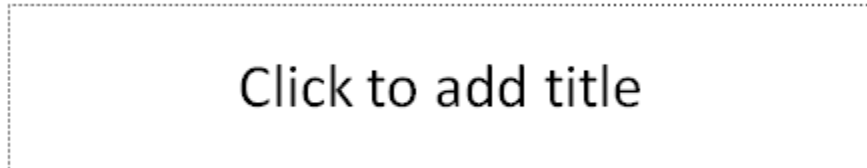
PowerPoint offers numerous pre-defined slide formats. Each of these slide formats contains text boxes in which you can type titles, text, and add tables, and other objects.

1. Click the text box



NOTE: If the text box possesses media buttons , be sure you do not click them.

The default text disappears and an insertion point appears in the text box.

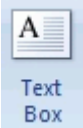


2. Type your text
3. When finished, click outside of the text box

### Using Text Boxes

Text boxes appear in many different forms. They appear in new slides and new slide formats. You may also create your own text box and customize its dimensions as you like.

#### Creating a Text Box

1. From the **Insert** command tab, in the **Text** group, click **TEXT BOX**  your cursor changes to an insertion point.

2. In the slide, click and drag your cursor to create the dimensions of your text box
3. Release the mouse button the text box appears and an insertion point appears in it.
4. Type your text
5. When finished, click outside the text box

## Deleting a Text Box

WARNING: Deleting a text box will also delete all its contents.

1. Select the border of a text box the border is highlighted.
2. Press [***Delete***] the text box is deleted.

## Formatting Text

PowerPoint offers many options for formatting your text. You can change its size, style, color, and other options easily.

1. Select the text you want to change
2. From the ***Home*** command tab, use the options in the ***Font*** group to format your text for more information, refer to Office 2007: Formatting Text.

## Using WordArt

WordArt is a feature that offers additional formatting options. With it, you can apply shadows, textures, rotated text, 3-D effects and much more. For more information, refer to Using WordArt in Excel and PowerPoint and Editing WordArt in Excel and PowerPoint.