

After completing this lesson, you will be able to:

- Add text to slides.
- Adjust the position of text objects.
- Format text.
- Change text alignment and spacing.
- Find and replace text and fonts.
- Check spelling.

Adding Text to Slides

To create a text label

1. On the Drawing toolbar, click the Text Box button.
2. Click where you want the text label to appear.
3. Type the text.
4. Click a blank area of the slide to deselect the text object.

Adding Text to Slides

To create a word processing box

1. On the Drawing toolbar, click the Text Box button.
2. Position the pointer on the slide and then drag the pointer to create a box of the length you want.
3. Type the text.
4. Click a blank area of the slide to deselect the text object.

Adjusting the Position of Text Objects

To adjust word wrap in a text object

1. Select the text object.
2. On the Format menu, click Text Box.
3. Click the Text Box tab.
4. Clear the Word wrap text in AutoShape check box.
5. Click OK.

Adjusting the Position of Text Objects

To adjust a text placeholder

1. Position the pointer near the text on the slide until it changes to the selection pointer and then click to select the paragraph text object.
2. On the Format menu, click Placeholder.
3. Click the Text Box tab.
4. Select the Resize AutoShape to fit text check box.
5. Click OK.

Formatting Text

To format text in a text object

1. Select the text object.
2. On the Formatting toolbar, click a formatting button (such as Bold, Italic, Underline, Shadow, or Font Color).
3. Click a blank area of the slide to deselect the text object.

Changing Text Alignment and Spacing

To change text alignment

1. Select the text box.
2. On the Formatting toolbar, click an alignment button (such as Align Left, Center, or Align Right).
3. Click a blank area of the slide to deselect the text box.

Changing Text Alignment and Spacing

To adjust line spacing

1. Select the text object.
2. On the Format menu, click Line Spacing.
3. Click the Before paragraph or After paragraph arrow to select a setting.
4. Click OK.

Finding and Replacing Text and Fonts

To replace text

1. On the Edit menu, click Replace.
2. Click the Find what box and then type the text you want to replace.
3. Press Tab or click in the Replace with box.
4. Type the replacement text.

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Finding and Replacing Text and Fonts

To replace text (*continued*)

5. Click Find Next.
6. Click Replace.
7. Click OK and then click Close in the Replace dialog box.

Finding and Replacing Text and Fonts

To replace fonts

1. On the Format menu, click Replace Fonts.
2. Click the Replace down arrow.
3. Click a font.
4. Click the With down arrow and then click a font.
5. Click Replace.
6. Click Close in the Replace Font dialog box.

Checking Spelling

To check the spelling in a presentation

1. On the Standard toolbar, click the Spelling button. The spelling checker stops when it fails to recognize a word.
2. Click Add; click Ignore All; or click the suggested spelling and then click Change.
3. Click OK.