

3 Working with Text

LESSON SKILL MATRIX

| Skill | Exam Objective | Objective Number |
|------------------------------------|---|------------------|
| Formatting Characters | Apply formatting and styles to text. | 3.1.4 |
| Formatting Paragraphs and Lists | Create bulleted and numbered lists. | 3.1.5 |
| Inserting and Formatting WordArt | Change text to WordArt. | 3.1.1 |
| Creating and Formatting Text Boxes | Modify shape backgrounds. Create multiple columns in a single shape. | 2.2.1 3.1.2 |
| Using Proofing Tools | Proof presentations. | 5.3.2 |

WILEY

KEY TERMS

- bulleted list
- fonts
- Format Painter
- formatting
- line spacing
- Live Preview
- numbered list
- Quick Style
- text boxes
- texture
- WordArt



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Fourth Coffee is a “boutique” company devoted to producing and distributing fine coffees and teas. As the sales manager for Fourth Coffee, you often produce and deliver presentations to your staff and managers on topics such as realizing the full profit potential of your delivery systems. Whenever you create a presentation, consider how the information appears to your viewers. If the text in your slides is difficult to read, is haphazardly formatted, if you cram too much text into your slides, or you have too much white space, your presentations will not be professional looking. In this lesson, you learn some basics of text formatting, including formatting characters and paragraphs, creating and formatting lists, using WordArt to “jazz up” your text, and creating and modifying text boxes.

SOFTWARE ORIENTATION

Microsoft PowerPoint Basic Text Formatting Tools

Most of the PowerPoint basic text formatting tools are found on the Home tab of the Ribbon (see Figure 3-1). These are the tools you will use most often when working with text.

There are two groups of text formatting tools on the Ribbon: the Font group and the Paragraph group. They allow you to fine-tune the text on your slides, right down to an individual character. These groups also provide access to the Font and Paragraph dialog boxes, which give you even more control over your text’s appearance.

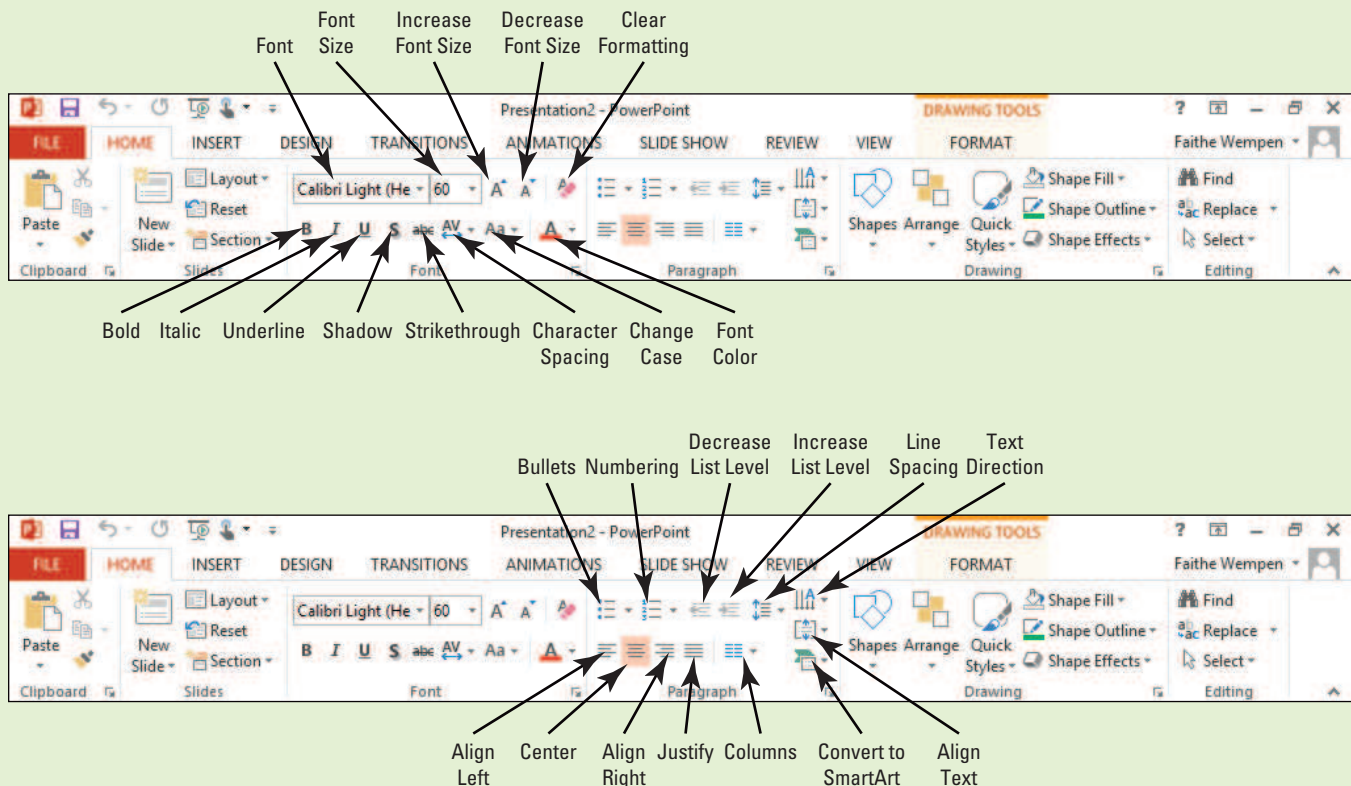


Figure 3-1

Basic text formatting tools (Font group and Paragraph group)

The Bottom Line

CERTIFICATION READY? 3.1.4

How do you apply formatting and styles to text?

FORMATTING CHARACTERS

The term, **formatting**, refers to the appearance of text or objects on a slide. Most of PowerPoint's tools are devoted to formatting the various parts of your slides. All PowerPoint presentations are formatted with specific fonts, font sizes, and font attributes such as style and color. You can change the way characters look on a slide by using commands in the Font group on the Home tab or the Mini toolbar. The Format Painter can save you time by allowing you to copy formats from selected text to other text items.

Choosing Fonts and Font Sizes

Fonts (sometimes called typefaces) are sets of characters, numbers, and symbols in a specific style or design. You can change the font and font size at any time on your slides. The following exercise shows you how to do this both with the Mini toolbar and with the Ribbon.

STEP BY STEP

Choose Fonts and Font Sizes



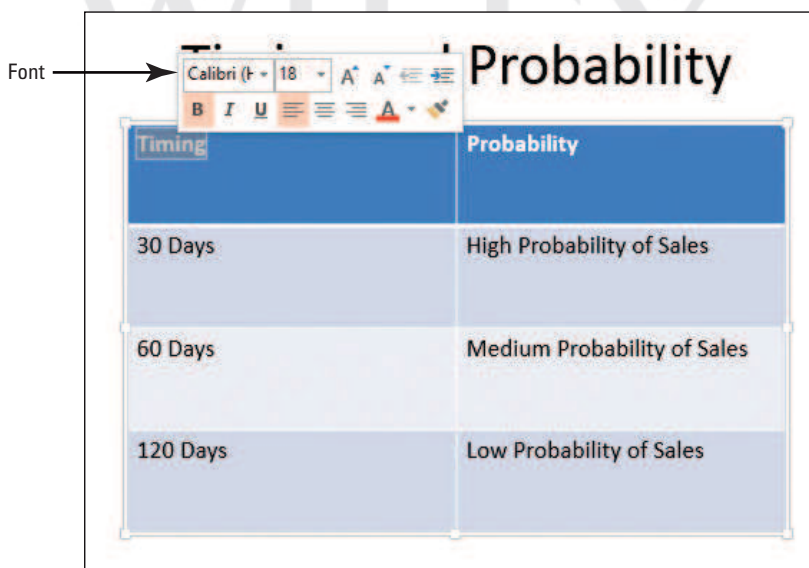
GET READY. Before you begin these steps, make sure that your computer is on. Log on, if necessary.



1. Start PowerPoint, if the program is not already running.
2. Locate and open *Sales Pipeline* and save it as *Sales Pipeline Formats*.
3. Go to **slide 2**. In the first row of the table, double-click **Timing**. The Mini toolbar appears above the selected text (see Figure 3-2).

Figure 3-2

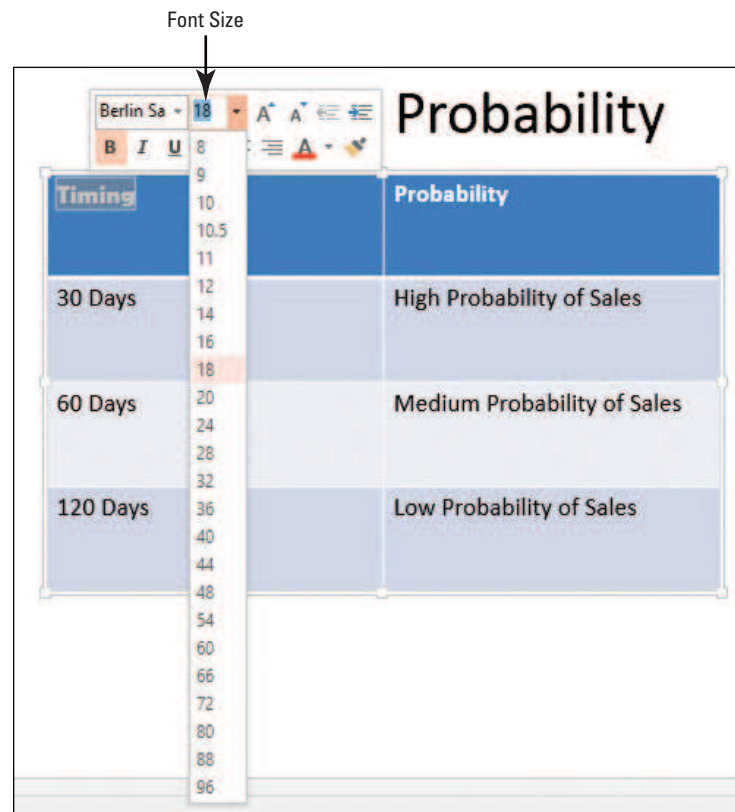
The Mini toolbar



4. Click the **Font drop-down arrow** on the Mini toolbar. A list of fonts appears.
5. Click **Berlin Sans FB Demi**. PowerPoint applies the chosen font to the selected text.
6. Click the **Font Size drop-down arrow** on the Mini toolbar. A list of font sizes appears (see Figure 3-3).

Figure 3-3

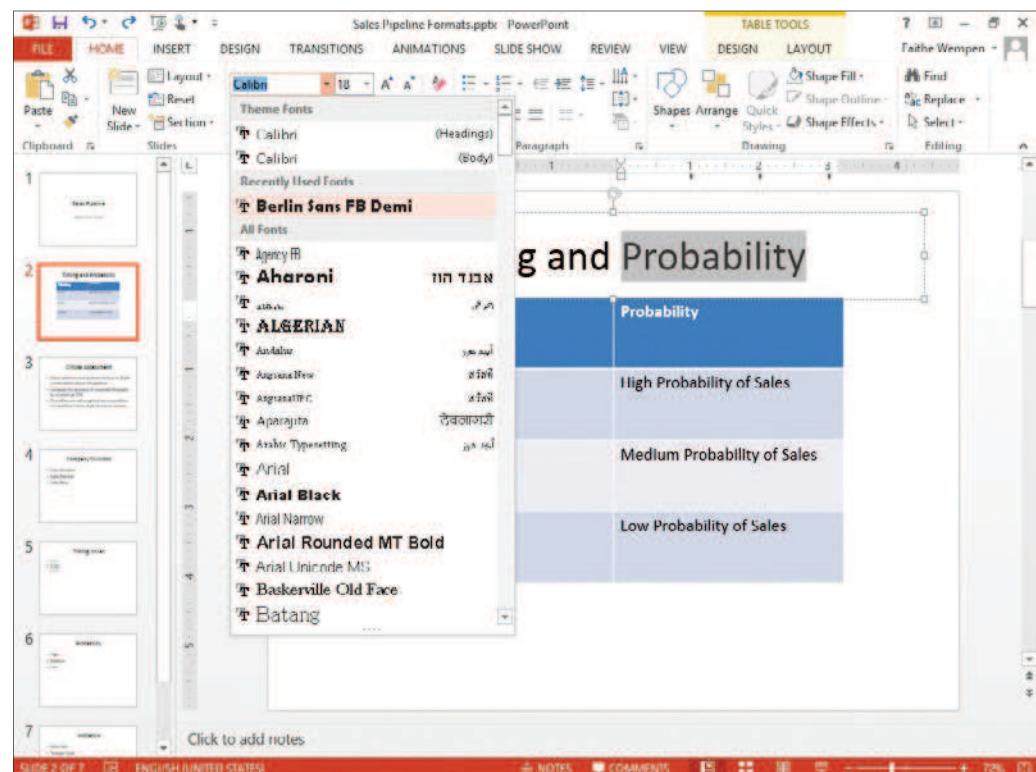
Choosing a new font size from the Mini toolbar



7. Click **32**. PowerPoint applies the chosen font size to the selected text.
8. Double-click **Probability** in the top right cell of the table.
9. On the Home tab of the Ribbon, click the **Font drop-down arrow**. A list of fonts appears (see Figure 3-4).

Figure 3-4

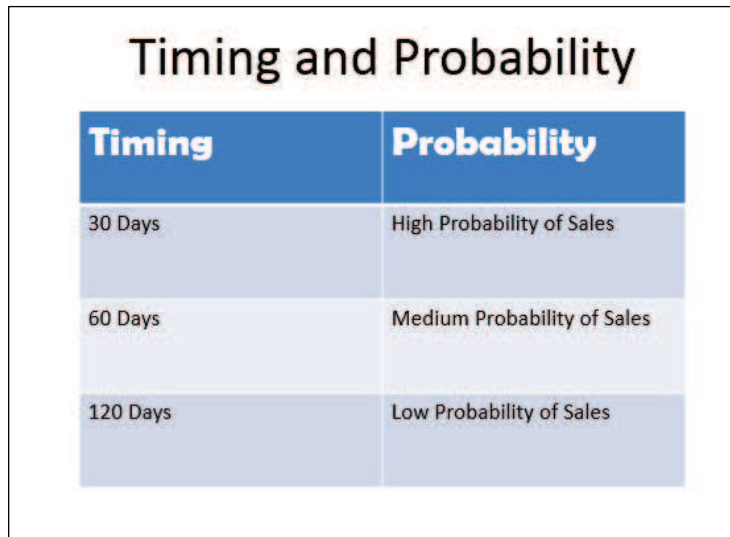
Choosing a new font from the Ribbon



10. Select the **Berlin Sans FB Demi font**. It is in the Recently Used Fonts section near the top of the list.
11. On the Home tab of the Ribbon, click the **Font Size drop-down arrow**. A list of font sizes appears.
12. Click **32**.
13. Click **away from the selected text** to deselect it. Your slide should look like the one shown in Figure 3-5.

Figure 3-5

The new font and font size applied to the table headings



| Timing | Probability |
|----------|-----------------------------|
| 30 Days | High Probability of Sales |
| 60 Days | Medium Probability of Sales |
| 120 Days | Low Probability of Sales |

14. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Take Note To maintain formatting consistency between slides in a presentation, you might prefer to change the font and font size on the Slide Master, which flows down the change to all slides automatically. Lesson 4 covers Slide Masters.

By default, PowerPoint presentations have two fonts: one font for the headings and one for the body text. (The same font can be used for both.) These font choices are a result of the theme. A theme is a set of formatting specifications, including the colors, fonts, graphic effects, and slide layouts available. All presentations have a theme, even blank ones.

To return to the default fonts provided by the theme, select a font from the Theme Fonts section of the Font drop-down list (see Figure 3-4). If you choose anything other than a theme font, as in the preceding exercise, applying a different theme will have no effect on that text, because manually applied fonts take precedence over theme fonts.

Using AutoFit to Change Text Size

By default, text in the placeholder boxes on a slide layout are set to AutoFit, so that if you type more text into them than will fit, the text automatically gets smaller so that it will fit into the placeholder box. If you then delete some of the text so that there is more room available, the text once again enlarges, up to its default size. You can change the AutoFit setting for a text box or placeholder as needed.

STEP BY STEP**Change AutoFit Behavior**

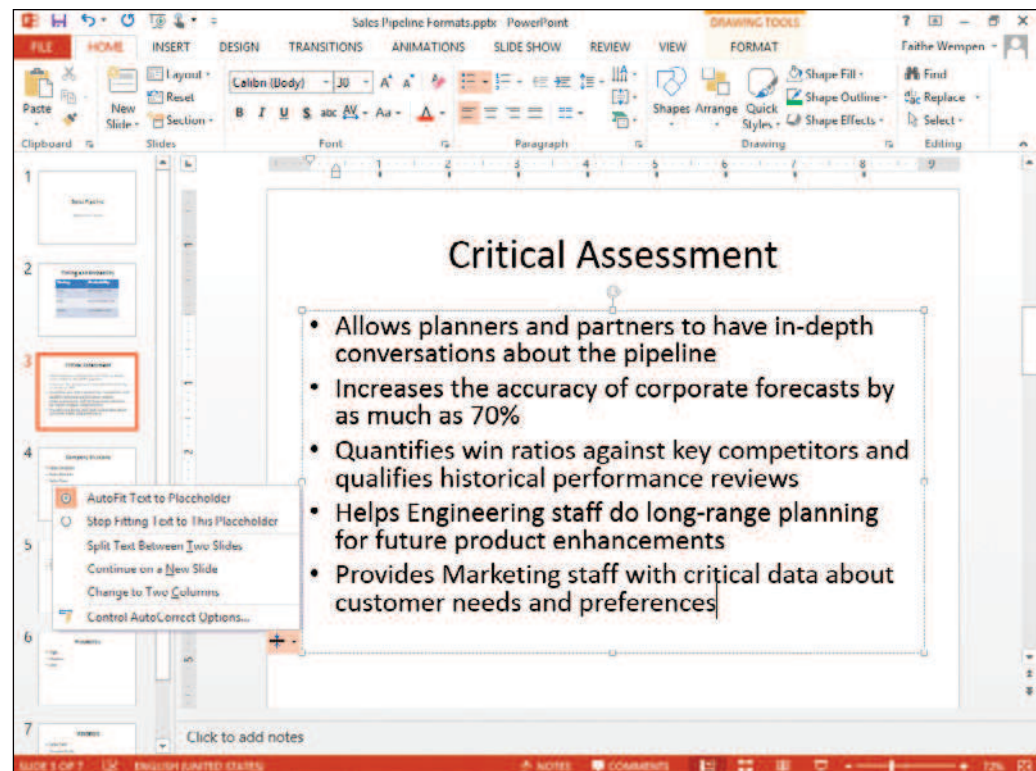
USE the *Sales Pipeline Formats* presentation that is still open from the preceding exercise.

1. On slide 3, type the following additional bullet points at the bottom of the slide:
 - Helps Engineering staff do long-range planning for future product enhancements
 - Provides Marketing staff with critical data about customer needs and preferences

As you begin to type the second bullet point, AutoFit engages, and makes the text in the text box smaller so that it will all continue to fit.

2. Click the **AutoFit icon** in the lower-left corner of the text box. A menu appears (see Figure 3-6).

Figure 3-6
Set AutoFit behavior



3. Click **Stop Fitting Text to This Placeholder**. The text returns to its default size and overflows the bottom of the text box.

Take Note Notice the other choices in Figure 3-6. You can choose to split text between two slides, continue on a new slide, or change to a two-column layout.

4. Click the **AutoFit icon** again, and click **AutoFit Text to Placeholder**.
5. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

AutoFit is enabled by default because it is a useful feature that most users appreciate in most situations. Rather than finding the maximum font size by trial and error that will allow the text to fit in the allotted space, you can rely on AutoFit to figure that out for you. There are some situations, though, where AutoFit may not be appropriate. For example, you might want the slide titles to always appear in the same size font.

Take Note In manually created text boxes (covered later in this lesson), AutoFit is not enabled by default; instead, the text box itself resizes as needed to hold the text.

Applying Font Styles and Effects

Text on a PowerPoint slide can be boldfaced or italicized (called *font styles*), underlined, or formatted with other attributes such as strikethrough or shadow (called *effects*). In the following exercise, you will apply a font style and an effect to text on a slide, as well as adjust character spacing.

STEP BY STEP

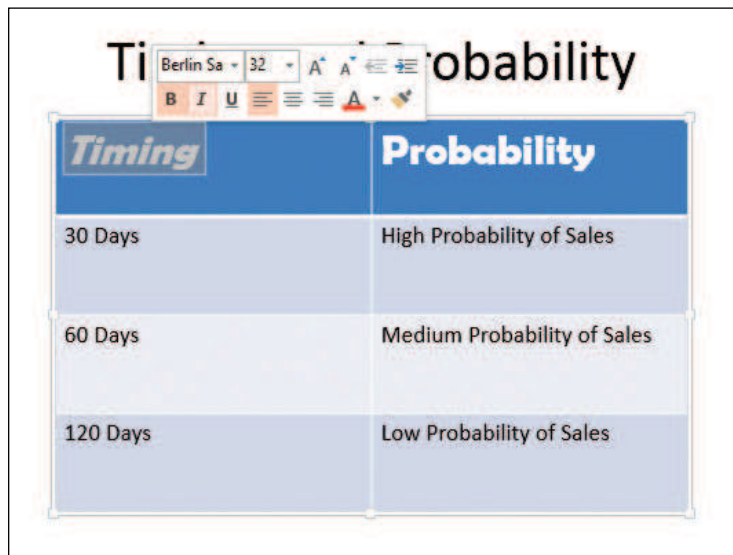
Apply Font Styles and Effects

USE the *Sales Pipeline Formats* presentation that is still open from the previous exercise.

1. On slide 2, double-click **Timing** in the top left cell of the table. The Mini toolbar appears above the selected text.
2. Click the **Italic button** on the Mini toolbar (see Figure 3-7). PowerPoint formats the selected text in italic.

Figure 3-7

Italicize selected text from the Mini toolbar



Another Way

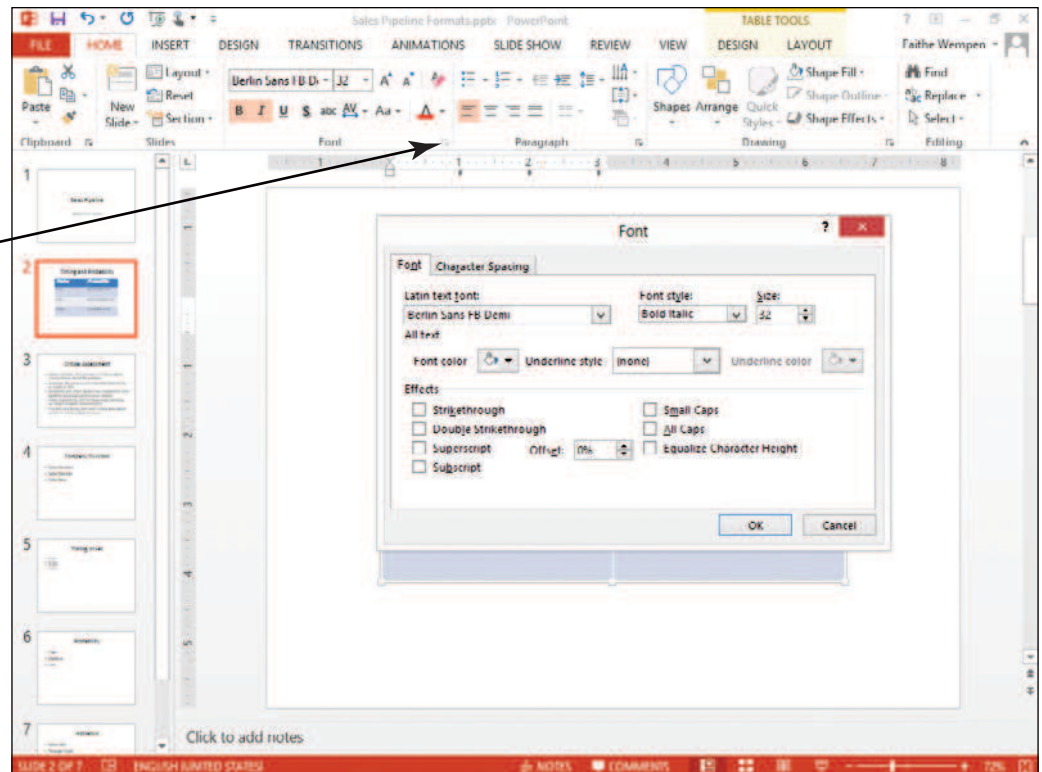
To apply italic formatting to a selection, you can also press Ctrl+I or click the Italic button in the Font group of the Ribbon. You can also right-click the selection and choose Font.

3. Double-click **Probability** in the top right cell of the table, and then italicize it using any method.
4. Double-click **Timing** in the top left cell of the table, and then click the **dialog box launcher** in the Font group on the Ribbon (see Figure 3-8) to produce the Font dialog box.

Figure 3-8

Click the dialog box launcher in the Font group

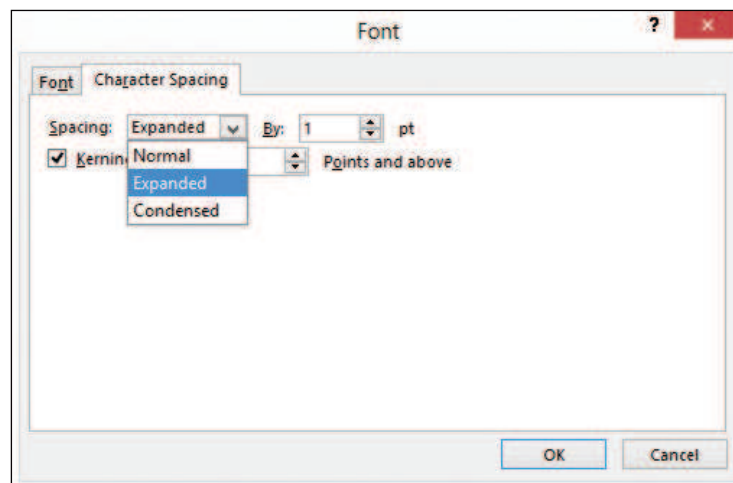
Dialog box launcher



5. In the Font dialog box, on the Font tab, click to mark the **Small Caps** check box.
6. Click the **Character Spacing** tab.
7. Click the **Spacing drop-down arrow**, then click **Expanded** in the list (see Figure 3-9).

Figure 3-9

Character Spacing tab of the Font dialog box



8. Click **OK**. PowerPoint places 1 point of spacing between the letters and applies the Small Caps effect.
9. Double-click **Probability** in the top right cell of the table.
10. On the Quick Access Toolbar, click the **Repeat** button. PowerPoint repeats the last command you issued, applying the new character spacing to the selected text. Click away from the text to deselect it. Your slide should look like the one shown in Figure 3-10.

Figure 3-10

Completed text formatting

| <i>TIMING</i> | <i>PROBABILITY</i> |
|----------------------|-----------------------------|
| 30 Days | High Probability of Sales |
| 60 Days | Medium Probability of Sales |
| 120 Days | Low Probability of Sales |

11. SAVE the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

**Cross Ref**

WordArt styles can also be used to format text and apply effects. They are covered later in this lesson.

Use font styles and effects to emphasize text on a slide. Besides the standard font styles—bold, italic, and underline—PowerPoint provides a variety of special effects such as strikethrough and small caps. You can also adjust character spacing and case to give your text a special look. To access more font effects, click the Font group's dialog box launcher to open the Font dialog box.

Changing Font Color

An easy way to change text appearance is to modify its color. Use the Font Color button in the Font group on the Ribbon to access a palette of colors you can apply to selected text.

STEP BY STEP

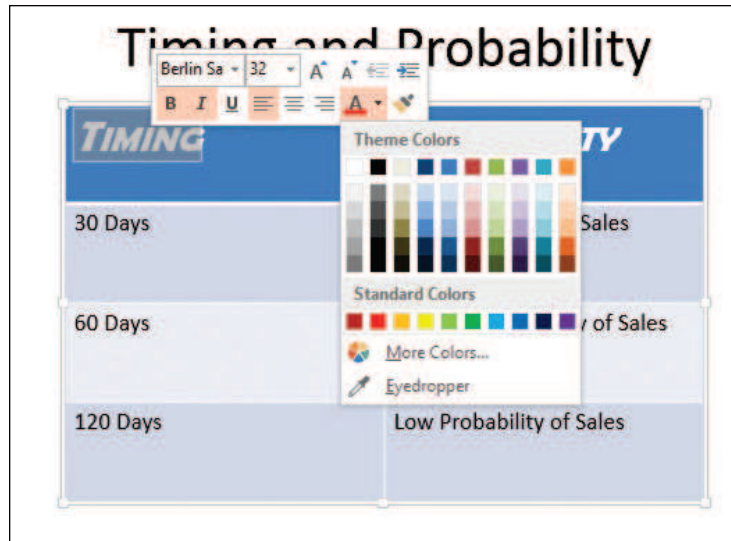
Change Font Color

USE the *Sales Pipeline Formats* presentation that is still open from the previous exercise.

1. On slide 2, double-click **Timing** in the top left cell of the table. The Mini toolbar appears above the selected text.
2. Click the **Font Color drop-down arrow** on the Mini toolbar. A palette of colors appears (see Figure 3-11).

Figure 3-11

Choosing a different font color from the Mini toolbar



- In the first row of theme colors, click **Orange, Accent 6**. PowerPoint applies the color to the selected text.

Take Note When you hover the mouse pointer over a color box, the color's name appears in a ScreenTip.

- Double-click **Probability** in the top right cell of the table.
- On the Home tab on the Ribbon, click the **Font Color drop-down arrow** and apply the color **Orange, Accent 6** to the selected text. Your slide should resemble Figure 3-12 when you are finished.

Figure 3-12

Color has been applied to the table headings

| TIMING | PROBABILITY |
|---------------|-----------------------------|
| 30 Days | High Probability of Sales |
| 60 Days | Medium Probability of Sales |
| 120 Days | Low Probability of Sales |

- SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

PowerPoint provides an almost limitless selection of colors that can be applied to fonts. You can select any color for your text, but it is usually best to use one of the colors provided by the presentation's theme, as you did in the preceding exercise. Each PowerPoint theme includes a set of coordinating colors, which appear in the color palette when you click the Font Color button. By selecting one of the theme's colors, you can be sure that all the font colors in your slides will look well together on the screen making them easier to read.

If you want to use a color that is not included in the theme, select one of the Standard Colors at the bottom of the color palette (see Figure 3-11), or click More Colors to open the Colors dialog box. In the Colors dialog box, you can choose from dozens of standard colors or create a custom color.

The difference between a theme color and a standard color is apparent when you switch to a different theme or color scheme as you will learn to do in Lesson 4. A theme color will change to match the new colors for the presentation, but a standard color will remain fixed.

Copying Character Formats with the Format Painter

As you format text in your presentations, you will want to keep similar types of text formatted the same way. **Format Painter** is a tool that copies formatting from one block of text to another. In this exercise, you will use Format Painter to copy some formatting.

STEP BY STEP

Copy Character Formats with the Format Painter

USE the *Sales Pipeline Formats* presentation that is still open from the previous exercise.

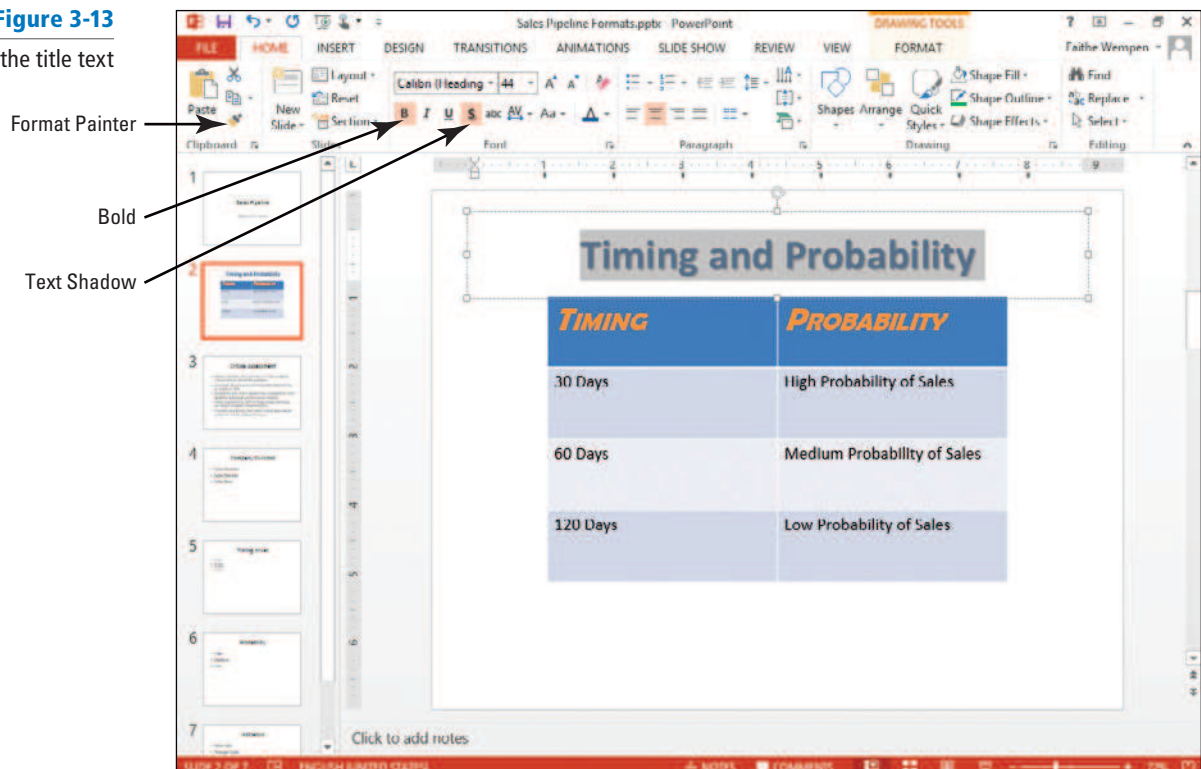
1. On slide 2, select the text in the title placeholder.
2. Change the font color to **Blue, Accent 1, Darker 25%**.

Take Note To locate the color requested in step 2, point to the Blue Accent 1 color in the palette (fifth from the left) and then slide the mouse down over the various tints and shades of that color until you find the one for which the ScreenTip shows *Darker 25%*.

3. Click the **Bold** button in the Ribbon's Font group to apply the bold font style.
4. Click the **Text Shadow** button in the Font group to apply the shadow font style (see Figure 3-13).

Figure 3-13

Format the title text



5. With the text still selected, click the **Format Painter button** in the Clipboard group.
6. Go to slide 3, and then click the word **Assessment**. The formatting is painted onto that word.
7. Click the **Format Painter button** again to copy the formatting that is now applied to Assessment.
8. Drag across the word **Critical**, releasing the mouse button when the word is selected. The formatting is painted onto that word.
9. Double-click the **Format Painter button**. Double-clicking it makes the feature stay on until you turn it off.
10. Go to each of the remaining slides in the presentation, and drag across all the text in the title of each slide. The Format Painter applies the new formatting to the text.

Take Note If you accidentally click anywhere that does not contain editable text, the Format Painter feature turns off. If that happens, select some of the already formatted text, and then click the Format Painter button to turn the feature back on.

11. When you are finished painting each slide title, press **Esc** or click the **Format Painter button** again to turn the feature off.
12. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Format Painter makes it easy to apply the same formatting to multiple blocks of text no matter where they are in the presentation. If you want to copy a format only once, simply click the button. To copy a format multiple times, double-click the button, and the feature will stay on until you turn it off. Not only does this tool reduce your workload, but it also ensures consistency throughout a presentation. (Another way to achieve consistency is to make changes to the Slide Master rather than to individual slides; you will learn about that in Lesson 4.)

The Format Painter feature can copy not only character formats but paragraph formats such as alignments and line spacing. You will learn about paragraph formats in the next section.

FORMATTING PARAGRAPHS AND LISTS

The Bottom Line

You can change the look of paragraph text by modifying alignment or line spacing. When you apply formatting to a paragraph, all the text within that paragraph receives the same formatting. Lists make the information on slides easy to read and remember. PowerPoint provides for several levels of bulleted lists that you can modify for special effects. You can also create numbered lists when your slide text implies a specific order.

Aligning Paragraphs

By default, PowerPoint aligns text along the left margin. In this exercise, you will change the alignment of items in a bulleted list to customize a slide's appearance.

STEP BY STEP

Align Paragraphs

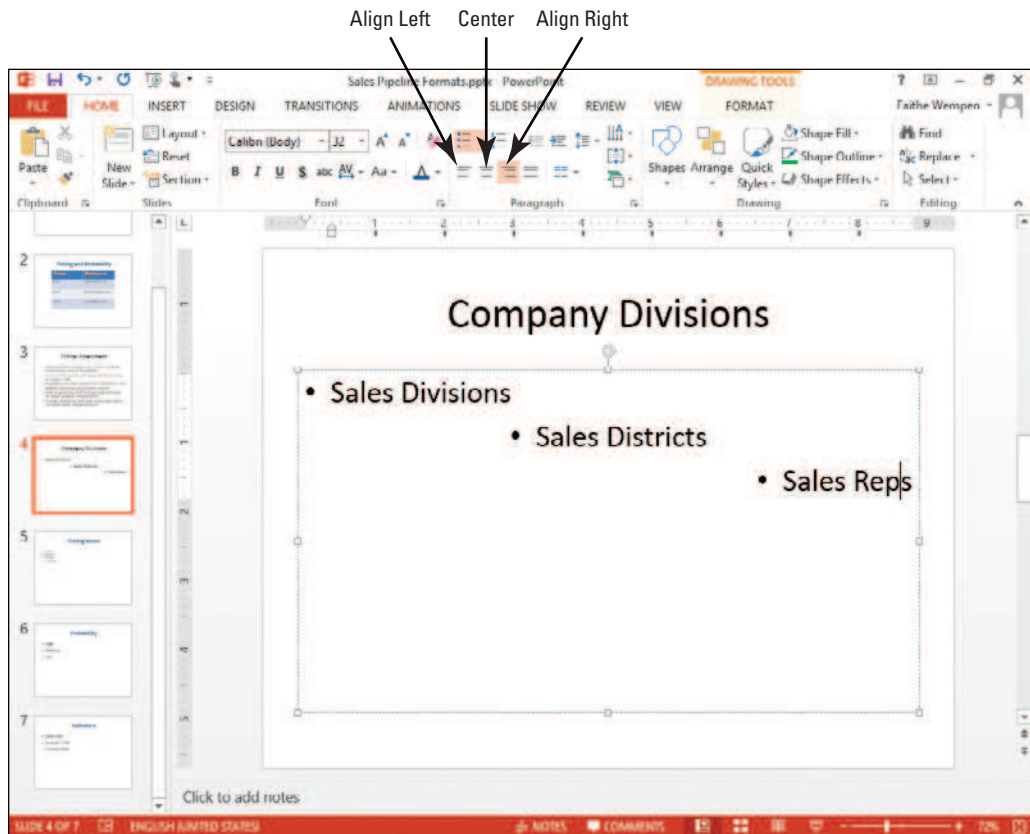
USE the **Sales Pipeline Formats** presentation that is still open from the previous exercise.

1. On slide 4, click in the **second bulleted item** (*Sales Districts*).
2. On the Home tab, click the **Center button** in the Ribbon's Paragraph group. PowerPoint aligns the paragraph in the center of the text placeholder.
3. Click in the **third bulleted item** (*Sales Reps*).

- Click the **Align Right** button in the Paragraph group. PowerPoint aligns the paragraph to the right side of the text placeholder. Your slide should look like the one shown in Figure 3-14.

Figure 3-14

Aligning paragraphs to the left, center, and right



Another Way

The paragraph alignment tools also appear on the Mini toolbar when you right-click within a paragraph.

- SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

When you apply paragraph formats such as alignment, you do not have to select the entire paragraph of text. Just click anywhere in the paragraph and apply the format. The formatting applies to the entire paragraph, even if the paragraph is several lines or sentences long.

When you begin a new paragraph by pressing Enter after an existing paragraph, the new paragraph keeps the same alignment and formatting as the paragraph above it. For example, if you start a new paragraph after a paragraph aligned to the right, the new paragraph aligns to the right as well.

PowerPoint provides four paragraph alignment options:

- **Align Text Left:** Aligns the paragraph at the left edge of the object in which the text resides whether the object containing the text is a placeholder, a table cell, or a text box.
- **Center:** Aligns the paragraph in the center of the object.
- **Align Text Right:** Aligns the paragraph at the right edge of the object.
- **Justify:** Aligns text to both the left and right margins to distribute the paragraph of text evenly across the width of the object, if possible. PowerPoint justifies text by adding spaces between words and characters. The final line of a justified paragraph is left-aligned, so if the paragraph occupies only one line, it will appear left-aligned.



Another Way

To left-align text, press Ctrl+L. To center text, press Ctrl+E. To right-align text, press Ctrl+R. You can also right-click and choose Paragraph and set alignment in the Paragraph dialog box.

Setting Line Spacing

In this exercise, you learn how to adjust **line spacing** to allow more or less room between lines of a paragraph and also between paragraphs. Line spacing changes can help you display text more attractively or fit more text on a slide. By default, PowerPoint formats your paragraphs so that one line of blank space lies between each paragraph and between the lines within a paragraph. Use the Line Spacing button to adjust the spacing to 1.0, 1.5, 2.0, 2.5, or 3.0. You also can use the Line Spacing Options command to display the Paragraph dialog box. With this dialog box, you can fine-tune the spacing between each paragraph.

STEP BY STEP

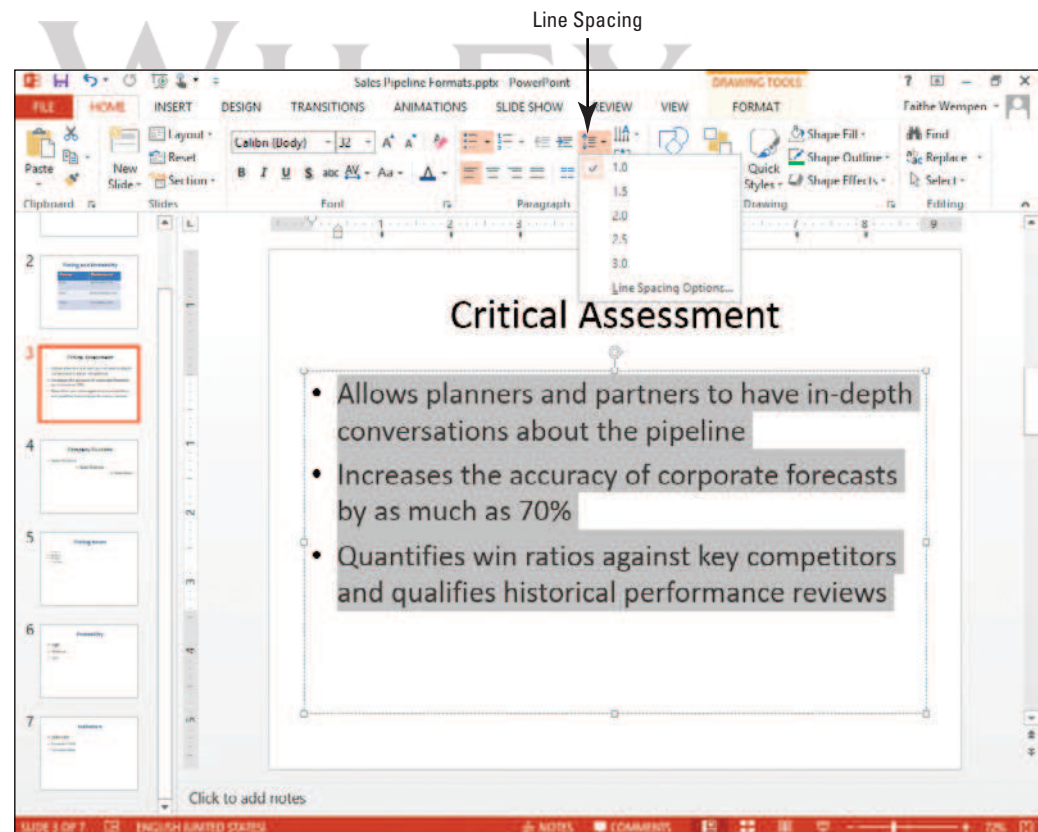
Set Paragraph Line Spacing

USE the *Sales Pipeline Formats* presentation that is still open from the previous exercise.

1. On slide 3, select the **last two bulleted paragraphs**, and then press **Delete**. You are doing this so that AutoFit no longer adjusts the text to make it all fit, and so there is enough room in the text box to clearly see the results of the line spacing change you are going to be making.
2. Select all the remaining bulleted paragraphs on the slide. One way to do this is to click inside the text placeholder that contains the bullets and press **Ctrl+A**. You can also drag across the bullets to select them.
3. Click the **Line Spacing button** in the Paragraph group. A list of line spacing options appears (see Figure 3-15).

Figure 3-15

Set an amount of spacing between lines



Another Way

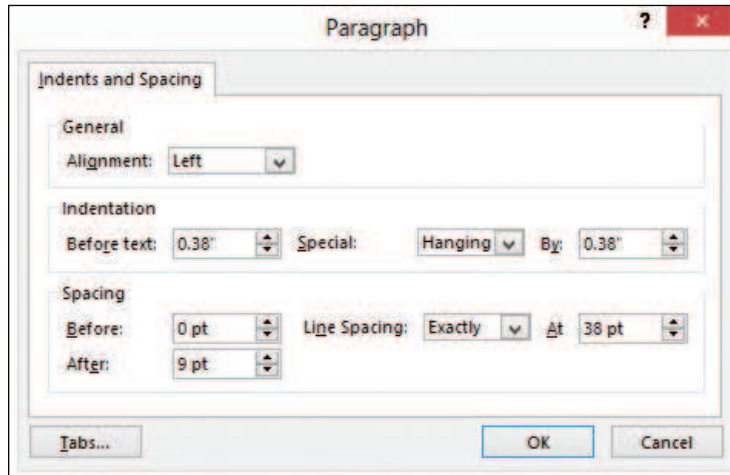
You can also open the Paragraph dialog box by clicking the dialog box launcher in the Paragraph group.

4. Select **1.5**. PowerPoint formats the paragraphs so each line is separated by 1.5 lines of blank space.
5. Click the **Line Spacing button** again, and then click **Line Spacing Options** at the bottom of the menu. The Paragraph dialog box opens.

6. In the Spacing section of the dialog box, set the following values:
 - Before: **0 pt**
 - After: **9 pt**
7. Open the Line Spacing drop-down list, and then click **Exactly**. Then in the text box to its right, type **38**. The dialog box settings should look like Figure 3-16.

Figure 3-16

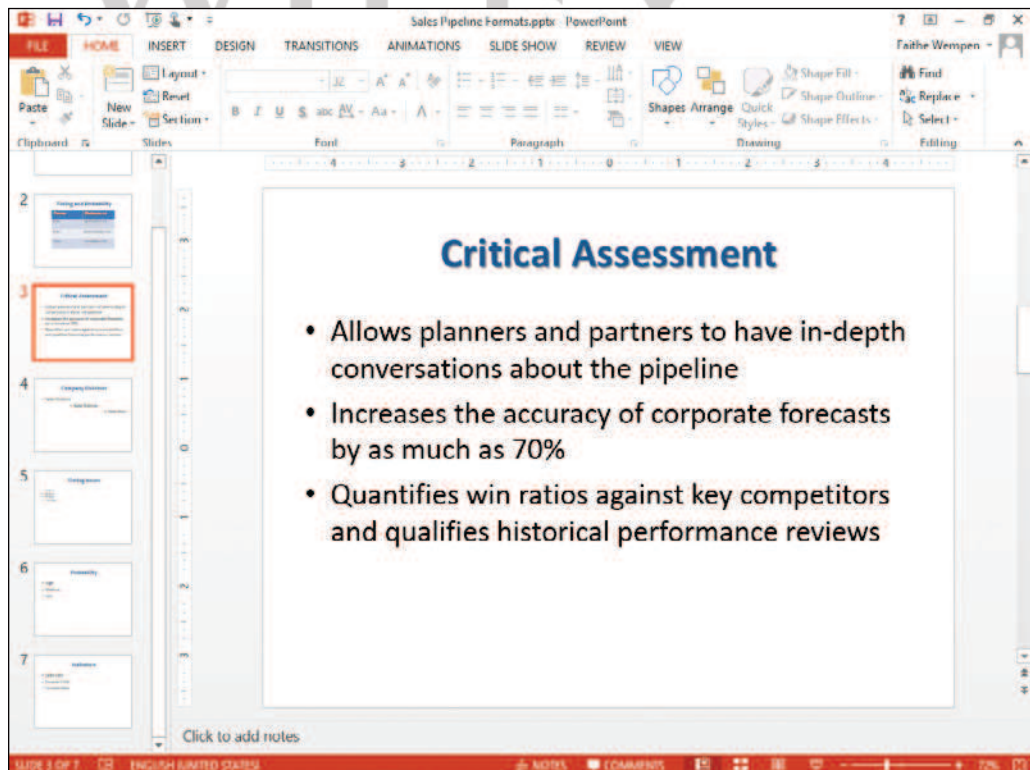
In the Paragraph dialog box, you can set spacing both between lines within a paragraph and before/after each paragraph



8. Click **OK**. The settings are applied to all the bullets on the slide.
9. Click **away from the bullets** to deselect them. The slide should resemble Figure 3-17.

Figure 3-17

The slide with line spacing applied



10. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

The Line Spacing drop-down list in the Paragraph dialog box enables you to select from these settings:

- **Single:** Sets the spacing to what single spacing would be for the font size in use. The actual amount changes depending on the largest font size used in that paragraph.
- **1.5 lines:** Sets the spacing halfway between single spacing and double spacing.
- **Double:** Sets the spacing to what double spacing would be for the font size in use.
- **Exactly:** Sets the spacing to a precise number of points. If you change the font size(s) in use, this value does not change automatically.
- **Multiple:** Enables you to specify a multiplier for spacing. For example, you might enter 1.25 for spacing halfway between single-spacing and 1.5 lines spacing.

Setting Indentation

Indentation controls the horizontal spacing of a paragraph, much as line spacing controls its vertical spacing. Indentation determines how far from the text box's left and right margins the text appears. In this exercise you will set the indentation for some paragraphs.

STEP BY STEP

Set Indentation



Another Way

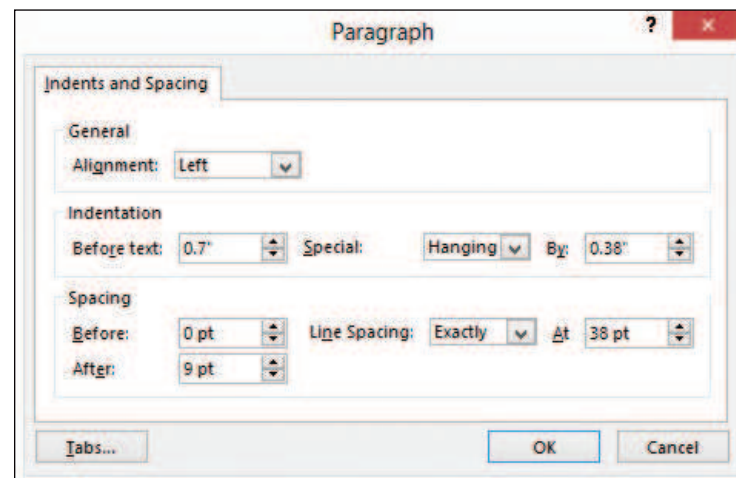
Instead of clicking the dialog box launcher, you can right-click and choose Paragraph.

USE the *Sales Pipeline Formats* presentation that is still open from the previous exercise.

1. On slide 3, click in the **first bulleted paragraph**.
2. Click the **dialog box launcher** for the Paragraph group. The Paragraph dialog box opens.
3. In the Indentation section of the dialog box, set the **Before text** value to **0.7"** (see Figure 3-18).

Figure 3-18

Change the indentation in the Paragraph dialog box

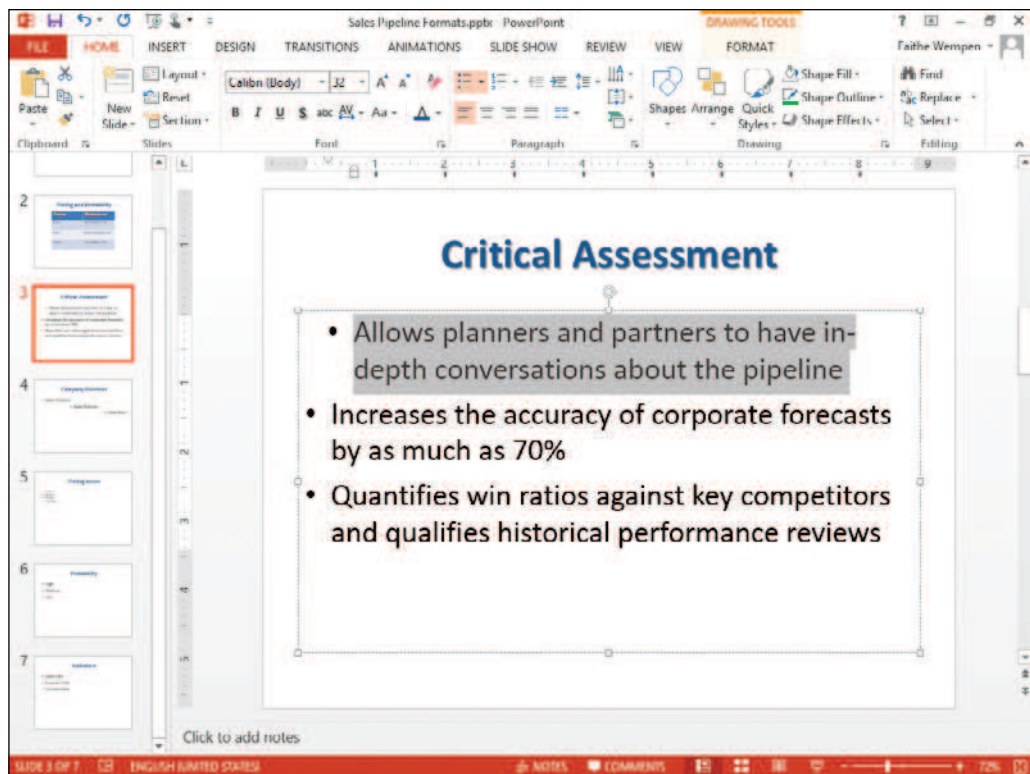


Take Note The Before Text setting refers to the paragraph as a whole. A hanging indent is a reverse indent and applies only to the first line.

4. Click **OK**. The new setting is applied. Both lines of the first bullet are indented more than the other bullets (see Figure 3-19). The placement of the bullet in relation to the rest of the text has not changed.

Figure 3-19

The result of a change to the Before Text indentation setting for the first paragraph



5. Select the other two bulleted paragraphs and repeat steps 3-4.
6. Select all three bulleted paragraphs.
7. Click the **dialog box launcher** for the Paragraph group. The Paragraph dialog box opens.
8. Set the Hanging indent to **0.6"**, and then click **OK** to apply the new setting.

Take Note The bullet character has moved to the left in relation to the paragraph; the paragraph text has not moved.

9. **SAVE** the *Sales Pipeline Formats* presentation, and then close it.

PAUSE. LEAVE PowerPoint open to use in the next exercise.

By promoting and demoting bulleted paragraphs in the outline level, as you learned to do in Lesson 2, you can indirectly control their indentation. However, you can also directly change paragraphs' indentations via the Paragraph dialog box without altering their outline levels. This is useful when you want to change how a paragraph is formatted without changing its meaning or importance in the presentation's message.

There are two indentation settings. The first one, Before Text, applies to all lines in the paragraph. The second one, Special, is a specialty setting that varies according to the paragraph type:

- **Hanging:** A reverse indent. The first line (which usually contains a bullet character when Hanging is used) is reverse-indented by the specified amount. In other words, the first line has a lesser indent than the other lines, so it hangs off into the left margin. In the preceding steps, the hanging indent was 0.6".
- **First line:** A standard first-line indent. The first line is indented an extra amount on top of what is specified for the Before Text indentation setting.
- **(none):** This setting removes any special indents for the first line.

Indents can be set for any paragraph, but are often the most useful for bulleted and numbered lists. You will learn more about creating and formatting lists in the next section.

**CERTIFICATION
READY?** 3.1.5

How can you create numbered lists in PowerPoint?

Creating Numbered Lists

PowerPoint enables you to create **numbered lists** to place a list of itemized information in numeric order. Numbered lists are used for procedural steps, action items, and other information where the order in which the items appear is significant. In the following exercise, you will create a numbered list from a list of items on a slide.

STEP BY STEP

Create Numbered Lists



Another Way

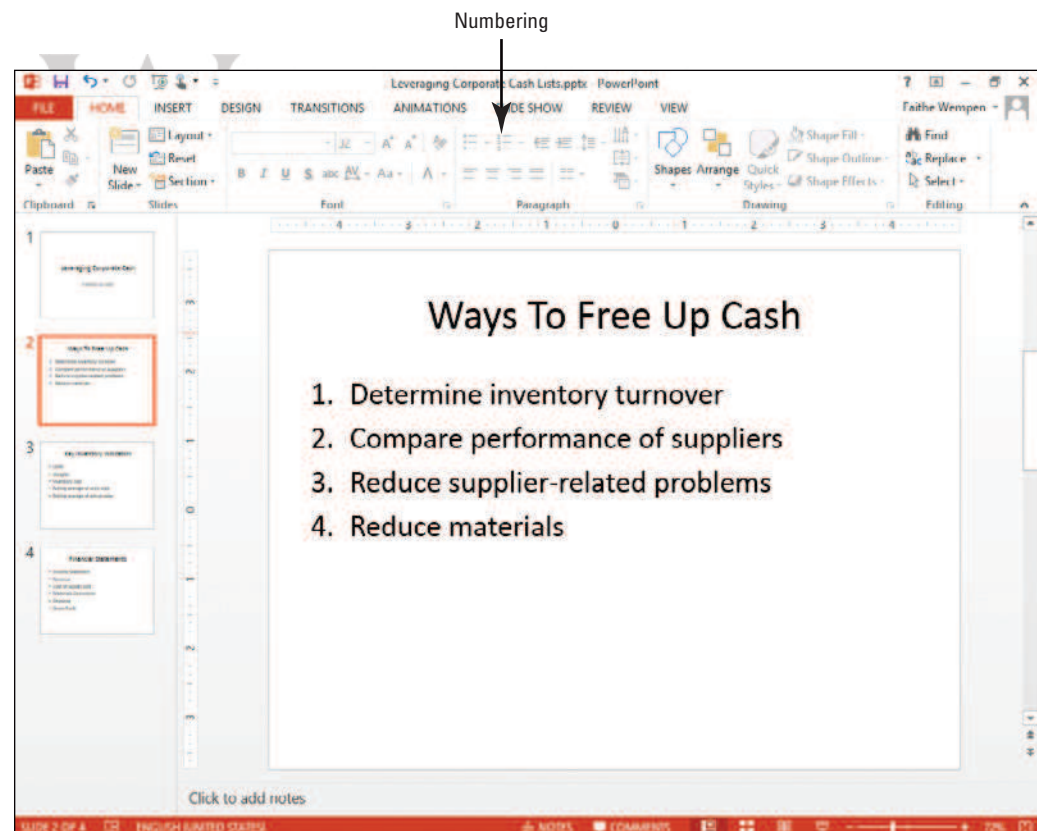
To number a paragraph, right-click the paragraph, and then click Numbering on the shortcut menu.

GET READY. To create a numbered list, perform the following steps:

1. **OPEN** the *Leveraging Corporate Cash* presentation, and then save it as *Leveraging Corporate Cash Lists*.
2. On slide 2, click in the first line of the text in the **text placeholder** (*Determine inventory turnover*).
3. Click the **Numbering button** in the Paragraph group. PowerPoint formats the sentence with a number 1.
4. Select the last three lines in the text placeholder.
5. Click the **Numbering button**. PowerPoint applies numbers 2 through 4.
6. Click outside the text placeholder to clear any text selection. Your slide should look like the one shown in Figure 3-20.

Figure 3-20

A numbered list



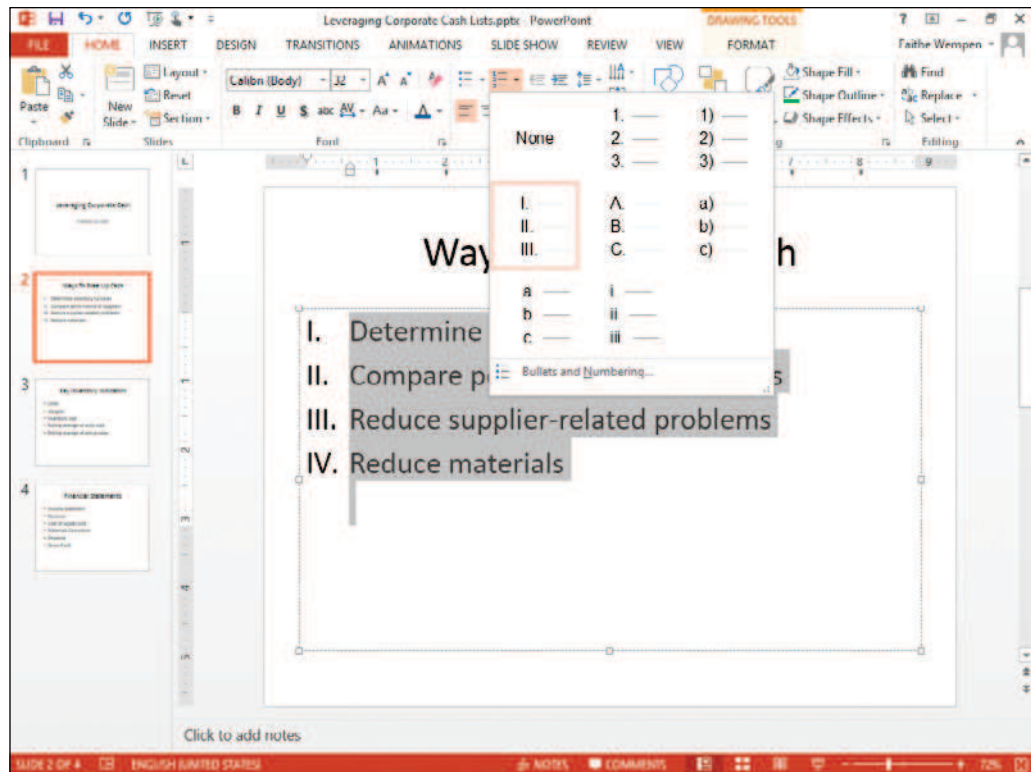
Another Way

You can also drag across the list to select it.

7. Click in the text placeholder containing the numbered list, and then press **Ctrl+A** to select the entire list.
8. Click the **down arrow** to the right of the Numbering button, opening a gallery of numbering styles.
9. Click the uppercase Roman numeral style as in Figure 3-21.

Figure 3-21

Changing the numbered list's numbering style



10. SAVE the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

When you finish typing text in a numbered paragraph, you can press Enter to start a new numbered paragraph that continues the same numbering sequence. PowerPoint automatically numbers the new paragraph with the next number in the sequence of numbers so you can continue the list uninterrupted. To turn off numbering, press Enter twice or click the Numbering button on the Home tab.

By default, PowerPoint numbers items using numerals followed by periods. You can, however, change the numbering format to numerals followed by parentheses, upper or lowercase Roman numerals, or upper or lowercase letters. To change the numbering format, click the Numbering button's drop-down arrow and select a new format from the gallery.

For even more control over the numbering format, click Bullets and Numbering on the gallery to display the Bullets and Numbering dialog box. You can use this dialog box to choose what number to start the list with, change the size of the numbers, or change their color. You will work with that dialog box in the next exercise.

Working with Bulleted Lists

Bullets are small dots, arrows, circles, diamonds, or other graphics that appear before a short phrase or word. A **bulleted list** is a set of paragraphs (two or more) that each start with a bullet symbol. Bulleted lists are the most popular way to present items on PowerPoint presentations. In fact, most of PowerPoint's text placeholders automatically format text as a bulleted list. In the following exercise you will change the formats of a bulleted list.

STEP BY STEP

Work with Bulleted Lists

CERTIFICATION
READY? 3.1.5

How can you create bulleted lists in PowerPoint?

USE the *Leveraging Corporate Cash Lists* presentation that is still open from the previous exercise.

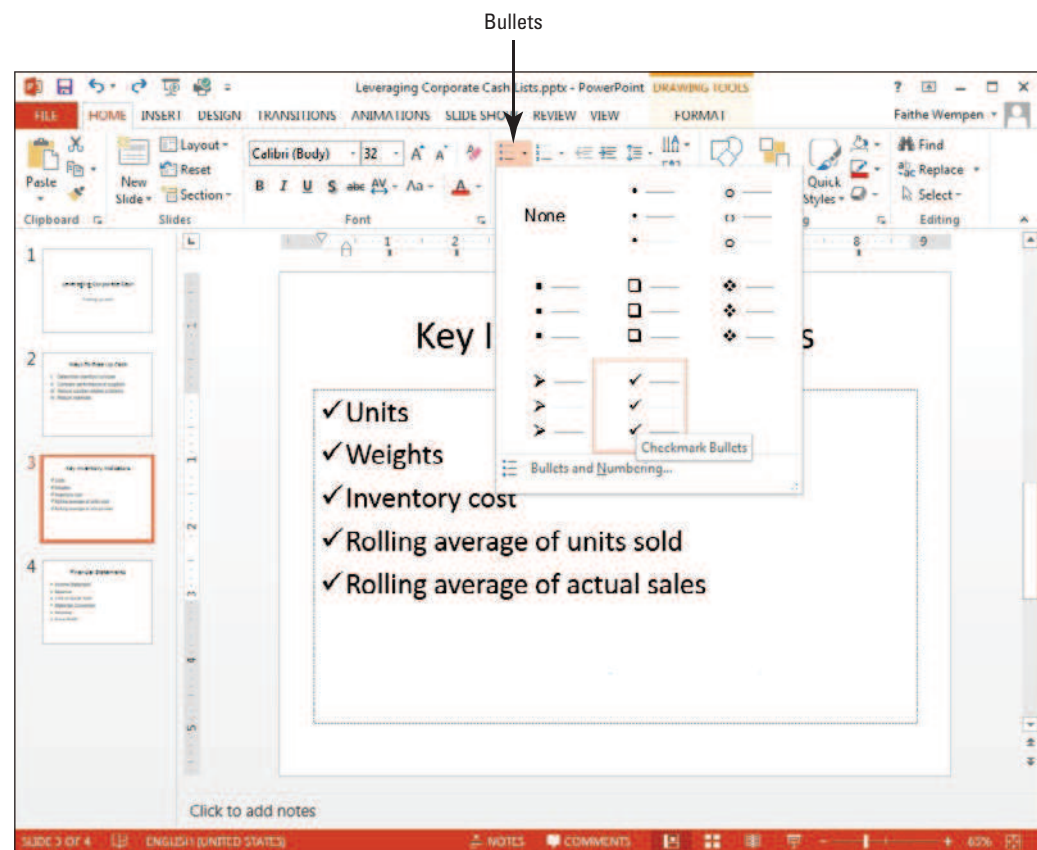
1. On slide 3, select **all of the bulleted list items** in the text box. To do this, you can either drag across them or press **Ctrl+A**.
2. Click the **drop-down arrow** to the right of the Bullets button in the Paragraph group. PowerPoint displays a gallery of bullet styles.

Take Note If a series of paragraphs does not have bullets, you can add them by selecting the paragraphs and then clicking the Bullets button in the Paragraph group.

3. Click **Check mark Bullets** (see Figure 3-22). PowerPoint applies the bullet style to the selected paragraphs.

Figure 3-22

Select a different bullet character

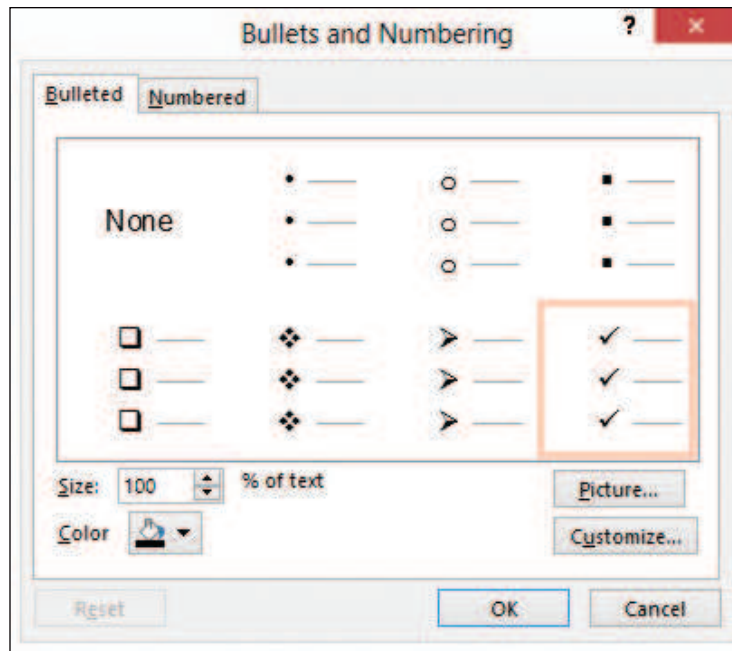


Take Note If you hover the mouse over a certain bullet style on the list, the selected text on the slide is previewed using that bullet character. This is an example of the **Live Preview** feature, which also works with various other types of formatting too, including borders and fills.

4. With the text still selected, click the **Bullets drop-down arrow** again, and then click **Bullets and Numbering**. The Bullets and Numbering dialog box appears (see Figure 3-23).

Figure 3-23

The Bullets and Numbering dialog box



5. In the Size: box, type **80**. This reduces the bullets' size to 80% of the text's size.
6. Click the **Color drop-down arrow**, and then click **Blue, Accent 1**. (It is the fifth color from the left on the first line.) This changes the color of the bullets.
7. Click **OK**. PowerPoint applies the changes.
8. **SAVE** the *Leveraging Corporate Cash Lists* presentation, and then close it.

PAUSE. LEAVE PowerPoint open to use in the next exercise.

Each PowerPoint theme supplies bullet characters for up to nine levels of bullets, and these characters differ according to theme. When you create a bulleted list on your slide, you can continue it automatically after the last item by pressing Enter. PowerPoint automatically adds the new paragraph with a bullet.

INSERTING AND FORMATTING WORDART

The Bottom Line

The **WordArt** feature allows you to use text to create a graphic object. PowerPoint's WordArt feature can change standard text into flashy, eye-catching graphics. Use WordArt's formatting options to change the WordArt fill or outline color or apply special effects. You can also apply WordArt styles to any slide text to give it special emphasis.

**CERTIFICATION
READY?** 3.1.1

How can you change regular text to WordArt?

Inserting a WordArt Graphic

In this exercise, you will enhance the appearance of slide titles by converting them to WordArt.

STEP BY STEP

Insert a WordArt Graphic



GET READY. To insert a WordArt graphic, perform the following steps:

1. **OPEN** the *Full Profit Potential* presentation, and save it as *Full Profit*. Notice that the first slide has a subtitle but no title placeholder.
2. Click the **Insert tab** on the Ribbon, and click the **WordArt button** to display a gallery of WordArt styles (see Figure 3-24).

Figure 3-24

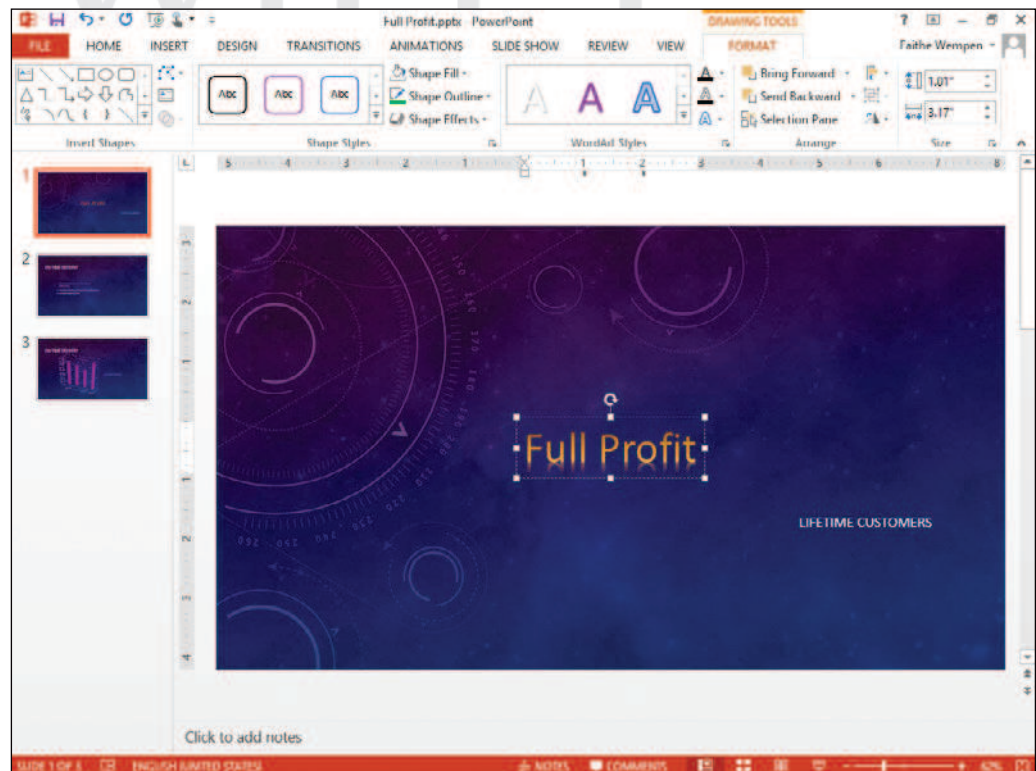
Gallery of WordArt styles



3. Click the **Gradient Fill – Gold, Accent 1, Reflection WordArt style**. PowerPoint displays the WordArt graphic with the sample text *Your text here*.
4. Type **Full Profit** to replace the sample text. Your slide should resemble Figure 3-25.

Figure 3-25

A new WordArt graphic on a slide



5. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

After you have inserted the WordArt graphic, you can format it in a number of ways. You can change the style from the WordArt gallery, you can modify the fill or the outline, or you can apply a number of interesting special effects. You can also modify the text of the graphic at any time. Click the graphic to open the placeholder just as when editing a slide's title or body text, and then edit the text as desired.

Formatting a WordArt Graphic

To format a WordArt graphic, you use the tools on one of PowerPoint's contextual tabs, the Drawing Tools Format tab. In the next several exercises, you will use these tools to modify the WordArt's fill and outline and apply an effect.

Changing the WordArt Fill Color

The WordArt fill color is the color you see inside the WordArt characters. You can change the fill color by using the color palette for the current theme or any other available color. You can also apply a special effect fill to WordArt such as a texture, gradient, or pattern.

STEP BY STEP

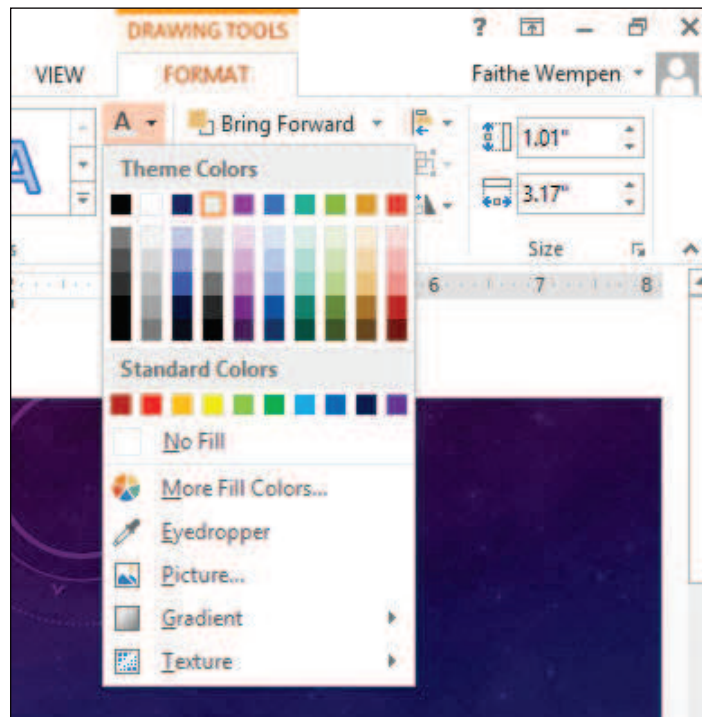
Apply a Solid Fill Color to WordArt

USE the *Full Profit* presentation that is still open from the previous exercise.

1. Select the WordArt graphic's text on slide 1. Make sure you select the text itself and not just the outer frame of the WordArt object. Note that the Drawing Tools Format tab becomes active on the Ribbon.
2. Click the **Drawing Tools Format tab**, and then locate the WordArt Styles group.
3. Click the **Text Fill drop-down arrow**. PowerPoint displays the Theme Colors palette.
4. Click the **Gray-25%, Text 2 theme color** as the fill color (see Figure 3-26). It's the fourth color in the top row. PowerPoint changes the fill of the text.

Figure 3-26

Filling a WordArt object with a solid color



5. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

One way to fine-tune the graphic you have inserted is to change the fill color of the WordArt object. You can use any of the colors on the Theme Colors palette to make sure the object coordinates with other items in the presentation.

You can also choose from the Standard Colors palette or select another color from the Colors dialog box. To access these colors, click More Fill Colors on the palette (see Figure 3-26) to open the Colors dialog box. You can “mix” your own colors on the Custom tab or click the Standard tab to choose from a palette of premixed colors.

Applying a Texture Fill to WordArt

Textures are graphics that repeat to fill an object with a surface that resembles a familiar material such as straw, marble, paper, or wood. The texture graphics are specially designed so that the left edge blends in with the right edge (and the top edge with the bottom edge), so that when you place copies side by side, it looks like one seamless surface. In this exercise, you will practice applying a texture fill to WordArt.

STEP BY STEP

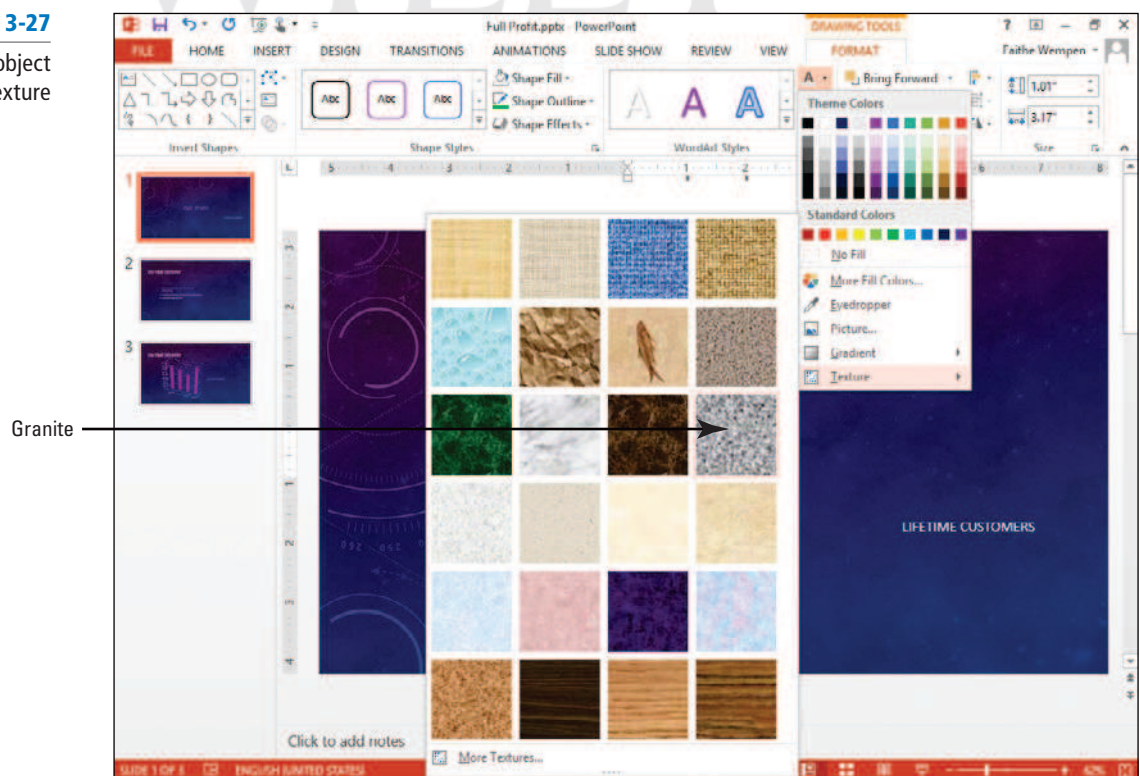
Apply a Texture Fill to WordArt

USE the *Full Profit* presentation that is still open from the previous exercise.

1. Select the WordArt graphic’s text on slide 1 if it is not already selected.
2. On the Drawing Tools Format tab, click the **Text Fill drop-down arrow**. PowerPoint displays the Theme Colors palette.
3. Point to Texture, and then click the **Granite texture** (see Figure 3-27). PowerPoint changes the fill of the graphic.

Figure 3-27

Filling a WordArt object with a texture



4. Press **Ctrl+B** to make the WordArt bold so you can see the texture applied to it more clearly.
5. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Changing the WordArt Outline Color

Most WordArt styles include a colored outline around the edges of the WordArt characters. Just as with a WordArt object's fill color, you can fine-tune the outline color of the object. You have the same color options as for changing a fill color. The Text Outline Theme Colors palette also allows you to remove the outline, change its weight, or apply a dash style to the outline. In this exercise you will learn how to change the outline color to fine-tune a WordArt graphic.

STEP BY STEP

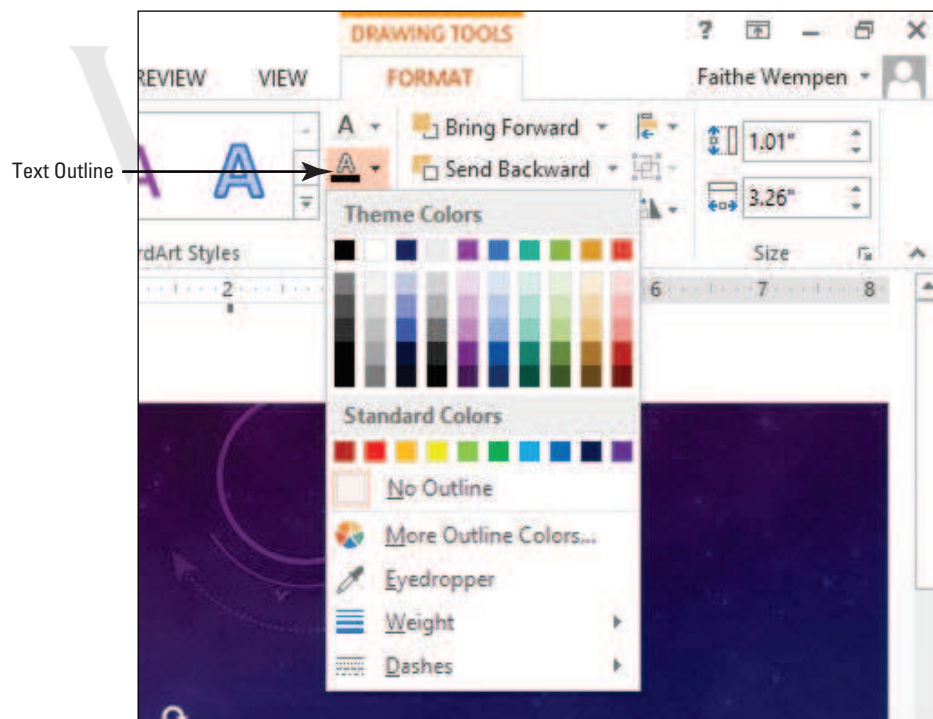
Change the WordArt Outline Color

USE the *Full Profit* presentation that is still open from the previous exercise.

1. Select the **WordArt graphic's text** on slide 1 if it is not already selected.
2. On the Drawing Tools Format tab, click the **Text Outline drop-down arrow**. PowerPoint displays the Theme Colors palette (see Figure 3-28).

Figure 3-28

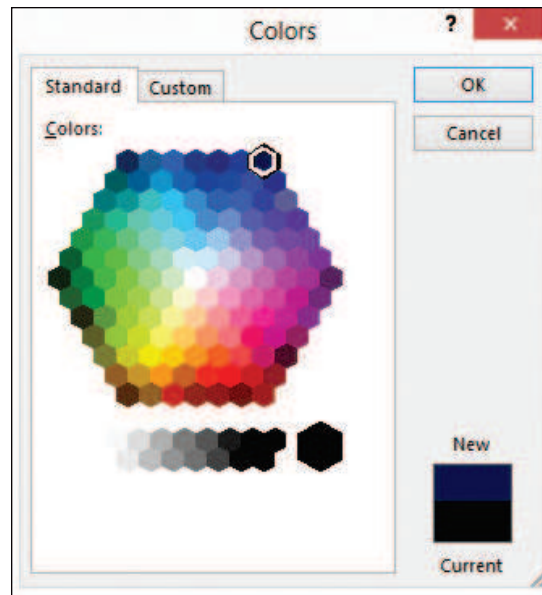
Changing the border color of a WordArt object



3. Click **More Outline Colors**. The Colors dialog box opens.
4. On the Standard tab, click a **dark blue hexagon** (see Figure 3-29).

Figure 3-29

Choose a color from the Colors dialog box



5. Click **OK**. The dark blue background blends in with the background of the slide, so it is not obvious to see.
6. Zoom in on the object to **200%** to see it more clearly. Zoom out to **100%** when you are finished looking at the border.
7. Select the WordArt again if necessary, click the **Text Outline drop-down arrow** again, point to **Weight**, and click **3 pt**. The outline becomes more dramatic and easier to see.
8. Click the **Text Outline drop-down arrow** again, and click **No Outline**. The outline disappears.
9. Click the Fit Slide to Current Window icon in the lower right corner of the PowerPoint window to view the entire slide again.

PAUSE. LEAVE the presentation open to use in the next exercise.

Applying Special Effects to WordArt

You can apply special effects to your WordArt objects such as shadows, reflections, glows, transformations, and more. These effects can also be applied to the other object types that you will learn about in later lessons such as drawn lines and shapes.

STEP BY STEP

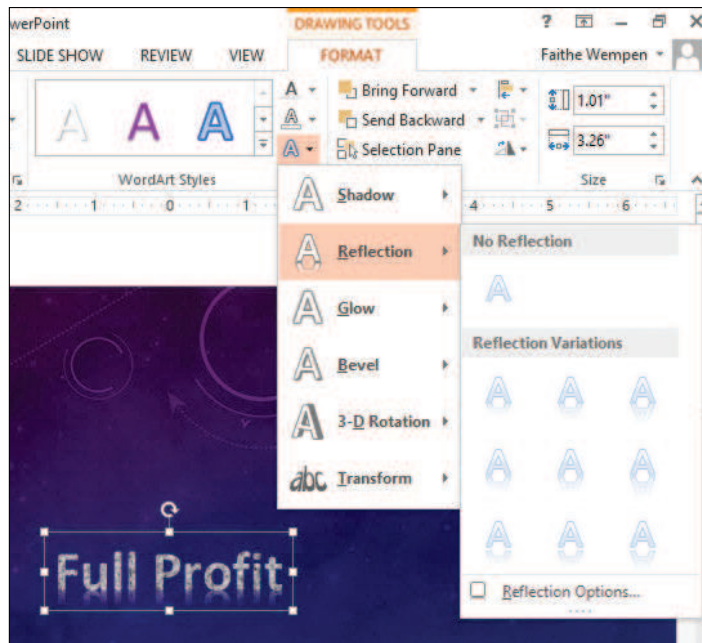
Apply Special Effects to WordArt

USE the *Full Profit* presentation that is still open from the previous exercise.

1. Select the **WordArt graphic** on slide 1 if it is not already selected.
2. On the Drawing Tools Format tab, click the **Text Effects drop-down arrow**. PowerPoint displays the Text Effects menu.
3. Hover your mouse over **Reflection**. PowerPoint displays the Reflection special effects (see Figure 3-30). This WordArt already has one type of reflection applied but not the type we want.

Figure 3-30

A Reflection special effect added to the WordArt object



4. Click **Tight Reflection, touching** (the first reflection under the Reflection Variations heading). PowerPoint changes the reflection effect to the chosen one.
5. Click the WordArt graphic and drag it close to the subtitle (see Figure 3-31).

Figure 3-31

The WordArt text repositioned above the subtitle



6. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

WordArt special effects provide a way to spice up an ordinary slide. Although you should not use WordArt special effects on all your slides, you may want to look for spots in your presentations where a little artistic punch will liven up your slide show. Always consider your audience and your topic when adding special effects. For example, a presentation discussing plant closings and layoffs would not be an appropriate place for a cheerful-looking WordArt graphic.

Formatting Text with WordArt Styles

You do not have to insert a WordArt graphic to use the WordArt styles. You can apply WordArt styles to any text in a slide. Applying WordArt styles to regular text in a presentation is an additional way to format the text to customize the presentation. You can use the same features you used to format the WordArt graphic to format a title or bulleted text: Text Fill, Text Outline, and Text Effects. In this exercise, you will practice applying WordArt styles to text.

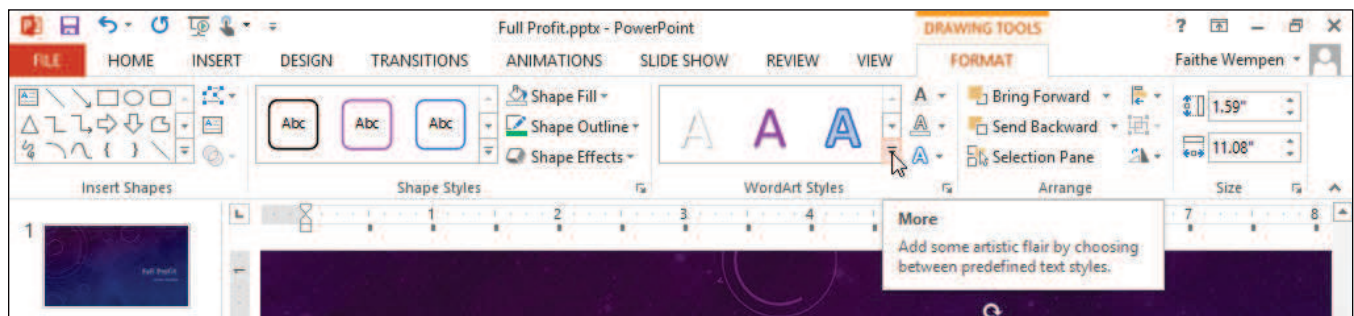
STEP BY STEP**Format Text with WordArt Styles**

USE the *Full Profit* presentation that is still open from the previous exercise.

1. Go to [slide 2](#).
2. Select the slide title, [On-Time Delivery](#).
3. Zoom in to **100%** on the selected text, so you can see the effects more clearly that you will apply.
4. On the Drawing Tools Format tab, click the **More button** in the WordArt Styles group (see Figure 3-32) to display the WordArt Styles gallery.

Figure 3-32

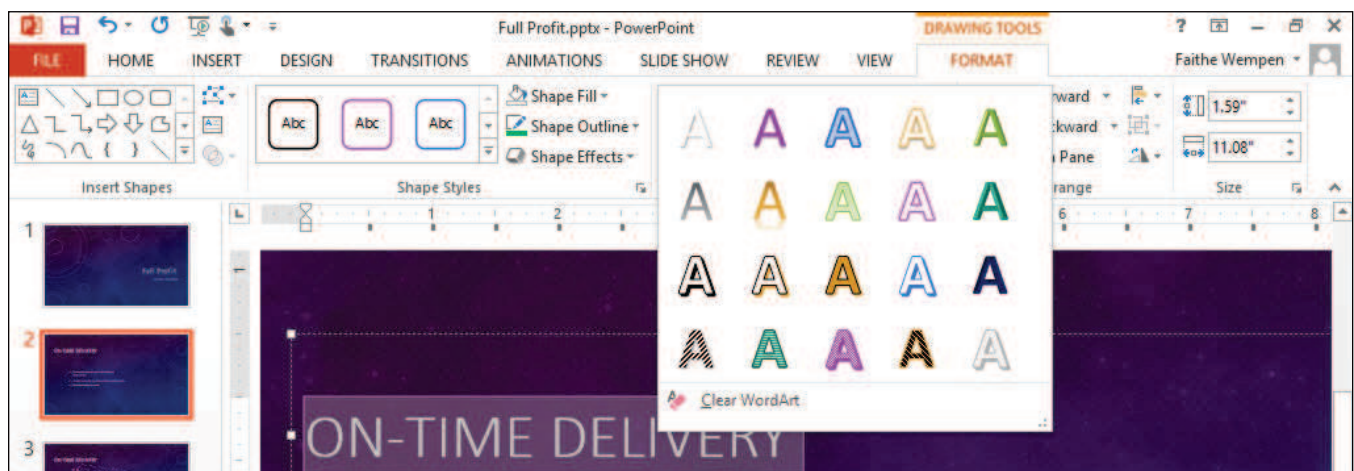
The More button opens the WordArt Styles gallery



5. Click the [Pattern Fill - Purple, Accent 1, 50%, Hard Shadow - Accent 1 WordArt style](#) (see Figure 3-33). The style is applied to the selected text.

Figure 3-33

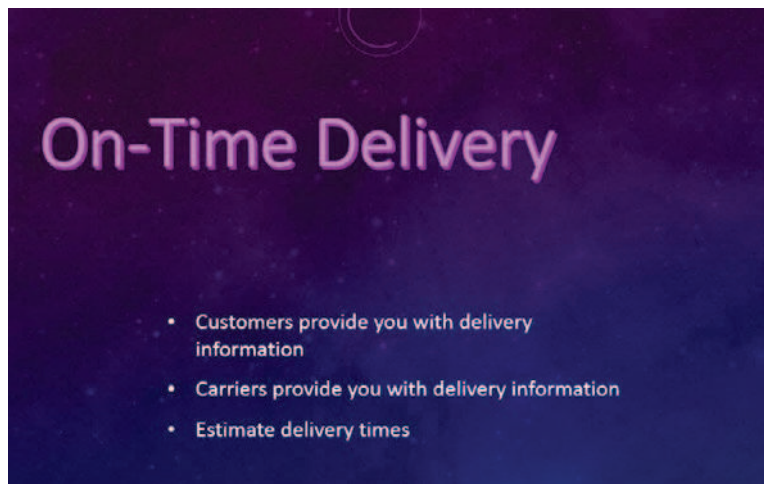
Select a WordArt style



6. On the Home tab, in the Font group, open the Font Size drop-down list and choose **60**.
7. Click outside the text placeholder to clear its border. The title should look like the one shown in Figure 3-34.

Figure 3-34

The title with WordArt applied



8. **SAVE** and close the *Full Profit* presentation.

PAUSE. LEAVE PowerPoint open to use in the next exercise.

CREATING AND FORMATTING TEXT BOXES

The Bottom Line

Although PowerPoint layouts are very flexible and provide a number of ways to insert text, you may occasionally need to insert text in a location for which there is no default placeholder. **Text boxes** are the answer in this circumstance. A text box is a free-floating box into which you can type text. You can use text boxes as containers for extra text that is not part of a placeholder. A text box can hold a few words, an entire paragraph of text, or even several paragraphs of text. Text boxes make it easy to position content anywhere on a slide.

Adding a Text Box to a Slide

Text boxes can be used to place text on a slide any place you want it. In this exercise, you will add a text box to a slide and then insert text into the text box.

STEP BY STEP

Add a Text Box to a Slide



1. **OPEN** the *Profit Analysis* presentation and save it as *Profit Analysis Boxes*.

2. If the rulers do not appear, on the View tab click to mark the **Ruler check box** so that rulers appear around the slide.



3. Go to **slide 1**.

4. On the Insert tab, click **Text Box** in the Text group. The cursor changes to a text insertion pointer.

5. Move the pointer to the right side of the slide, below the red dot and at the 3" mark on the horizontal ruler.

6. Click and hold down the mouse button. Drag the mouse down and to the right to create a rectangle that is 3" wide. Use the horizontal ruler to gauge the size.

Take Note The height you draw the text box does not matter because the height automatically fits the content. When blank, the text box is one line high. It expands as you type more lines.

7. Release the mouse button. The rectangle changes to a text box.

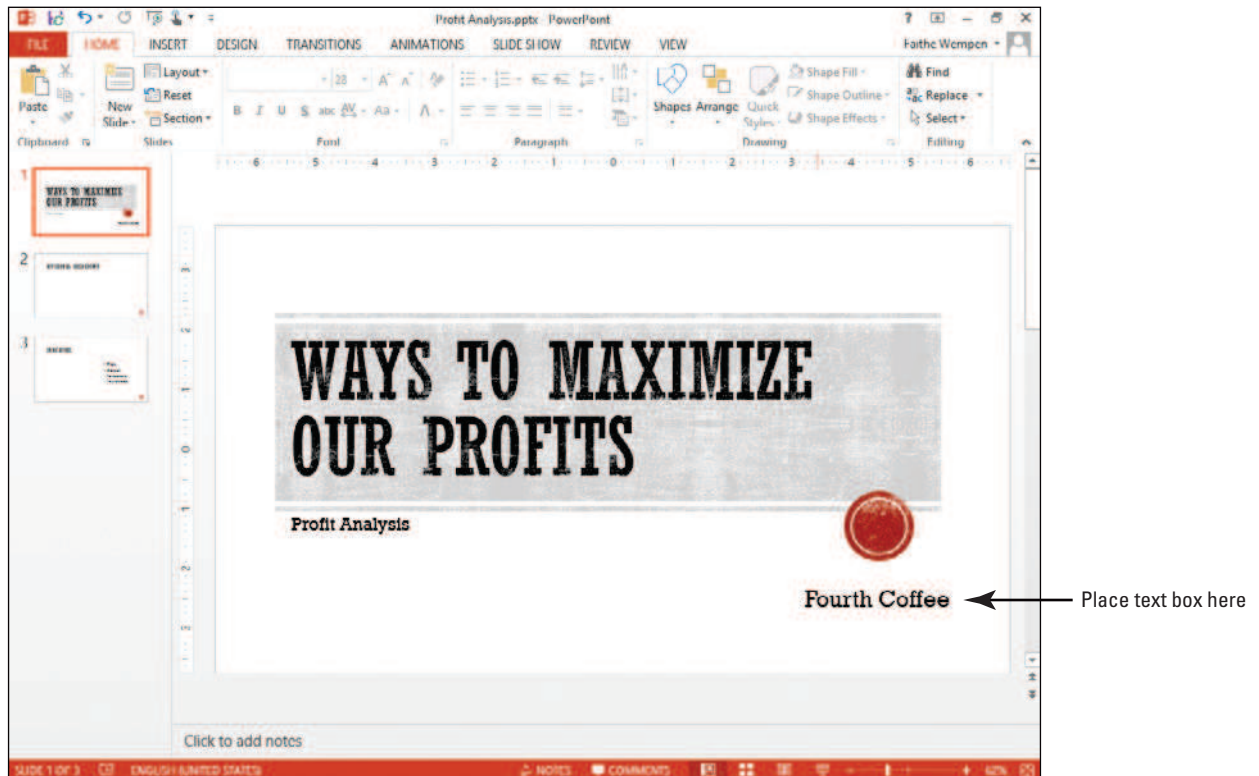
Take Note When you release the mouse button after creating a text box, the Ribbon automatically displays the Home tab.

8. Type **Fourth Coffee** in the text box.

9. Select the text **Fourth Coffee**, and then change the Font Size to **28** using the Font drop-down list on the Home tab.
10. Click outside the text box to clear its border. Your slide should look like the one shown in Figure 3-35.

Figure 3-35

Inserting a text box



11. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

You have two options when creating a text box. If you simply click the slide with the text box pointer, you create a text box in which text will not wrap. As you enter text, the text box expands horizontally to accommodate the text. If you want to create a text box that will contain the text in a specific area, with text wrapping from line to line, you draw a desired width with the text box pointer as you did in the preceding steps. When text reaches that border, it wraps to the next line.

Take Note You can change a text box's wrap setting. Right-click its border, and then click **Format Shape**. From the **Format Shape** task pane, select **Shape Options**, choose the **Size & Properties** icon, and under the **Text Box** settings, mark or clear the **Wrap Text** in **Shape** check box.

Resizing a Text Box

Text boxes can be resized to make room for the addition of other text boxes or objects or to rearrange a text box's contents. In this exercise, you will practice resizing text boxes on a PowerPoint slide.

STEP BY STEP

Resize a Text Box

USE the **Profit Analysis Boxes** presentation that is still open from the previous exercise.

1. Display **slide 2**.
2. On the **Insert** tab, click **Text Box** in the **Text** group.

3. Drag to **draw a text box** under the Divisional Breakdown title. Make the text box approximately 4" wide.
4. Type the following items into the text box, pressing **Enter** after each item to start a new paragraph (see Figure 3-36).

Sales
 Marketing
 Purchasing
 Production
 Distribution
 Customer Service
 Human Resources
 Product Development
 Information Technology
 Administration

Figure 3-36

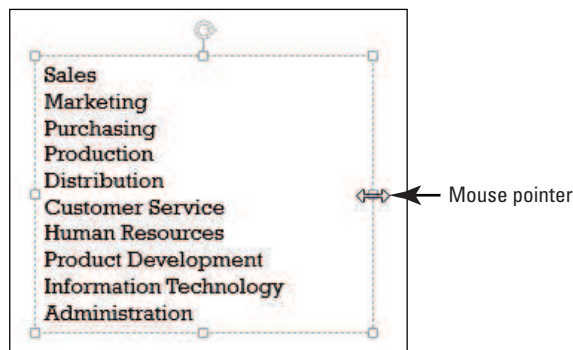
Type text into the text box



5. Move the **mouse pointer** to the white square in the middle of the text box's right border. This is a resizing handle or selection handle. The pointer changes to a double-headed arrow (see Figure 3-37).

Figure 3-37

Position the mouse pointer over the right-side handle on the text box frame



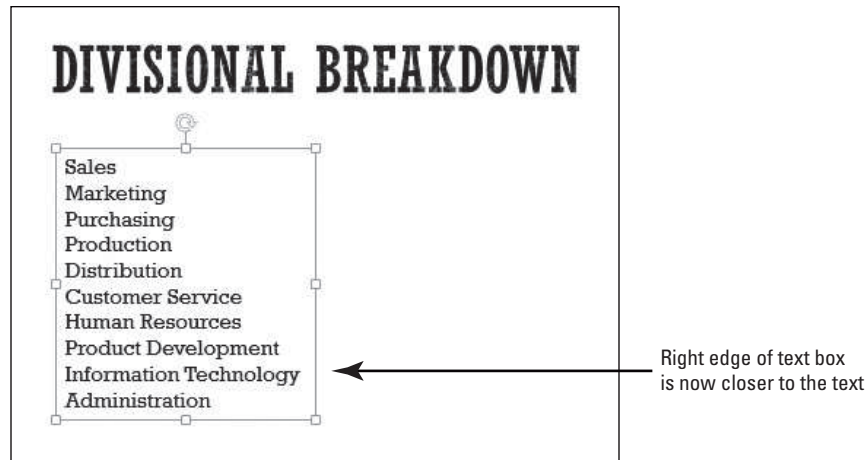
6. Click and hold down the mouse button.

Take Note A text box has eight resizing handles: one in each corner and one in the middle of each side.

7. Hold and Drag the **sizing handle** to the left until the text box's right border is close to the text (all entries should still be on a single line).
8. Release the **mouse button**. The text box resizes to a smaller size. Your slide should look like the one in Figure 3-38.

Figure 3-38

The resized text box



9. Click outside the text box to clear its border.
10. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Formatting a Text Box

You can apply many different types of formatting to text boxes to make them more eye-catching and graphical. You can apply a Quick Style, add a border, or apply a solid, gradient, texture, or pattern fill to its background.

Applying a Quick Style to a Text Box

PowerPoint's **Quick Styles** allow you to quickly format any text box or placeholder with a combination of fill, border, and effect formats to make the object stand out on the slide. In this exercise, you apply a Quick Style to a text box, but PowerPoint also provides Quick Styles for other features such as tables, SmartArt graphics, charts, and pictures.

STEP BY STEP

Apply a Quick Style to a Text Box

USE the *Profit Analysis Boxes* presentation that is still open from the previous exercise.

1. Go to **slide 1**.
2. Click the **Fourth Coffee text box** to select it.
3. On the Home tab, click the **Quick Styles button** to display a gallery of Quick Styles.
4. Select the **Intense Effect – Gray-50%, Accent 5 Quick Style**, the next-to-last thumbnail in the last row (see Figure 3-39). The Quick Style formatting is applied to the text box.

Figure 3-39

A Quick Style applied to a text box



5. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

There are several advantages to using Quick Styles to format an object. Each Quick Style provides a number of formatting options that would take more time to apply separately. Quick Styles give a professional appearance to slides. Using Quick Styles can also make it easy to format consistently throughout a presentation.

**CERTIFICATION
READY?** 2.2.1

How can you modify a text box's background?

Applying Fill and Border Formatting to a Text Box

If you want more control over formatting applied to a text box, you can use the Shape Fill and Shape Outline tools to set the formatting for a text box on your own. In this exercise, you apply fill and border formatting to a text box.

STEP BY STEP

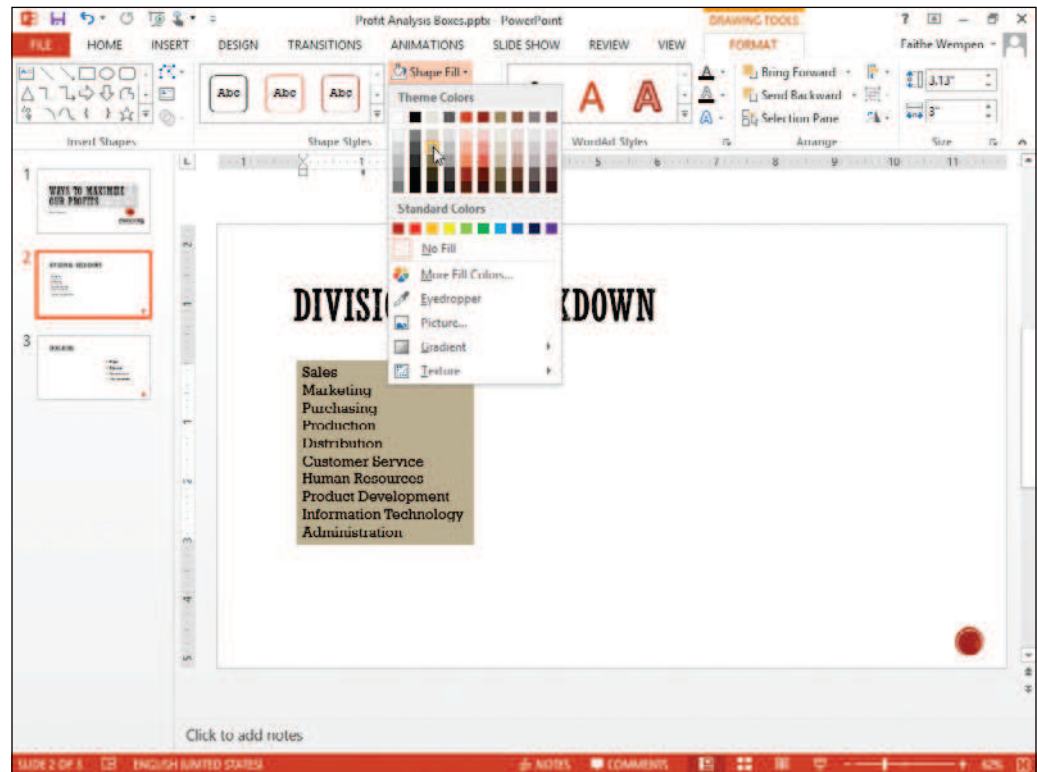
Apply Fill and Border Formatting to a Text Box

USE the *Profit Analysis Boxes* presentation that is still open from the previous exercise.

1. Go to **slide 2**.
2. Click **inside the text box list**. PowerPoint displays the text box border and sizing handles.
3. On the Drawing Tools Format tab, click the **Shape Fill drop-down arrow** in the Shape Styles group. The Theme Colors palette for the text box fill color appears.
4. Click the **Tan, Background 2, Darker 25% theme color**. PowerPoint formats the text box fill with this color (see Figure 3-40).

Figure 3-40

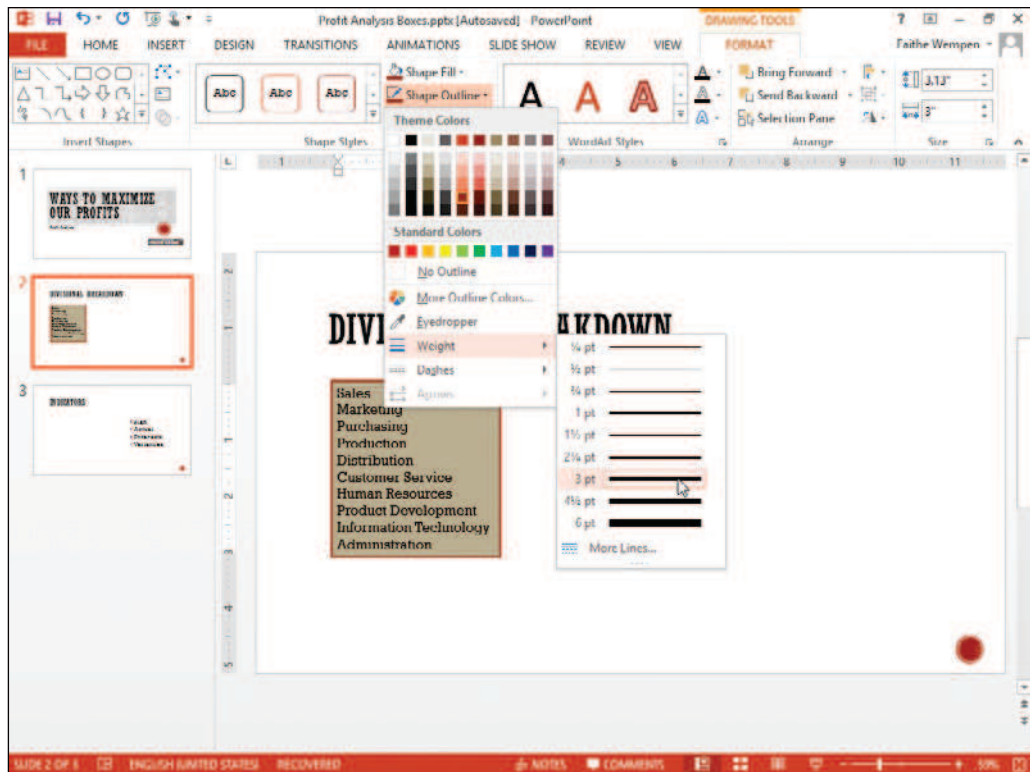
Select a shape fill



5. Click the **Shape Outline drop-down arrow**. The Theme Colors palette for the text box border color appears.
6. Click the **Orange, Accent 1, Darker 25% theme color**. PowerPoint formats the text box border with this color.
7. Click the **Shape Outline drop-down arrow** again.
8. Click or hover the mouse pointer over **Weight**. A menu with line weights appears.
9. Click **3 pt**. PowerPoint resizes the text box border to a 3-point border size (see Figure 3-41).

Figure 3-41

A 3-pt shape outline has been applied



Take Note You can change the style of a text box's outline from solid to dashed or dotted by selecting the Dashes option from the Shape Outline drop-down menu.

10. SAVE the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Applying Special Fills to a Text Box

You are not limited to plain solid colors for text box fills. You can fill using gradients, patterns, textures, and pictures to create interesting special effects. In this exercise, you will insert a picture and apply a gradient color to a text box.

STEP BY STEP

Apply Picture and Gradient Fills to a Text Box

USE the *Profit Analysis Boxes* presentation that is still open from the previous exercise.

1. On slide 2, select the **text box containing the list of divisions**.
2. On the Drawing Tools Format tab, click the **Shape Fill** button. A menu opens.
3. In the menu, click **Picture**. The Insert Picture dialog box opens.
4. Click the **Browse** button that is next to "From a file." Then navigate to the location of the data files for this lesson and click **golden.jpg**.
5. Click **Insert**. The Insert Picture dialog box closes and the picture is inserted as a background in the text box (see Figure 3-42).

Figure 3-42

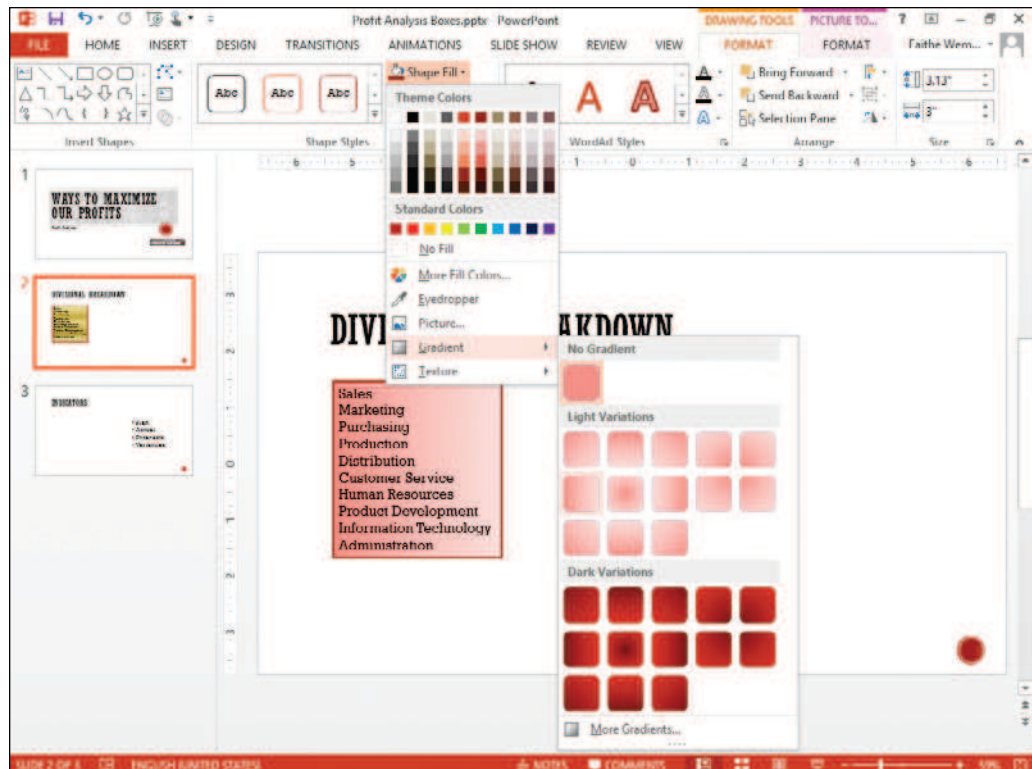
A picture applied as a text box background



6. With the same text box still selected, on the Drawing Tools Format tab, click the **Shape Fill** button. A menu appears.
7. Click or hover the mouse over **Gradient**. A menu of gradient presets appears.
8. Click the **Linear Right** sample in the Light Variations section (see Figure 3-43). To determine the name of a sample, hover the mouse pointer over each sample, so a ScreenTip appears with its name.

Figure 3-43

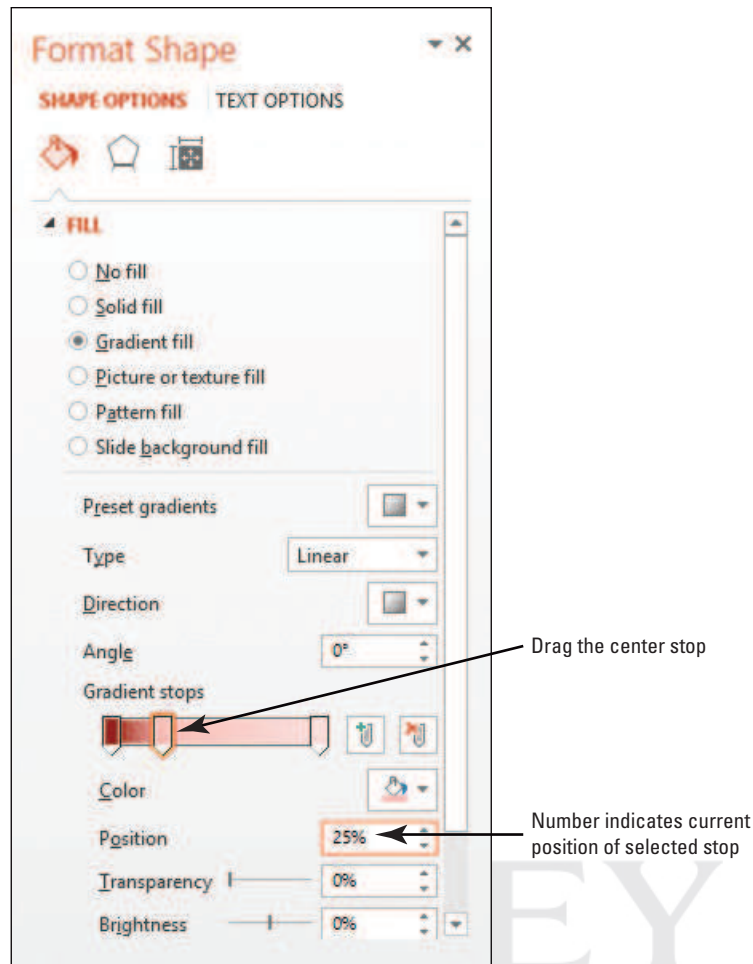
Select a gradient preset



9. On the Drawing Tools Format tab, click **Shape Fill**, point to **Gradient**, and click **More Gradients**. The Format Shape task pane opens.
10. Click the **Color** button in the task pane, and click **Dark Red, Accent 2**.
11. Drag the **center stop** on the Gradient Stops bar until the value in the Position box reads 25 (see Figure 3-44).

Figure 3-44

Select a different color for the gradient



12. Click **Close** in the upper right corner of the task pane to close it.

13. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Gradient fills can be much more complex than the simple ones you applied in the preceding exercise. You can choose from several preset color combinations in the Format Shape task pane (see Figure 3-44), or create your own color combinations. The slider in the task pane can be adjusted to create multipoint gradient effects in which you choose exactly which colors appear and in what proportions. You can also adjust the brightness and transparency of the gradient at various points in the fill.

Applying Texture and Pattern Fills

Texture and pattern fills are alternatives to plain colored fills. As you learned earlier in the lesson, a texture fill repeats a small graphic to fill the area; texture graphics are specially designed so that the edges blend together and it looks like a single graphic. Texture graphics usually simulate some type of textured material like wood, marble, or fabric. A pattern fill is a repeating pattern that consists of a background color and a foreground color like the pattern on a checked table cloth or a pinstripe suit. In the following exercise you will apply texture and pattern fills to a text box.

STEP BY STEP**Apply Texture and Pattern Fills to a Text Box**

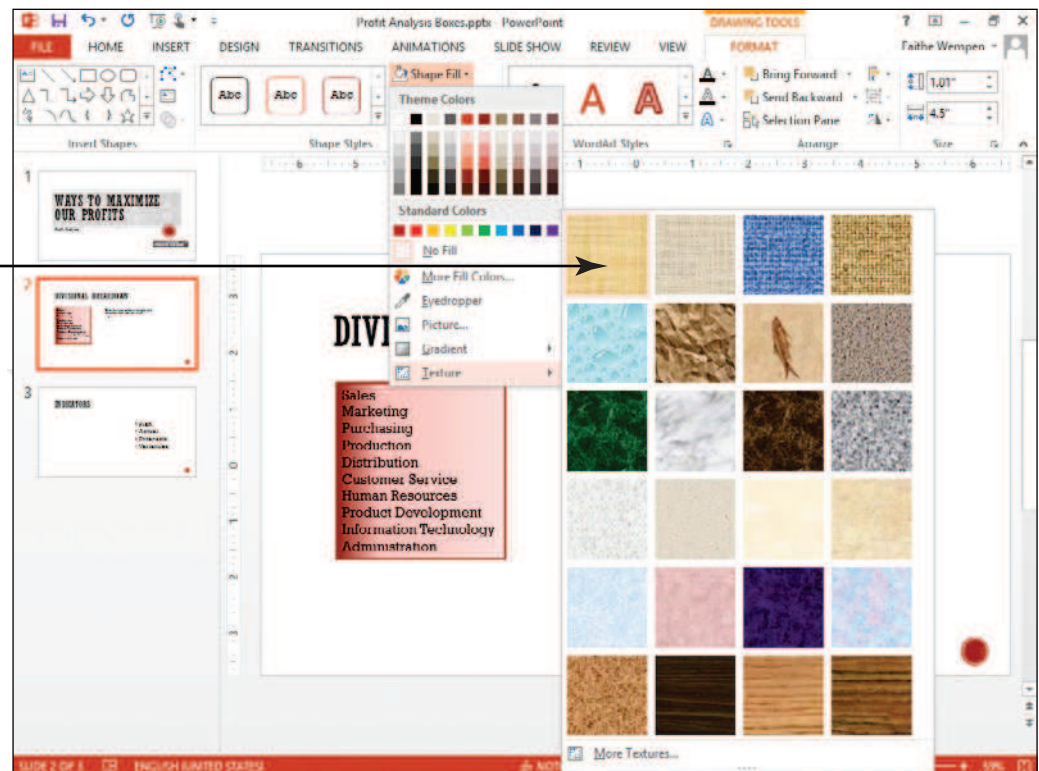
USE the *Profit Analysis Boxes* presentation that is still open from the previous exercise.

1. On slide 2, click the **Text Box** button on the Insert tab, and drag to **draw a new text box** to the right of the existing one, approximately 4.5" in width.
2. In the new text box, type the following: **Each division makes a unique and valuable contribution to the organization.**
3. Select the **new text box**, and on the Drawing Tools Format tab, click **Shape Fill**, and hover the **mouse pointer over Texture** in the menu that appears.
4. Click the **Papyrus texture**. To locate the correct texture, hover the **mouse pointer over each texture** to display the ScreenTip (see Figure 3-45). The texture is applied to the text box.

Figure 3-45

Apply a texture fill to a text box

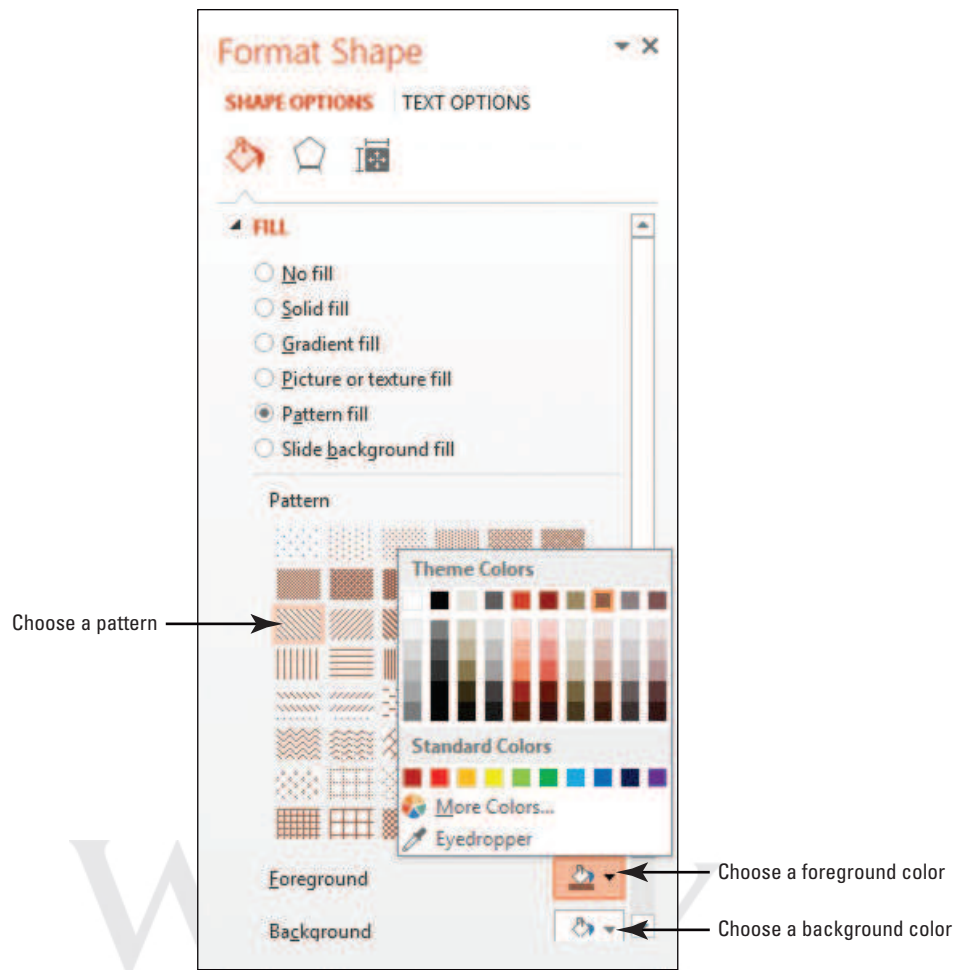
Papyrus texture



5. On slide 3, select the **text box containing the bulleted list**.
6. Right-click the **text box's border** to activate the shortcut menu and click **Format Shape**. The Format Shape task pane opens.
7. Click **Pattern Fill**. A selection of patterns appears.
8. Click the **Light downward diagonal pattern** (first pattern in third row).
9. Click the **Foreground** button to browse for a color.
10. Click **Brown, Accent 6** (see Figure 3-46). The new fill appears in the text box.

Figure 3-46

Apply a pattern fill to a text box



11. Click **Close (X)** to close the task pane.

12. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Changing Text Box Shape and Applying Effects

You can apply the same special effects to text boxes as you can to WordArt, drawn shapes, and other objects. These special effects include reflection, glow, 3-D effects, shadows, soft edges, and beveling. You can also modify the shape of a text box, using any of the dozens of preset shapes that PowerPoint offers. In this exercise, you learn how to change the shape of a text box and apply shape effects.

STEP BY STEP

Change Text Box Shape and Apply Effects

USE the *Profit Analysis Boxes* presentation that is still open from the previous exercise.

1. On slide 1, select the **Fourth Coffee text box**.
2. On the Drawing Tools Format tab, in the Insert Shapes group, click the **Edit Shape button**. A menu opens.
3. Hover the mouse pointer over **Change Shape**. A fly-out menu of shapes appears (see Figure 3-47).

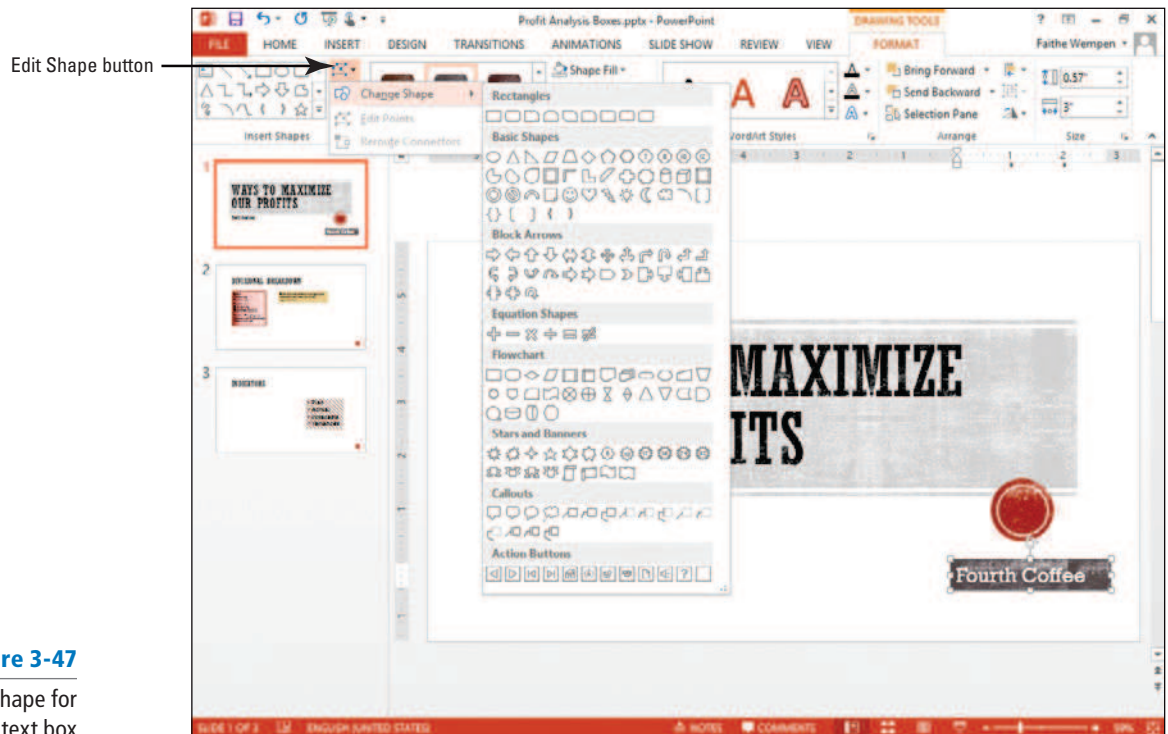


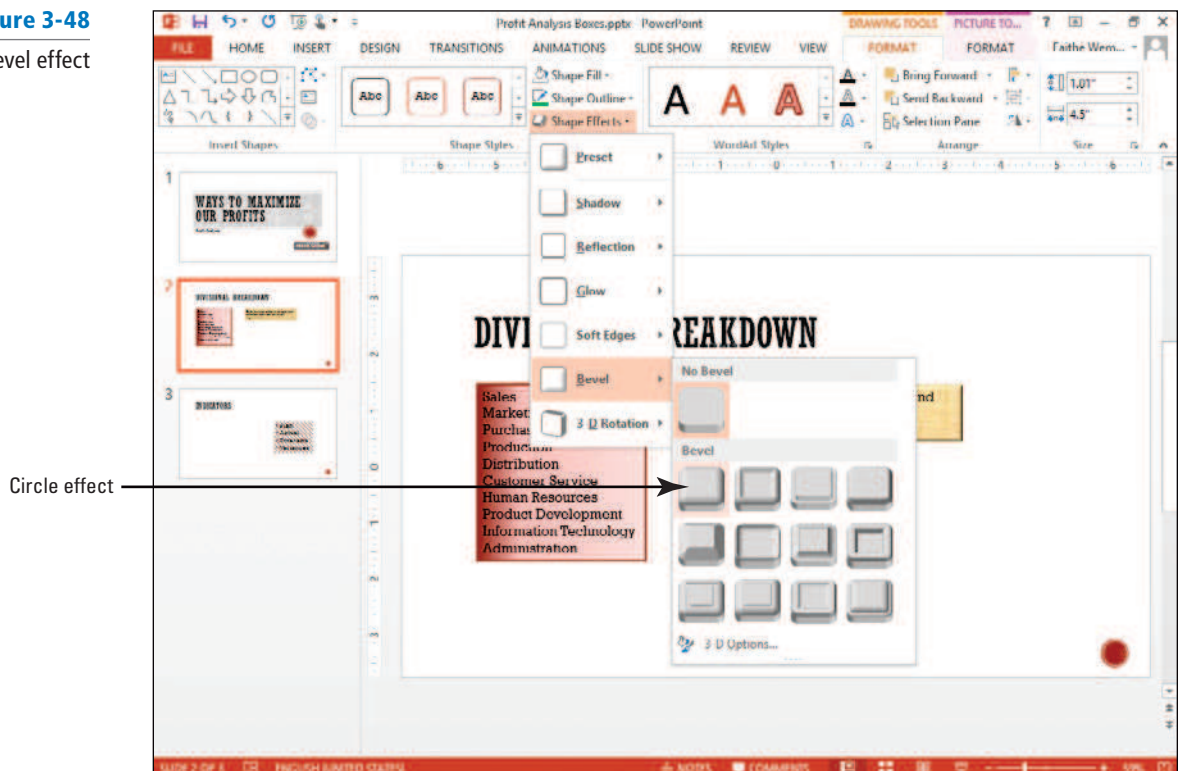
Figure 3-47

Choose a different shape for the text box

4. In the first row, click the **Rounded Rectangle**; the new shape is applied to the text box.
5. Click **away from the shape** so that you can see it better. The corners of the text box are now rounded.
6. On slide 2, select the **Each division...** text box on the right.
7. On the Drawing Tools Format tab, click the **Shape Effects** button in the Shape Styles group. A menu of effects appears.
8. Hover the mouse pointer over **Bevel** to produce the Bevel options menu.
9. Click the **Circle bevel effect** (first effect in the first row of the Bevel section) (see Figure 3-48). The bevel effect is applied to the text box.

Figure 3-48

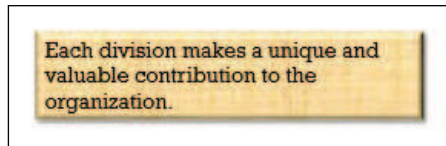
Select a bevel effect



10. Click the **Shape Effects** button again, and point to Shadow to produce the Shadow options menu.
11. Click the **Offset Diagonal Bottom Right shadow** (the first shadow in the Outer section).
12. Click away from the text box to see the changes better. It should resemble Figure 3-49.

Figure 3-49

The text box with bevel and shadow effects applied



13. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Changing the Default Formatting for New Text Boxes

If you are going to create lots of text boxes in a presentation, there are ways you can save time in formatting them. One way is to redefine the default for new text boxes to match your desired settings as you will learn to do in this exercise.

STEP BY STEP

Change the Default Formatting for New Text Boxes

USE the **Profit Analysis Boxes** presentation that is still open from the previous exercise.

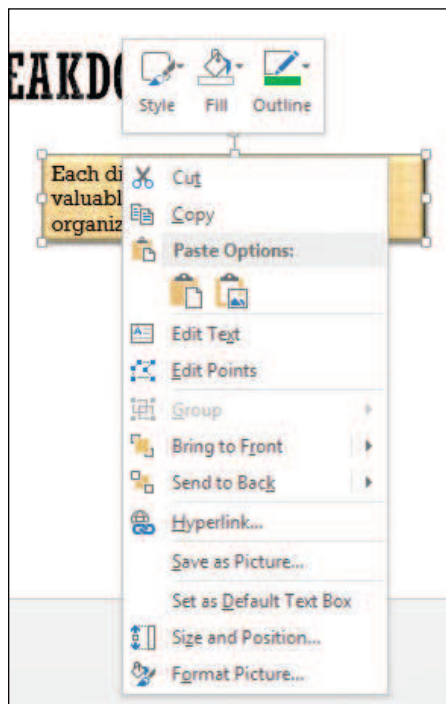
1. On slide 2, select the **text box on the right**.

Take Note Make sure you select its outer border rather than clicking inside it. (For this activity, it makes a difference.) The outer border should appear solid, not dashed, when selected.

2. **Right-click** the **text box's outer border**. A menu appears (see Figure 3-50).

Figure 3-50

Make the current text box's formatting the default for new text boxes



3. Click **Set as Default Text Box**.
4. On the Insert tab, click **Text Box**, and drag to **draw another text box** on slide 2. Notice that it is formatted the same as the other one.

5. Return the text box to the previous default formatting (no outline, no fill). To do so, follow these steps:
 - a. **Right-click** the **text box's outer border**, and click **Format Picture**. The Format Picture task pane opens.

Take Note Ordinarily when you right-click a text box, you would have the Format Shape command available instead of Format Picture, but Format Picture appears in this case because of the text box's fill being an image (the texture).

- b. Click the **Fill & Line icon**, expand the **Fill category**, and then choose **No fill**.
 - c. Expand the **Line category**, and then choose **No line**.
 - d. Close the task pane.
6. Set the text box's current appearance to the new default by repeating steps 2-3.
7. Delete the new text box without typing anything in it. To delete a text box, click its **border** to select it, and then press Delete on the keyboard.
8. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Working with Text in a Text Box

You can format the text within a text box in a number of ways: adjust alignment, change text orientation, set text margins, modify the text wrap settings, and even set the text in multiple columns.

Aligning Text in a Text Box. You use the same alignment options in a text box that are available for a text placeholder: left, center, right, and justify. By default, PowerPoint aligns text in new text boxes to the left. If you align text to a different position, such as right, and then add a new paragraph by pressing Enter from that text, the new paragraph keeps the right-aligned formatting. In the following exercise, you will align text to the center of the text box.

STEP BY STEP

Align Text in a Text Box

USE the **Profit Analysis Boxes** presentation that is still open from the previous exercise.

1. On slide 1, click in the **Fourth Coffee text box** to move the insertion point into it.
2. Click the **Center button**. PowerPoint aligns the text so that it is centered between the left and right border of the text box.
3. Repeat this process for the **Ways to Maximize Our Profits text box**.
4. Click **outside the text box** to clear its border. Your slide should look like the one in Figure 3-51.

Figure 3-51

Center the text in the title and subtitle boxes on the first slide



5. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Take Note If you resize a text box that has centered text, the text re-centers automatically based on the final size of the text box.

The Justify alignment option keeps long passages of text even on the left and right margins of a text box, similar to the way newspapers and many books align text. PowerPoint adds extra space between words if necessary to stretch a line to meet the right margin. This can result in a very “gappy” look that you can improve by adjusting font size and/or the width of the text box. The last line of each paragraph is not affected, since Justify does not work on single-line paragraphs.

Orienting Text in a Text Box

You can change the text direction in a text box so that text runs from bottom to top or stacks one letter atop the other. This can make text in the text box more visually interesting. You can also change orientation by rotating the text box itself. The following exercise shows how to rotate the text in a text box in two different ways.

STEP BY STEP

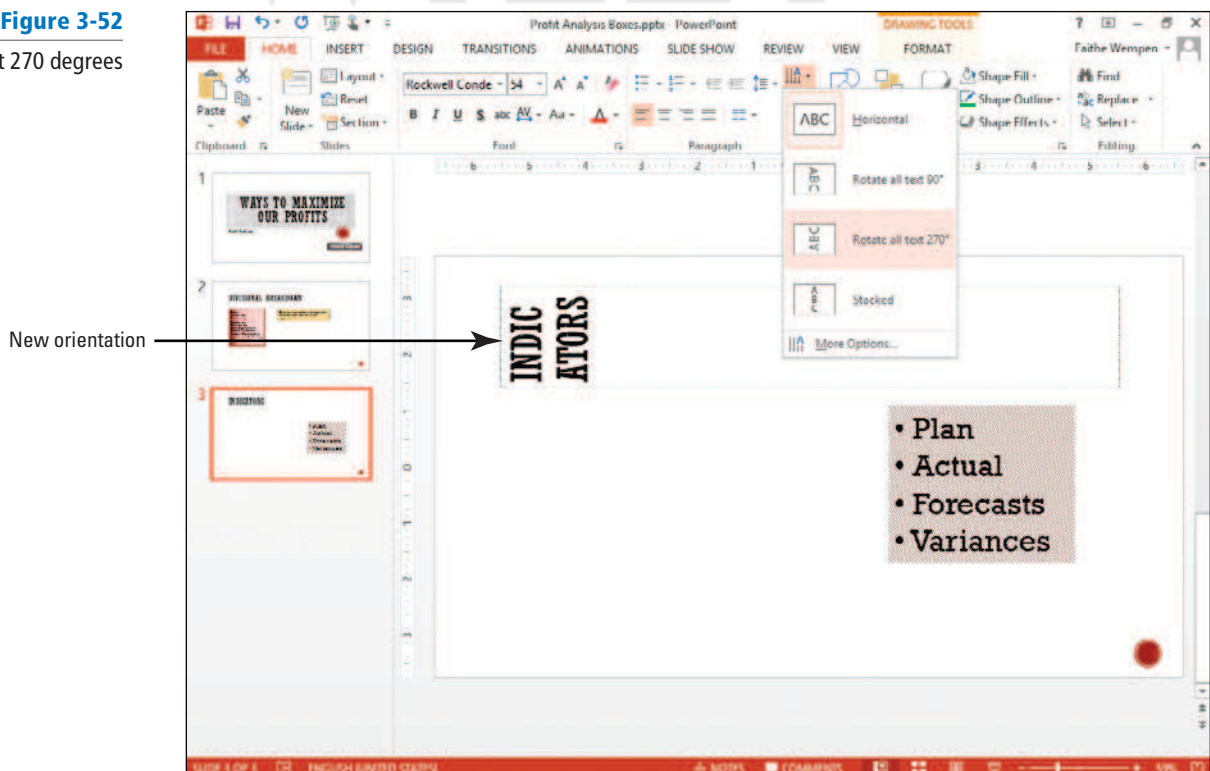
Orient Text in a Text Box

USE the *Profit Analysis Boxes* presentation that is still open from the previous exercise.

1. Go to [slide 3](#).
2. Select the [Indicators text box](#).
3. On the Home tab, click the [Align Text drop-down arrow](#) in the Paragraph group, and then click [Top](#).
4. On the Home tab, click the [Text Direction drop-down arrow](#) in the Paragraph group. A menu of text direction choices displays.
5. Click [Rotate all text 270°](#) (see Figure 3-52). PowerPoint changes the orientation of the text in the text box to run from the bottom of the text box to the top.

Figure 3-52

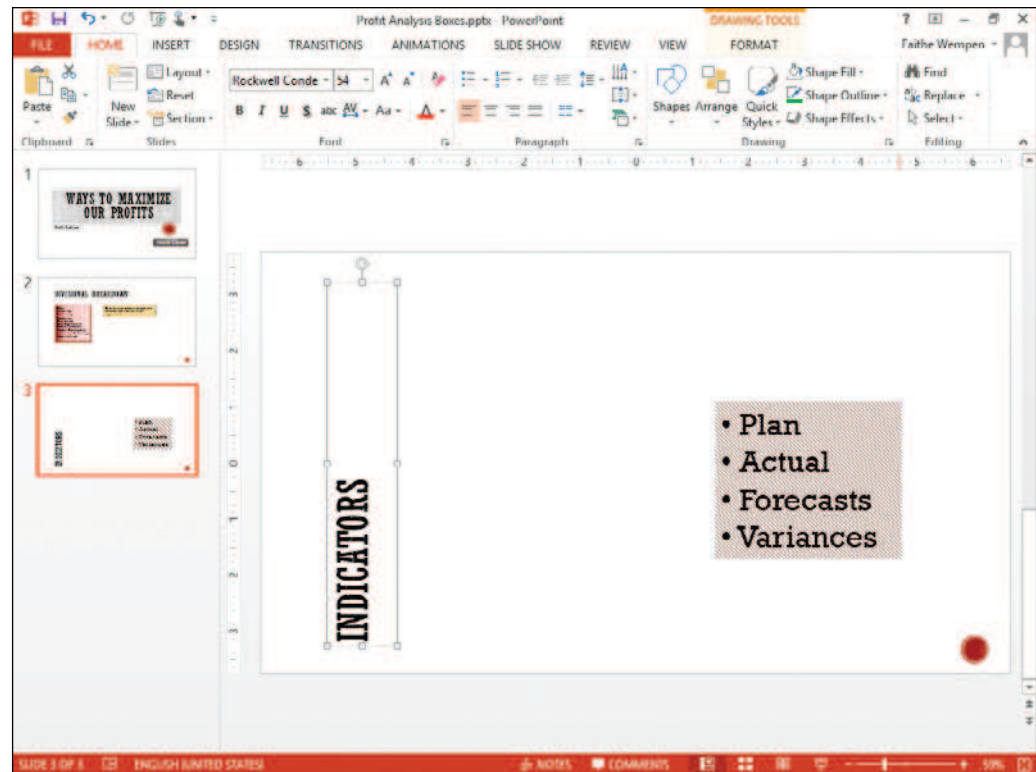
Rotate the text 270 degrees



6. Drag the bottom right corner selection handle downward on the text box, increasing the height and decreasing the width of the text box so the text appears in a single vertical column along the left side of the slide. Your slide should look like the one in Figure 3-53.

Figure 3-53

The rotated and resized text box



7. Switch to **slide 1**, and draw **another text box** on slide 1 in the top left corner. Type **Sales Department** in the text box.
8. Move the mouse to the **round rotation handle** at the top center of the text box. The mouse pointer changes to an open-ended circle with an arrow point.
9. Click and hold down the **mouse button**.
10. Move the mouse to the **left** so that the outline of the text box starts to rotate around its center (see Figure 3-54).

Figure 3-54

Manually rotating a text box



11. Rotate the text box to about a **30-degree angle**, and then release the mouse button.
12. Move the rotated text box so that it overlaps the corner of the title box.
13. Click outside the text box to clear its sizing handles. Your slide should look like the one in Figure 3-55.

Figure 3-55

The completed slide with rotated objects



14. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Orienting text boxes can be a design enhancement for your slides. For example, you might create a text box that includes your company name in it. Instead of drawing the text box horizontally on the slide, draw it so it is taller than wide and then choose one of the Text Direction button options to change text orientation. You can also rotate a text box or any placeholder for a special effect.

Setting the Margins in a Text Box

PowerPoint enables you to set the margins in a text box. Margins control the distance between the text and the outer border of the text box. In this exercise you will change the right and left margins on a text box.

STEP BY STEP

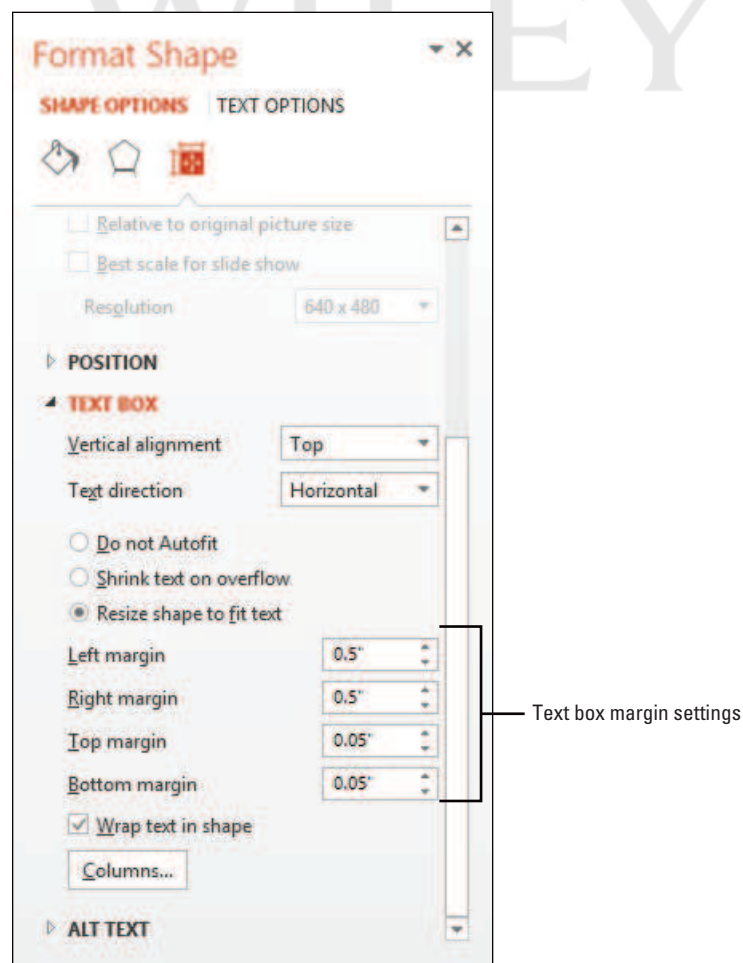
Set the Margins in a Text Box

USE the *Profit Analysis Boxes* presentation that is still open from the previous exercise.

1. Go to **slide 3**.
2. Select the **text box** on the right side of the slide, and drag it to the **left side of the slide**, just to the right of the Indicators text box.
3. Right-click inside the bulleted list's text box, and then click **Format Shape** on the shortcut menu. The Format Shape task pane opens.
4. Click the **Size & Properties icon**, and then click the **Text Box heading** to expand its options. Text box layout options appear (see Figure 3-56).

Figure 3-56

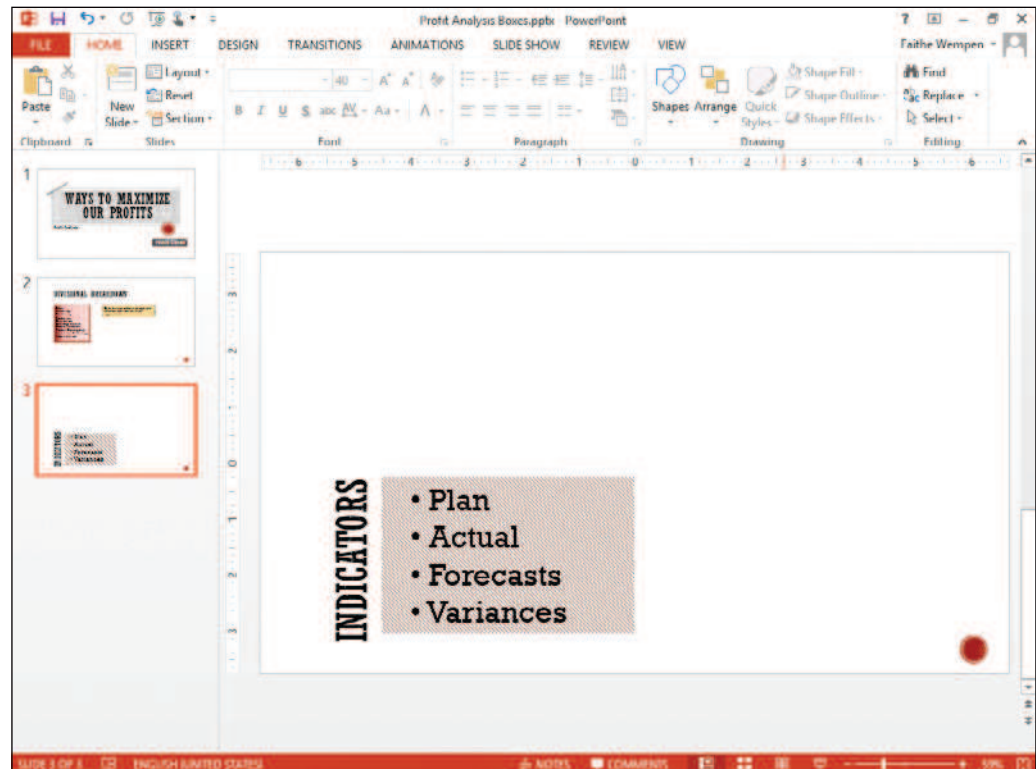
Set the margins in the Format Shape task pane



5. Click the **Left margin spin button** (up arrow) to set the left margin at **0.5"**. PowerPoint applies the margin changes immediately.
6. Click the **Right margin spin button** to set the right margin at **0.5"**. Figure 3-56 shows the correct settings.
7. Click **Close** to close the task pane.
8. Widen the text box to **4.5"** so that each bullet point appears on a single line. Your slide should look like the one shown in Figure 3-57.

Figure 3-57

Text box with new margins



9. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Resizing text box margins enables you to fine-tune text placement within a text box. For example, if you want text to appear 1 inch away from the left side of the text box, change the Left margin box to 1.0. You might want to do this if your slide design needs to have text align with other items placed on the slide. If you have chosen to format a text box or placeholder with a fill, increasing margins can also prevent the text from appearing to crowd the edges of the text box.

Changing the Text Wrap Setting for a Text Box

Depending on the type of text box and the way it was created, it may or may not be set to wrap the text automatically to the next line when the right margin is reached. In the next exercise you will learn how to view and change this setting.

STEP BY STEP

Change the Text Wrap Setting for a Text Box

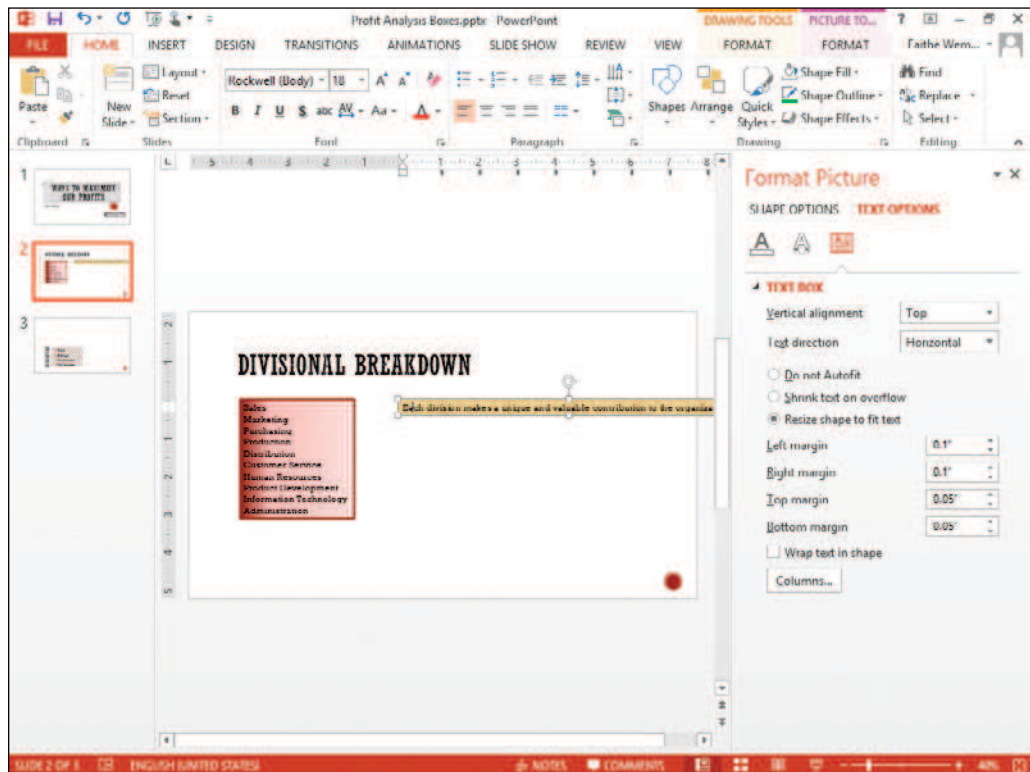
USE the **Profit Analysis Boxes** presentation that is still open from the previous exercise.

1. Go to **slide 2**.
2. **Right-click** the **Each division... text box**, and then click **Format Picture**. The Format Picture task pane appears.

3. Click **Text Options**, and then click the **Textbox icon**.
4. Click to clear the **Wrap text in shape check box** (see Figure 3-58).

Figure 3-58

The Wrap Text in Shape check box controls text wrap



5. Click **Close** to close the task pane. The text now overruns the slide because it is on a single line.
6. Click in the text box, and click after the word *and* to place the insertion point there.
7. Press **Shift+Enter** to manually insert a line break.
8. **SAVE** the **Profit Analysis Boxes** presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

CERTIFICATION READY? 3.1.2

How can you create multiple columns in a single shape?

Setting Up Columns in a Text Box

PowerPoint enables you to create columns in text boxes to present information you want to set up in lists across the slide but do not want to place in PowerPoint tables. As you enter text or other items into a column, PowerPoint fills up the first column and then wraps text to the next column. Viewers of your presentation may have an easier time reading and remembering lists formatted into multiple columns. You can create columns in any text box, placeholder, or shape. In the following exercise you will change a text box so that it uses two columns.

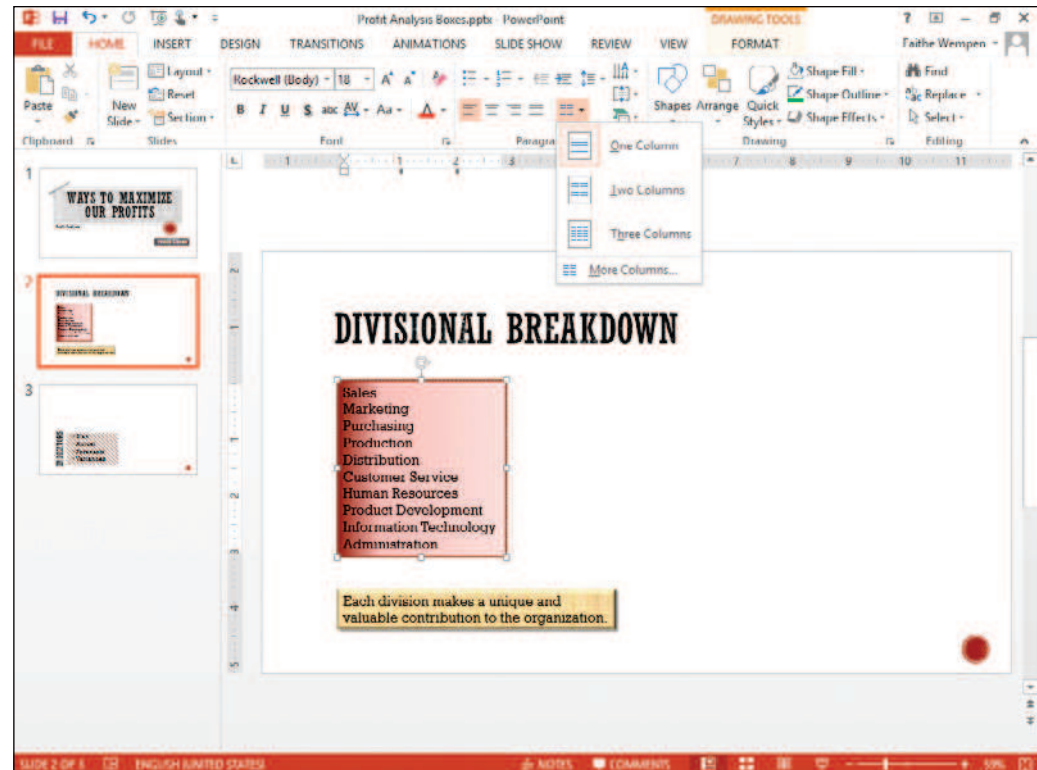
STEP BY STEP**Set Up Columns in a Text Box**

USE the *Profit Analysis Boxes* presentation that is still open from the previous exercise.

1. On slide 2, drag the **Each division... text box** to the bottom of the slide, under the other text box.
2. Click in the text box that contains the **list of divisions** beginning with Sales.
3. On the Home tab, click the **Columns button**. A menu appears (see Figure 3-59).

Figure 3-59

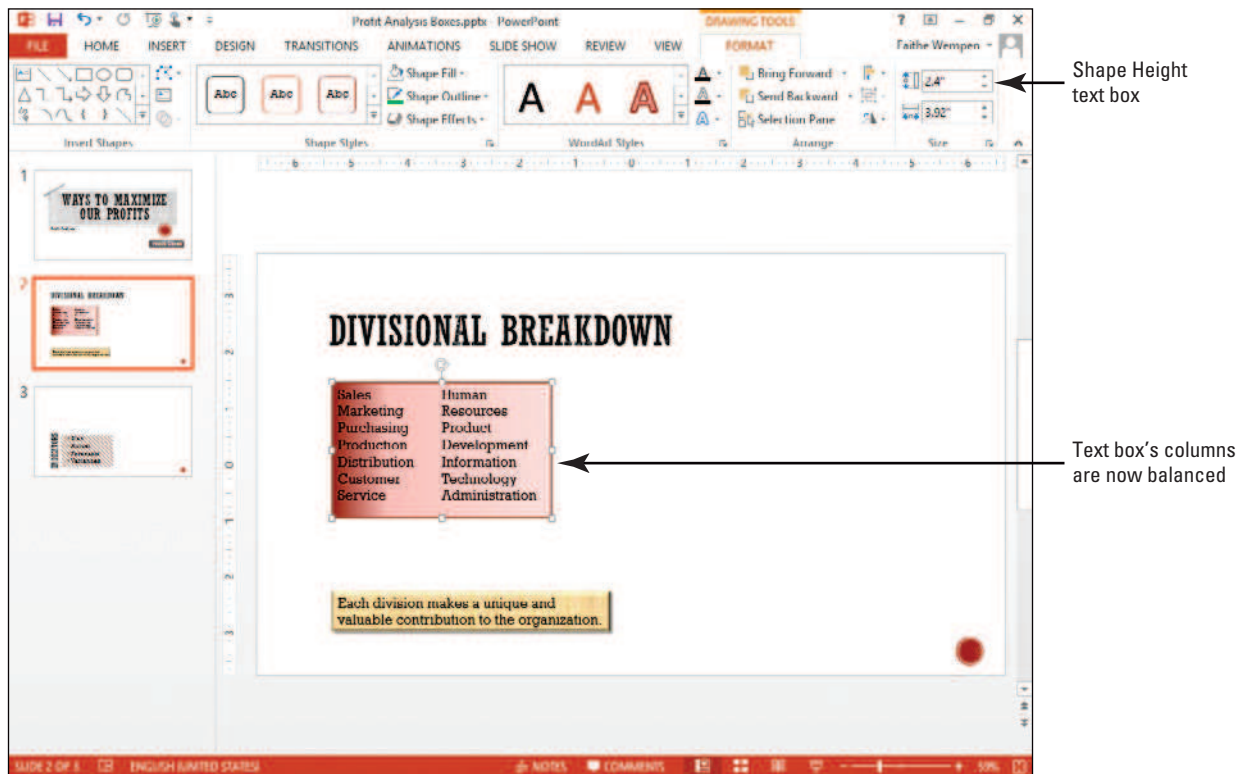
Set the text box in two columns



4. Click **Two Columns**. PowerPoint formats the list of items into two columns. The columns are truncated at this point because the text box is not wide enough.
5. Drag the **right border of the text box** to the right to widen it enough that two columns can appear side by side with neither one truncated.
6. On the Drawing Tools Format tab, click the **Shape Height text box's down-pointing spin arrow**, decreasing the shape height until each column contains seven lines of text (see Figure 3-60).

Figure 3-60

Decrease the shape height and increase its width to accommodate the multicolumn list



Another Way

If you need two lists on a slide but do not want to use columns, create two text boxes and position them side by side, or switch to a slide layout that contains two side-by-side placeholder boxes.

7. **SAVE** the *Profit Analysis Boxes* presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Take Note If the column choices in the Columns drop-down menu do not meet your needs, click the More Columns option to display the Columns dialog box. Here you can set any number of columns and adjust the spacing between columns.

Aligning Text Boxes on a Slide

In addition to aligning the text within a text box, you can align the text box itself with other objects on the slide, including other text boxes. Doing so ensures that the items on a slide align precisely and neatly with one another when it is appropriate for them to do so. For example, you might have two text boxes side by side, and top-aligning them with one another ensures that the slide's overall appearance is balanced.

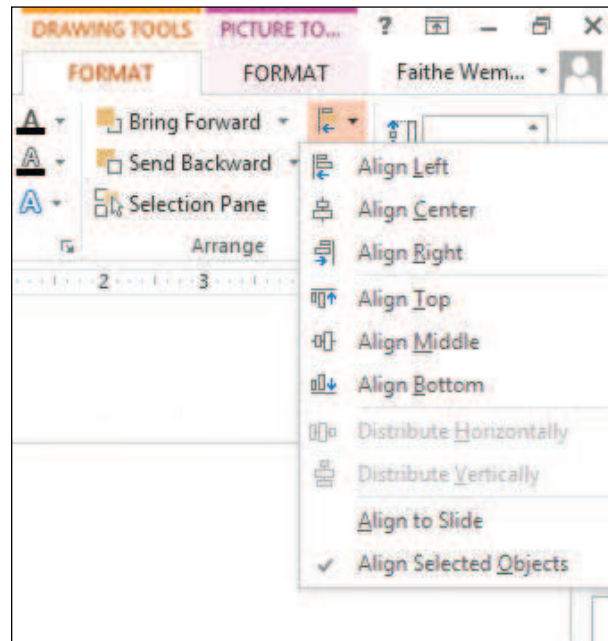
STEP BY STEP**Align Text Boxes**

USE the *Profit Analysis Boxes* presentation that is still open from the previous exercise.

1. On slide 2, click the text box that contains the **two column list**.
2. Hold down the **Shift key** and click the **text box at the bottom of the slide**. It is also selected.
3. On the Drawing Tools Format tab, click the **Align Button** in the Arrange group. A menu appears (see Figure 3-61).

Figure 3-61

Choose how text boxes should align



4. Click **Align Center**. The two text boxes are centered in relation to one another.
5. On the Drawing Tools Format tab, click the **Align button** again, and click **Align to Slide**. Nothing changes in the text box placement yet.
6. On the Drawing Tools Format tab, click the **Align button** again, and click **Align Center**. Both text boxes become center-aligned in relation to the slide itself.
7. **SAVE** and close the *Profit Analysis Boxes* presentation.

LEAVE PowerPoint open to use in the next exercise.

Take note The Left, Right, and Center commands on the Align menu refer to horizontal alignment, either in relation to the slide or to other selected content. The Top, Middle, and Bottom commands refer to vertical alignment.



Workplace Ready

PROOFING TOOLS

Even if you are a good typist, errors and inconsistencies can creep into your presentations. The Proofing tools in PowerPoint provide an extra measure of reassurance that an embarrassing typo will not be discovered in the middle of an important meeting.

Can you identify all the proofing errors on the following slide? There are 10 of them, and each of these would be found by the Spelling checker in PowerPoint. If you found all 10, congratulations! If you did not, type this text into PowerPoint exactly as shown here and let PowerPoint identify the errors.

Citing Sources

When a presentation contains information that is not original, it is important to cite the source from which it was derived. If you do not, you may be committing plagiarism, which can put you at risk for legal action.

USING PROOFING TOOLS

The Bottom Line

The Spelling and Thesaurus features in PowerPoint help you ensure your presentation's text is professionally written and edited, free from spelling errors.

CERTIFICATION READY? 5.3.2

How can you use PowerPoint to proofread a presentation?

Checking Spelling

The Spelling feature in PowerPoint compares each word in the presentation to its built-in and custom dictionaries, and it flags any words that it does not find plus any instances of repeated words, such as *the the*. You can then evaluate the found words and decide how to proceed with each one. Misspelled words appear with a wavy red underline in the presentation, and you can deal with each one individually by right-clicking it. Alternately, you can open the Spelling dialog box and work through all the possible misspellings at once. In this exercise, you will practice using PowerPoint's Spelling feature using both of those methods.

STEP BY STEP

Check Spelling



GET READY. To check spelling, perform the following tasks:

1. **OPEN** the *TV Options* presentation and save it as *TV Options Corrected*.
2. On slide 1, notice that the word *Satelite* is misspelled, and that it has a wavy red underline.
3. Right-click the word **Satelite**. A list of possible spelling corrections appears.
4. In the list, click **Satellite** (see Figure 3-62). The correction is made.

Figure 3-62

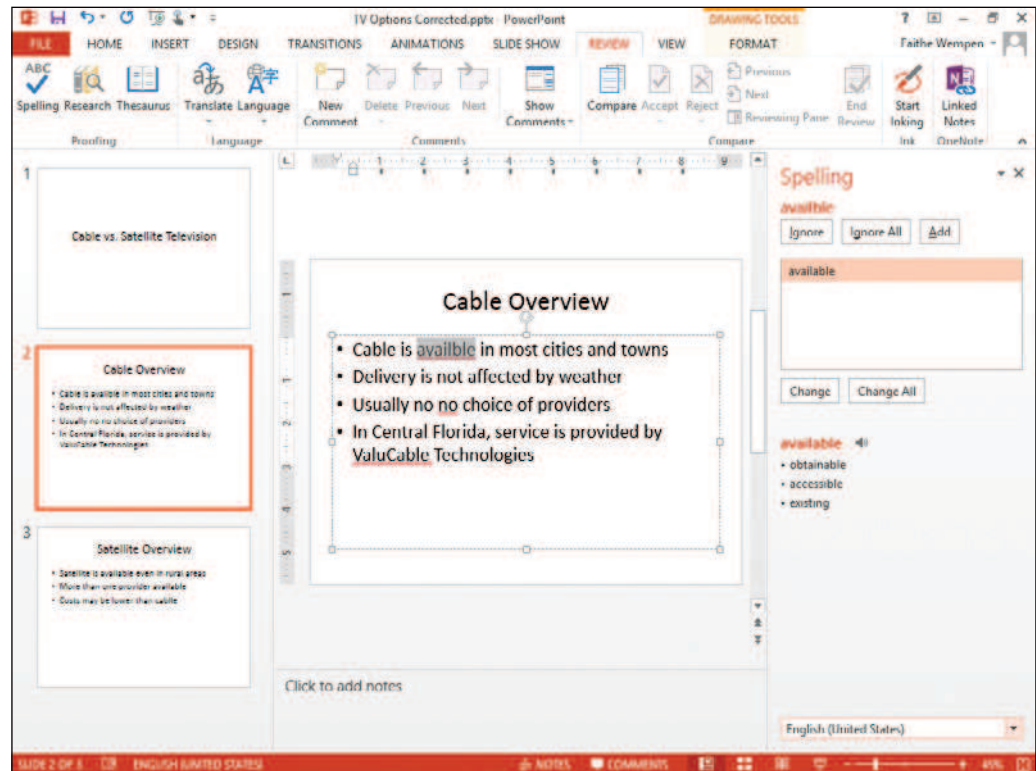
Correct a single misspelled word from the shortcut menu



- On the Review tab, click **Spelling** in the Proofing group. The Spelling task pane opens, and the Spelling feature finds and flags the next misspelled word (see Figure 3-63). The suggestions list contains only one possible correction.

Figure 3-63

Correct multiple spelling errors quickly with the Spelling task pane



- Click the **Change** button to change to the correct spelling of *available*. The next problem identified is a repeated word, *no*.
- Click the Delete button to delete one of the words *no*. The next problem that appears is a proper name, *ValuCable*, which is actually a correct spelling.
- Click the **Ignore** button to ignore the potential misspelling. You could have also clicked Add to add it to the dictionary; but because it is a made-up word for this exercise, Ignore is more appropriate.
- Click **Change** to change to the correct spelling of *cable*. A message appears that the spelling check is complete.
- Click **OK** to close the dialog box.
- SAVE** the presentation.

PAUSE. LEAVE the presentation open for the next exercise.

Use caution with the Change All button because it may make changes you do not intend. For example, if you correct all instances at once where you have typed *pian* instead of *pain*, it will also change all instances of *piano* to *paino*.

Using the Thesaurus

A thesaurus is a reference book or utility that offers suggestions for words that are similar in meaning to the word you are looking up (synonyms) or that are opposite in meaning (antonyms). PowerPoint includes a built-in thesaurus. In the following exercise you will use it to find an alternate word.

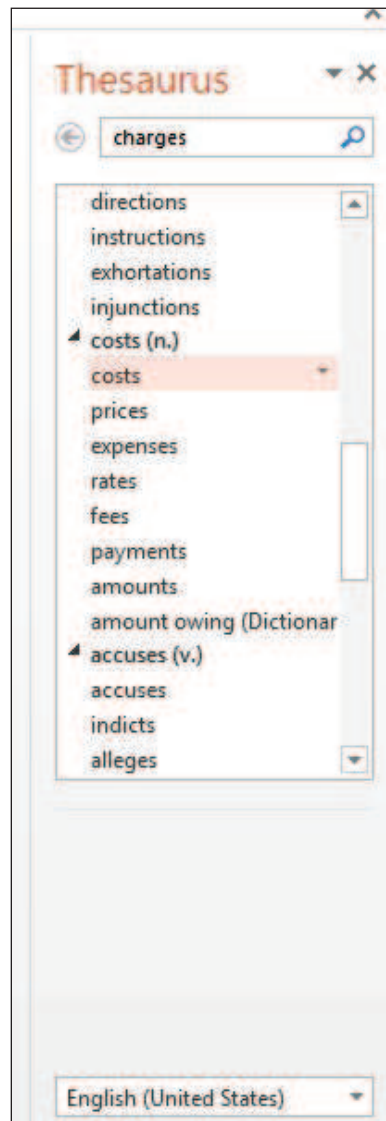
STEP BY STEP**Change a Word with the Thesaurus**

USE the *TV Options Corrected* presentation that is still open from the previous exercise.

1. On slide 3, select the word **Costs**.
2. On the Review tab, click **Thesaurus**. The Thesaurus task pane opens displaying a list of terms related to the word you have selected.
3. In the Thesaurus task pane, hover the mouse pointer over the word **Charges**. Click the **down arrow** that appears to the right of **Charges**, then click **Insert** from the menu that appears (see Figure 3-64). The word *Costs* changes to *Charges* on the slide.

Figure 3-64

Find word alternatives with
Thesaurus



4. In the Thesaurus task pane, click the word **Prices**. The display changes to show synonyms of that word.
5. Click the **Back arrow** in the task pane to return to the list of synonyms for **Costs**.

SAVE the presentation and **EXIT** PowerPoint.

SKILL SUMMARY

| In This Lesson, You Learned How To: | Exam Objective | Objective Number |
|-------------------------------------|---|------------------|
| Format Characters | Apply formatting and styles to text. | 3.1.4 |
| Format Paragraphs and Lists | Create bulleted and numbered lists. | 3.1.5 |
| Insert and Format WordArt | Change text to WordArt. | 3.1.1 |
| Create and Format Text Boxes | Modify shape backgrounds. Create multiple columns in a single shape. | 2.2.1 3.1.2 |
| Use Proofing Tools | Proof presentations. | 5.3.2 |

Knowledge Assessment

Fill in the Blank

Fill in each blank with the term or phrase that best completes the statement.

1. A(n) _____ is a container for text on a slide.
2. A(n) _____ is a set of letters, numbers, and symbols in a specific style or design.
3. The _____ feature, when needed, shrinks the size of the text in a text box in order to fit it in the box.
4. A(n) _____ is a symbol that appears to the left of each paragraph in a list.
5. The _____ feature enables you to copy formatting from one block of text to another.
6. _____ text is aligned to both the left and right margins of a text box.
7. A(n) _____ indent is a reverse indent for the first line of a paragraph where the first line is indented less than the other lines.
8. A(n) _____ object is text in the form of a graphic.
9. The _____ in PowerPoint can be used to look up synonyms.
10. To _____ a text box, drag one of its selection handles.

Multiple Choice

Circle the correct answer.

1. You can select a different font from the _____ tab on the Ribbon.
 - a. Home
 - b. Font
 - c. Layout
 - d. Review
2. You can select fonts and font sizes either from the Ribbon or the _____.
 - a. Status bar
 - b. Scroll bar
 - c. Mini toolbar
 - d. File menu
3. Which of the following is not a paragraph alignment type?
 - a. All
 - b. Center
 - c. Justify
 - d. Right

4. When selecting a color, such as from the Font Color button's palette, the colors on the top row are:
 - a. standard colors
 - b. tints
 - c. shades
 - d. theme colors
5. Most of PowerPoint's text placeholders automatically format text as a(n) _____ list.
 - a. numbered
 - b. bulleted
 - c. sorted
 - d. itemized
6. Reflection is one type of _____ you can apply to WordArt.
 - a. effect
 - b. font
 - c. alignment
 - d. spacing
7. A text box's _____ determine(s) how close the text comes to the sides, top, and bottom border of the box.
 - a. orientation
 - b. margins
 - c. padding
 - d. alignment
8. To apply a WordArt style to existing text on a slide, you must first:
 - a. format the text with a Quick Style
 - b. insert a text box
 - c. select the text
 - d. change the text's alignment
9. What does it mean when a word has a wavy red underline?
 - a. The word is inconsistently formatted compared to the surrounding text.
 - b. There is a grammar error.
 - c. The word is not in the dictionary.
 - d. The capitalization does not match that of the surrounding text.
10. A thesaurus enables you to look up synonyms and _____.
 - a. alternate spellings
 - b. antonyms
 - c. translations
 - d. pronunciations

Competency Assessment

Project 3-1: Blended Coffees

As director of marketing for Fourth Coffee, you have prepared a product brochure for new company employees. This year's brochure includes a page of new products that you need to format. You will use Quick Styles to format the title and text placeholders. You will also correct a spelling error.

GET READY. LAUNCH PowerPoint if it is not already running.



1. **OPEN** the *Coffee Products* presentation and save it as *Coffee Products Brochure*.
2. Go to **slide 2** and click anywhere in the **slide title**.
3. On the Home tab, click the **Quick Styles button** to display the Quick Styles gallery.
4. Click the **Moderate Effect – Orange, Accent 1 style**.
5. Click in any of the **product items** on slide 2.

6. Click the **Quick Styles button**.
7. Click the **Subtle Effect – Orange, Accent 1 style**.
8. Right-click the **red-underlined word** and select **Caffeine** as the correct spelling.
9. **SAVE** the presentation and **CLOSE** the file.

LEAVE PowerPoint open for the next project.

Project 3-2: Typesetting with Typefaces

As an account representative for Graphic Design Institute, you are responsible for preparing a presentation for potential sponsors. Another employee started a PowerPoint presentation containing a title slide, but when you open the file, you realize that the font choices are not appropriate. You need to modify both the font and size of the slide's text, as well as change the horizontal alignment of the text.

GET READY. LAUNCH PowerPoint if it is not already running.



1. **OPEN** the *Graphic Designs* presentation.
2. On slide 1, select the text **Graphic Design Institute**.
3. Click the **Font drop-down arrow**.
4. Click **Bodoni MT**.
5. Click the **Font Size drop-down arrow**.
6. Click **60**.
7. Click the **Center button** in the Paragraph group.
8. Click the **Format Painter** in the Clipboard group.
9. Drag across the subtitle text to change its font and size to the same as the title.
10. With the subtitle text still selected, Click the **Font Size drop-down arrow** and click **28**.
11. Click the **Center button** in the Paragraph group. Notice that the subtitle is not centered exactly beneath the title; that is because the text boxes for the title and subtitle are different widths.
12. Click in the **title text box**, and then note the **position of its right edge** on the slide.
13. Click in the **subtitle text box**, and then drag its **right edge** to widen it so it is the same width as the title box.
14. **SAVE** the presentation as *Graphic Designs Final* and **CLOSE** the file.

LEAVE PowerPoint open for the next project.

Proficiency Assessment

Project 3-3: Destinations

As the owner and operator of Margie's Travel, you are involved with many aspects of sales, marketing, customer service, and new products and services. Today you want to format the text in a slide presentation that includes new European destinations.

GET READY. LAUNCH PowerPoint if it is not already running.



1. **OPEN** the *New Destinations* presentation.
2. Go to **slide 2** and select the **slide's title text**. Click the **Bold button** on the Home tab to make the title boldface.
3. Select **all the text** in the bulleted list. Click the **Align Left button** to align the list along the left side of the text placeholder.

4. With the list still selected, open the **Bullets and Numbering dialog box**. Change the bullets' color to **Lime, Accent 2**, and then resize the bullets so they are **125%** of the text's size. Click **OK**.
5. Click the **Font Color drop-down arrow**, and then change the list's font color to **Lime Accent 2, Lighter 80%**.
6. Click **Text Box** on the Insert tab, and then click in the center of the slide.
7. In the text box, type **Companion Flies Free until January 1!**.
8. Select the text box you just created, and then on the Home tab, click the **Quick Styles button**, and then apply the **Colored Outline – Lime, Accent 3** Quick Style to the text box.
9. **SAVE** the presentation as **New Destinations Final** and **CLOSE** the file.

LEAVE PowerPoint open for the next project.

Project 3-4: Business To Business Imports

You are the lone marketing research person in your company, World Wide Importers. You often find exciting and potentially highly profitable new products that go overlooked by some of the senior staff. You need to draw attention to these products, and PowerPoint can help. Create a short presentation that uses WordArt to jazz up your presentation. This presentation will focus on precision equipment your company can start importing.

GET READY. LAUNCH PowerPoint if it is not already running.



1. **OPEN** the **World Wide Importers** presentation.
2. With slide 1 on the screen (but nothing selected on it), open the WordArt gallery and select **Fill – White, Outline – Accent 1, Shadow**.
3. In the WordArt text box that appears, type **World Wide Importers**. Reposition the text box so it is just **above the subtitle and centered** between the left and right edges of the slide.
4. On the Drawing Tools Format tab, in the WordArt Styles group, open the **Text Fill color palette** and click **Aqua, Accent 1, Darker 25%**.
5. Open the Text Effects menu and select the **Cool Slant bevel effect**. (It is the rightmost style in the first row of the Bevel section.)
6. Go to **slide 2** and select **all the text** in the bulleted list.
7. Change the font size to **24**, and then change the line spacing to **1.5**.
8. Click the **Numbering button** to convert the list into a numbered list.
9. Go to **slide 3**. Insert a **text box under the slide's title**. Type the following items into the text box, putting each item on its own line:
 - Digital controls**
 - Heat sensors**
 - Laser guides**
 - Light sensors**
 - Motion detectors**
 - Pressure monitors**
 - Regulators**
 - Timing systems**
10. Select all the text in the text box and change the font size to **24**.
11. On the Home tab, open the Quick Styles gallery and click **Colored Fill – Gray 50%, Accent 4**.
12. **SAVE** the presentation as **World Wide Importers Final**, and then **CLOSE** the file.

LEAVE PowerPoint open for the next project.

Mastery Assessment

Project 3-5: Pop Quiz

As an instructor at the School of Fine Art, you decide to use a slide show to give beginning students the first pop quiz on art history. You need to finish the presentation by formatting the text and removing some unneeded text boxes.

GET READY. LAUNCH PowerPoint if it is not already running.



1. **OPEN** the *Art History* presentation.
2. On slides 2, 3, and 4, do each of the following:
 - a. Format the slide's title with the **Intense Effect – Dark Blue, Dark 1** Quick Style.
 - b. Convert the bulleted list of answers into a **numbered list**.
 - c. Delete the text box (containing the correct answer) at the bottom of each slide.
3. **SAVE** the presentation as *Art History Final*, and then **CLOSE** the file.

LEAVE PowerPoint open for the next project.

Project 3-6: Graphic Design Drafts

As the account representative that prepared the Graphic Design Institute slide, you want to make sure that nobody uses this presentation before it is approved. To protect against someone inadvertently printing the slide, you need to add a text box across the entire slide that labels the slide as a “Draft.”

GET READY. LAUNCH PowerPoint if it is not already running.



1. **OPEN** the *Graphic Designs Final* presentation you completed in Project 3-2.
2. **SAVE** the presentation as *Graphic Designs Draft*.
3. Add a **text box at the top of slide 1**, and type **DRAFT** into the text box.
4. Rotate the text box at a **45-degree angle**, and then place it in the center of the slide, on top of the existing text.
5. Enlarge the text to **88** points. Resize the text box if needed by **dragging its sizing handles** so the text fits properly inside the box.
6. Using Text Effects on the Drawing Tools Format tab, apply the **Orange, 18 point glow, Accent Color 3** glow effect to the text.
7. **SAVE** and **CLOSE** the presentation.

EXIT PowerPoint.
