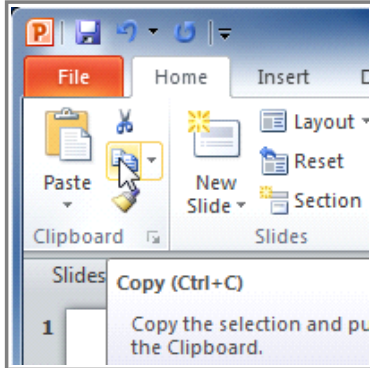




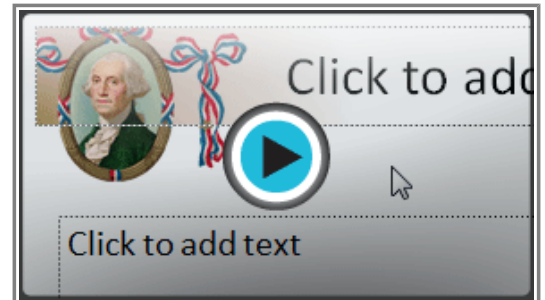
## Introduction



It is important to know how to perform **basic tasks with text** when working in PowerPoint. In this lesson, you will learn the basics of working with text including how to **insert**, **delete**, and **move** text; how to work with **text boxes**; how to **format** text; and more.

## Text Basics

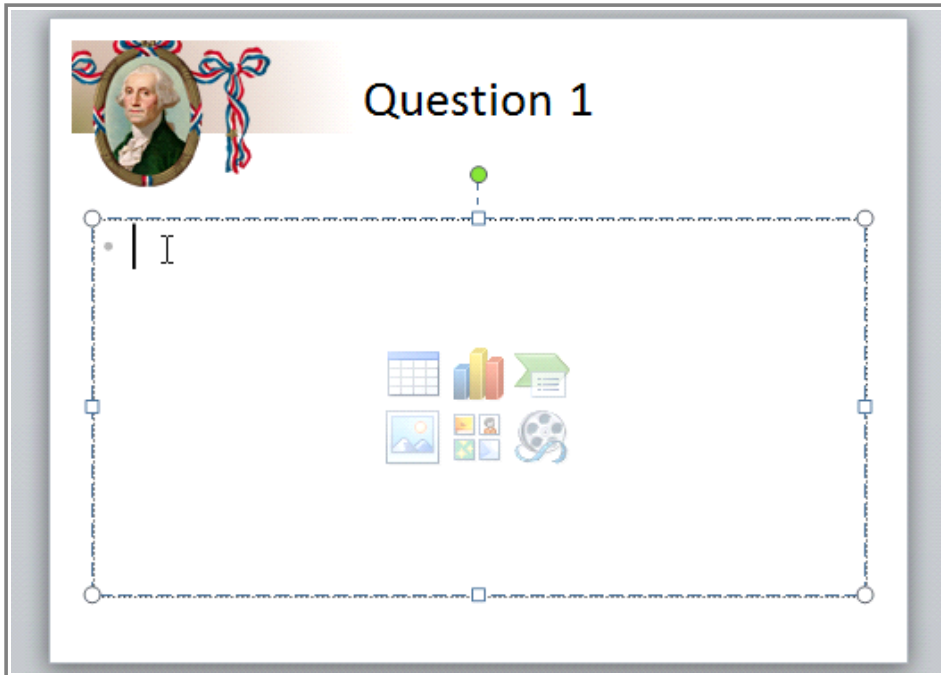
▶▶▶ Watch the video to learn about the basics of working with text in a PowerPoint presentation.



Watch the video (2:26). [Need help?](#)

### To Insert Text:

1. Click the placeholder or text box where you want to insert text.
2. The **insertion point** appears.



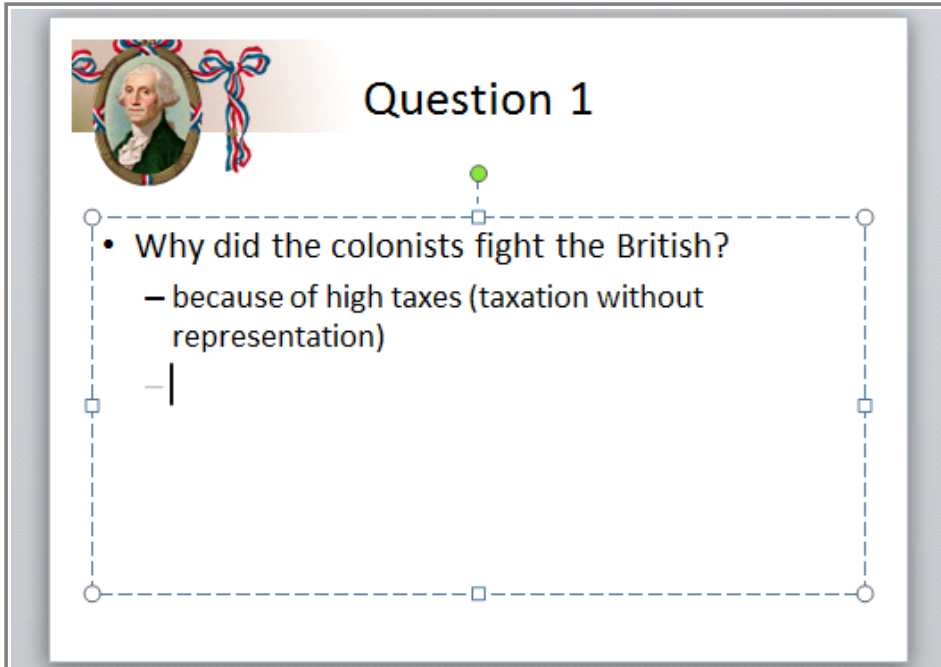
Question 1

- | I

Placeholder containing a portrait of George Washington, the title "Question 1", and a collection of icons including a calendar, bar chart, folder, photos, and film strip.

*Text insertion point*

3. Type directly into the placeholder or text box.



Question 1

- Why did the colonists fight the British?
  - because of high taxes (taxation without representation)
  - |

Placeholder containing the same portrait and title as above, but with the text "Why did the colonists fight the British?" and a bulleted list of reasons typed into the placeholder.

*Typing in a placeholder or text box*

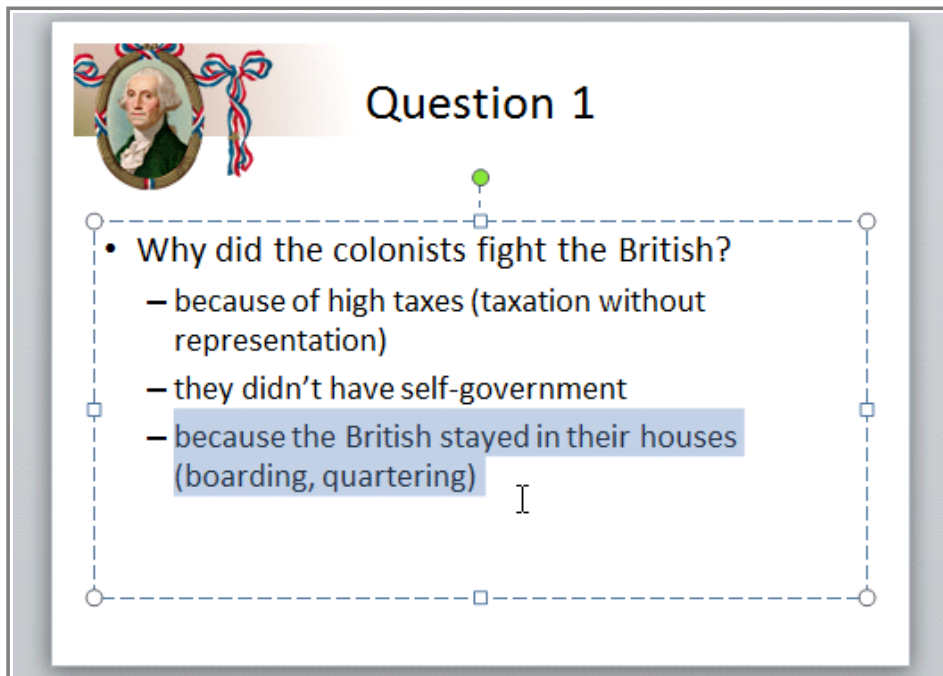
Some placeholders automatically format your text in a **bulleted list**. This is because bulleted lists are so frequently used in PowerPoint. To remove the bullets, deselect the **Bullets** command in the **Paragraph** group on the **Home** tab.

## To Delete Text:

1. Place the **insertion point** next to the text you wish to delete.
2. Press the **Backspace** key on your keyboard to delete text to the **left** of the insertion point.
3. Press the **Delete** key on your keyboard to delete text to the **right** of the insertion point.

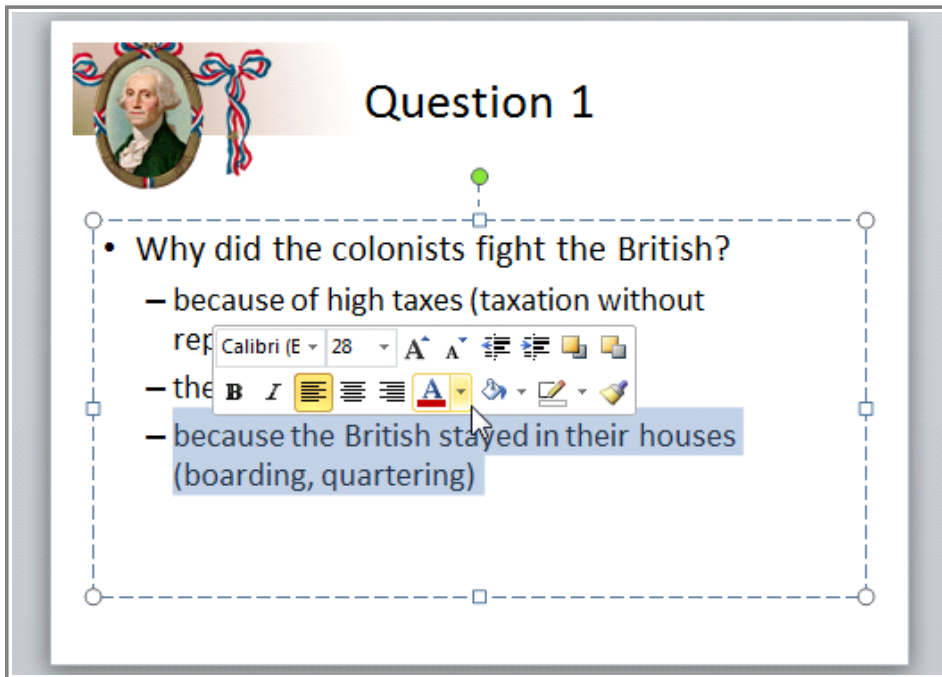
## To Select Text:

1. Place the **insertion point** next to the text you wish to select.
2. Click the mouse button, and, while holding it down, drag the mouse over the text.
3. Release the mouse. The text will be selected. A **highlighted box** will appear over the selected text.



*Selected text*

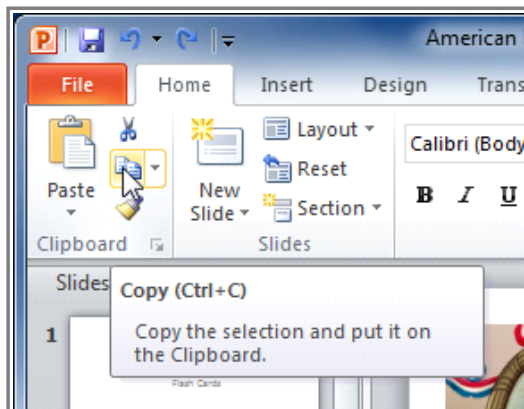
When you select text in PowerPoint, a **hover toolbar** with formatting options appears. This makes formatting commands easily accessible, which may save you time. If the toolbar does not appear at first, try moving the mouse over the selection.



*Hover toolbar*

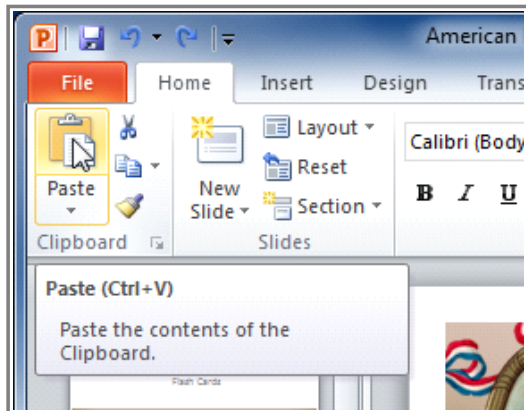
## To Copy and Paste Text:

1. Select the text you wish to copy.
2. Click the **Copy** command on the Home tab. You can also right-click your selection and choose **Copy**.



*Copy command*

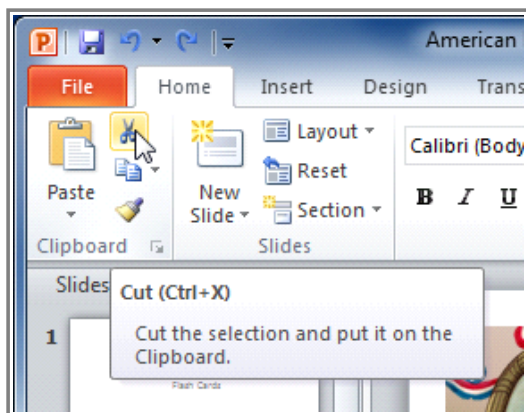
3. Place your insertion point where you wish the text to appear.
4. Click the **Paste** command on the Home tab. The text will appear.



*Paste command*

## To Cut and Paste Text:

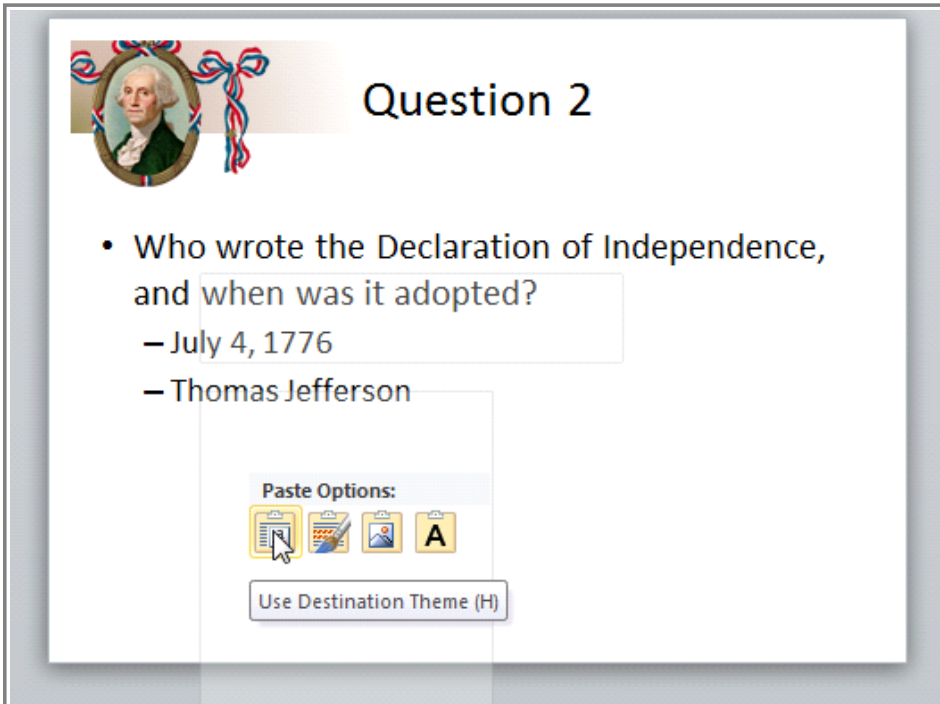
1. Select the text you wish to cut.
2. Click the **Cut** command on the **Home** tab. You can also right-click your selection and choose **Cut**.



*Cut command*

3. Place your insertion point where you wish the text to appear.
4. Click the **Paste** command on the Home tab. The text will reappear.

You can also cut, copy, and paste by right-clicking your slide and choosing the desired action from the drop-down menu. When you use this method to paste, you can choose from four options that determine how the text will be formatted: **Use Destination Theme**, **Keep Source Formatting**, **Picture** and **Keep Text Only**. You can hover the mouse over each icon to see what it will look like before you click it.

A screenshot of a question card titled "Question 2" featuring a portrait of Thomas Jefferson. The question asks who wrote the Declaration of Independence and when it was adopted. The answer is "July 4, 1776" and "Thomas Jefferson". A right-click context menu is open over the text, showing "Paste Options" with icons for text, images, and a text area, and a "Use Destination Theme (H)" button.

**Question 2**

- Who wrote the Declaration of Independence, and when was it adopted?
  - July 4, 1776
  - Thomas Jefferson

Paste Options:

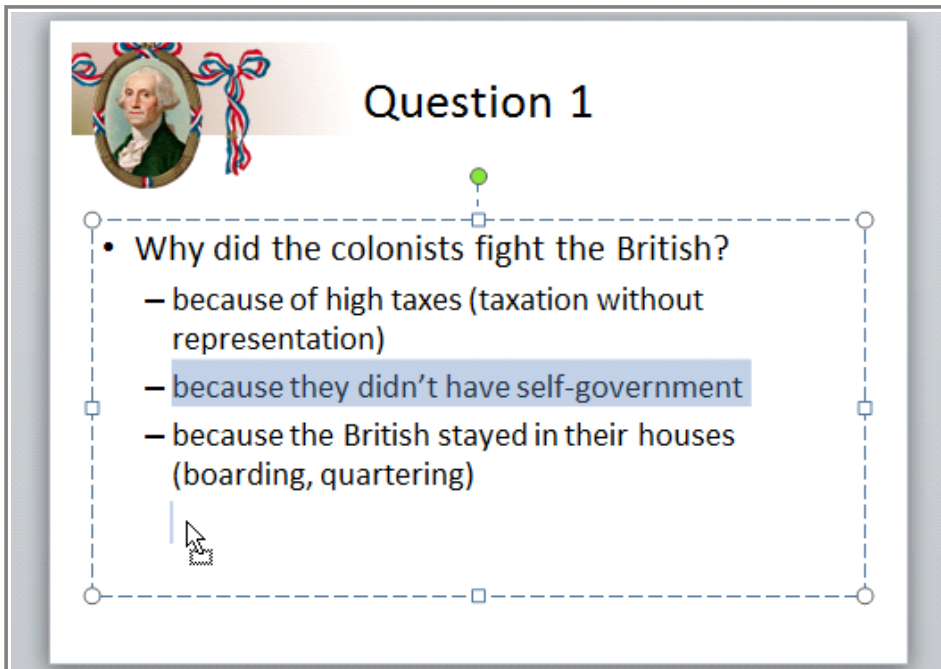
- Text
- Images
- Text Area

Use Destination Theme (H)

*Right-click Paste Options*

## To Drag and Drop Text:

1. Select the text you wish to copy.
2. Click, hold, and **drag** your mouse to the location where you want the text to appear. The cursor will have a rectangle under it to indicate that you are moving text.

A screenshot of a question card titled "Question 1" featuring a portrait of Thomas Jefferson. The question asks why the colonists fought the British. The answer is "because they didn't have self-government". A dashed box surrounds the text, and a mouse cursor is positioned at the bottom left corner of the box, indicating a drag-and-drop action.

**Question 1**

- Why did the colonists fight the British?
  - because of high taxes (taxation without representation)
  - because they didn't have self-government
  - because the British stayed in their houses (boarding, quartering)

### *Moving text*

3. Release the mouse button, and the text will appear.


If text **does not appear** in the exact location you wish, you can press the **Enter** key on your keyboard to move the text to a new line.

## Find and Replace

**Find and Replace** is another technique that can be used to edit text. Find and Replace allows you to search all of your slides for a specific word or phrase (for example, "English"), then replace it with another word or phrase (for example, "British"). To learn more, visit the lesson in our Word 2010 tutorial that demonstrates [Find and Replace](#).

Page 4

## Working with Text

 Watch the video to learn about working with text in PowerPoint, including formatting and text boxes.



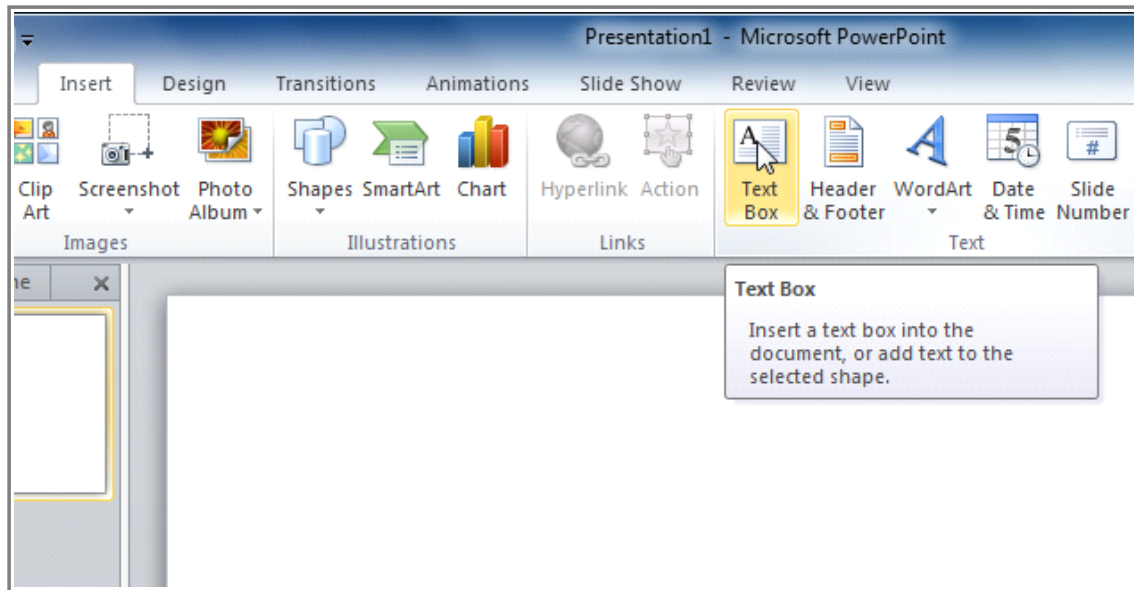
Watch the video (3:22). [Need help?](#)

### To Add a Text Box:

Text can be inserted into both **placeholders** and **text boxes**. A **placeholder** is a kind of text box, but is unique because it is part of the **slide layout**, and often contains formatting specific to the slide (for example, a larger font size for the title of your presentation). Inserting an extra **text box** allows you to **add** to the slide layout, so you can include as much text as you want.

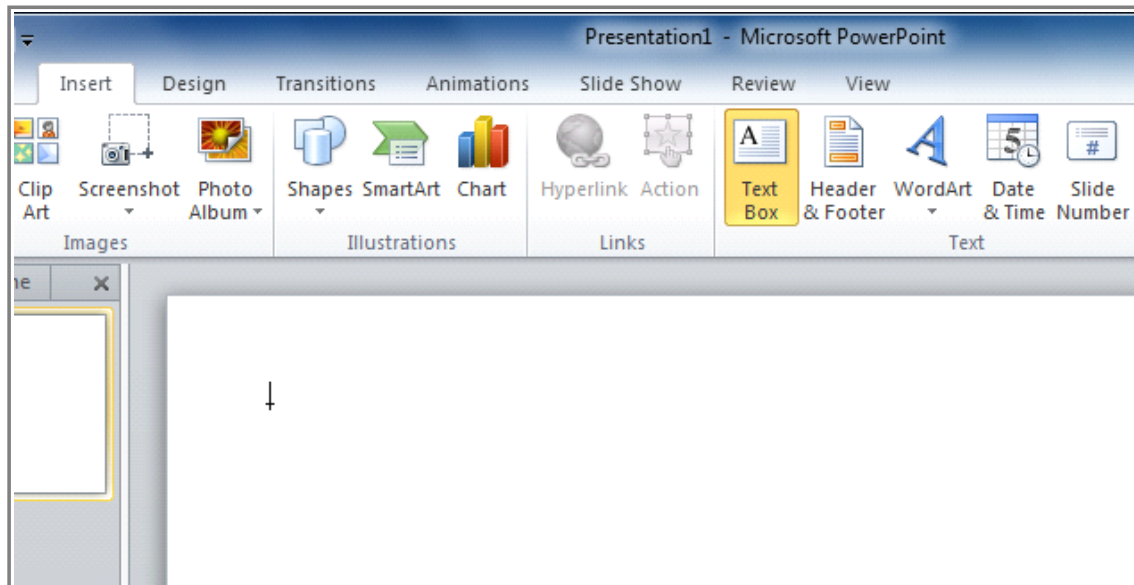
1. From the **Insert** tab, click the **Text Box** command.





***Text Box command***

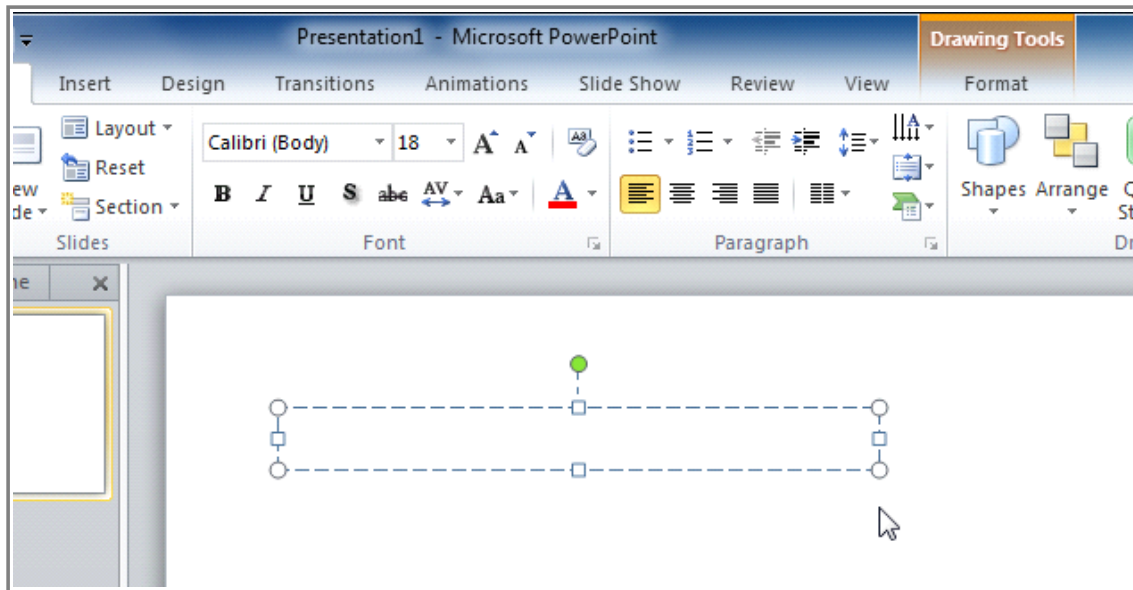
2. Your cursor will turn into an **upside-down cross** ↓.



***Text Box cursor***


3. Click the area on your slide where you want to add a text box. A text box will appear with an **insertion point** inside.

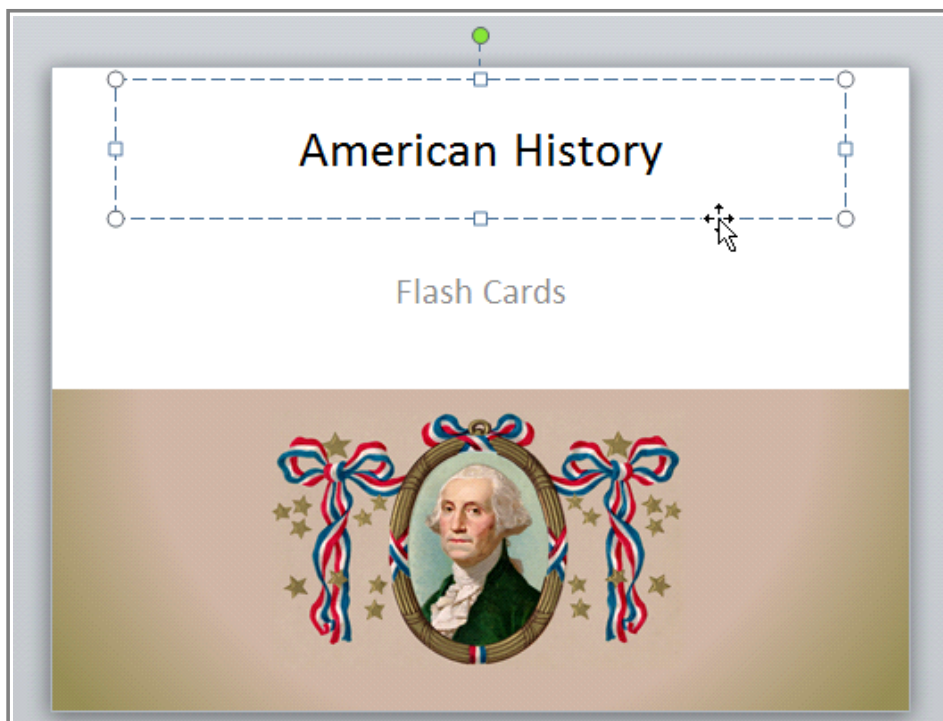




*A text box*

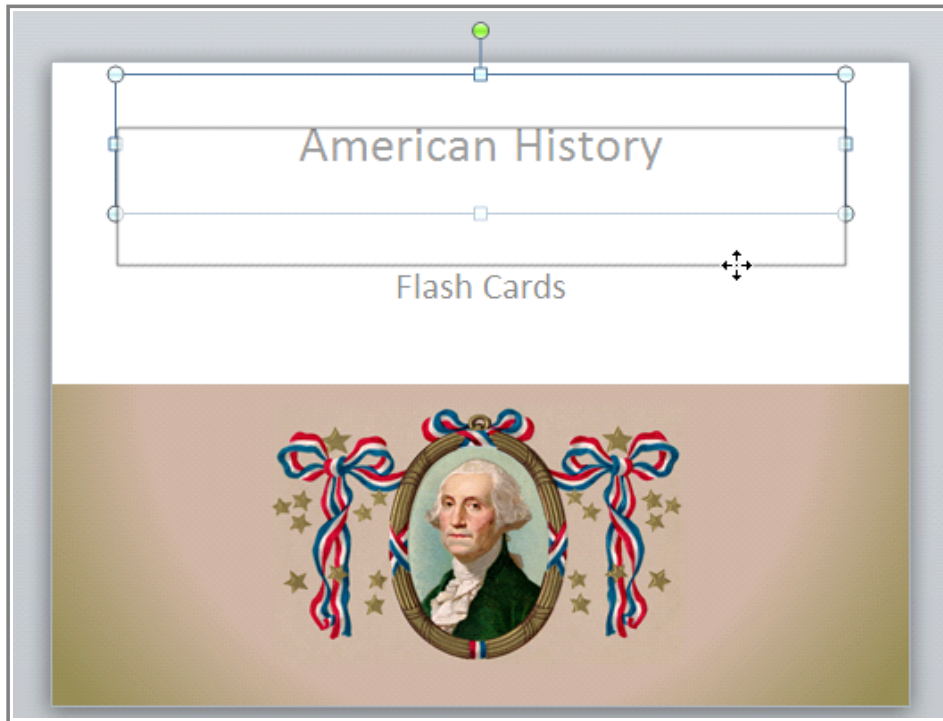
## To Move a Placeholder or Text Box:

1. Click the box you would like to move.
2. Position your mouse on the **border** of the box so it changes to a **cross with arrows** .



*Mousing over the border of the box*


3. Click and hold the mouse button as you **drag** the box to the desired location.

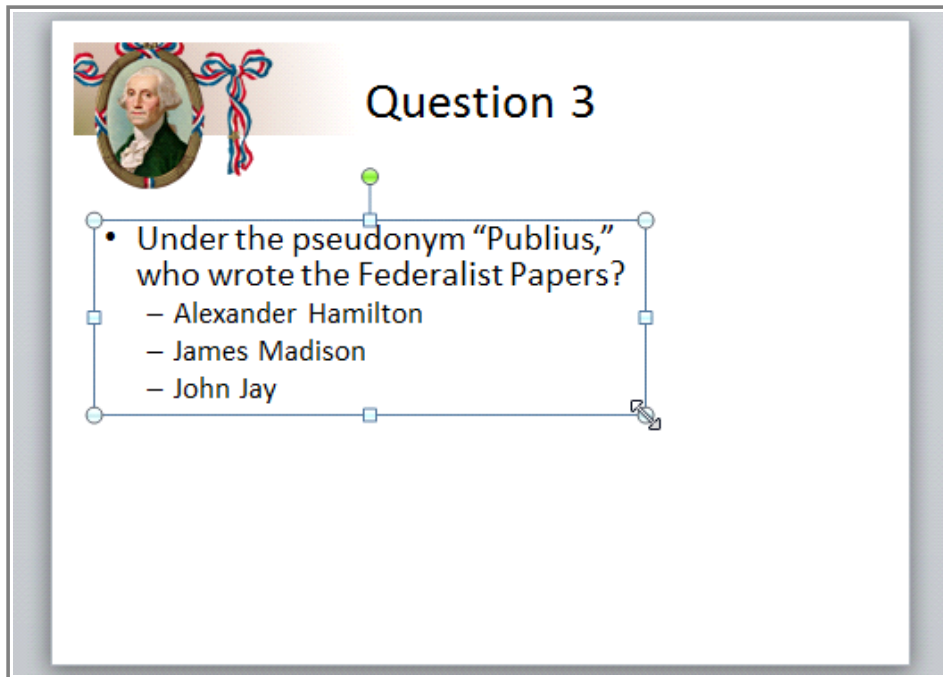


*Moving the box*

4. Release the mouse button. The box will be moved.  
To rotate the box, click and drag on the green circle at the top of the box.

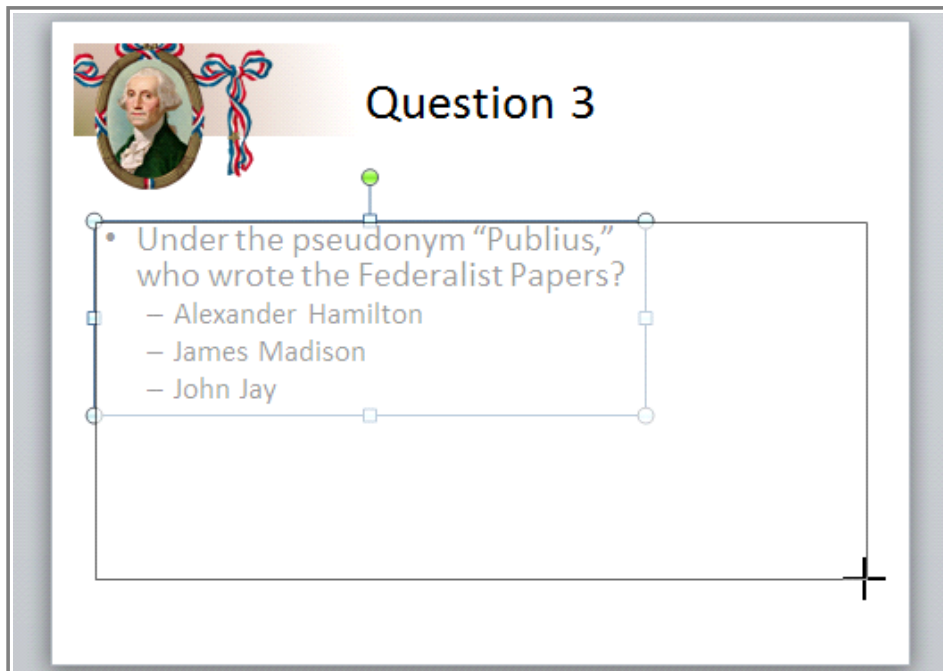
## To Resize a Placeholder or Text Box:

1. Click the box you wish to resize.
2. Position your mouse over any one of the **sizing handles** that appear on the corners and sides of the box. The cursor will become a pair of **arrows** .



*Mousing over the resize handle*

3. Click, hold, and **drag** your mouse until the text box is the desired size.



*Resizing the box*

4. Release the mouse button. The box will be resized.

## Formatting Text

You can help your text stand out on the slide by changing its **formatting**, including font size, color, style, and more.

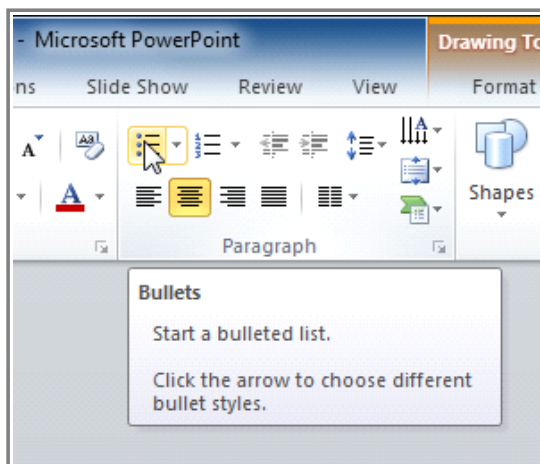
➤➤➤ Review the interactive below to learn about the different commands in the **Font** group.

To learn more about using the **Font** commands, visit our Word 2010 lesson titled [Formatting Text](#).

## Modifying Text

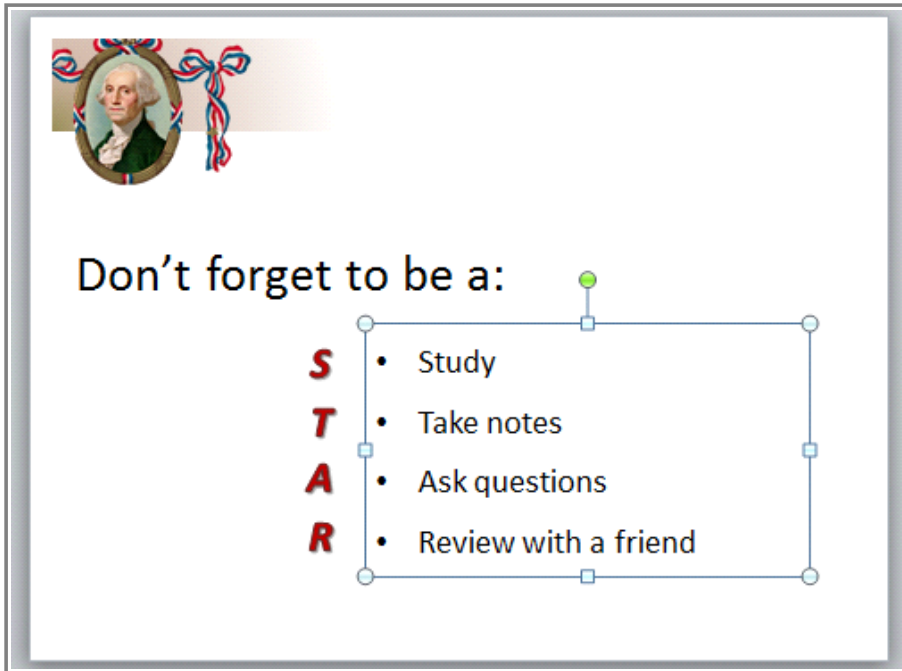
### To Insert a Bulleted List:

1. Select the text box (or specific text) that you want to format as a bulleted list.
2. Click the **Bullets** command in the **Paragraph** group on the **Home** tab.



**Bullets command**

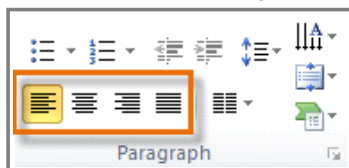
3. A bulleted list will appear.




*Bulleted list*

## To Change Horizontal Text Alignment:

1. Select the text you wish to modify.
2. Select one of the four **alignment options** in the **Paragraph** group.
  - | **Align Text Left:** Aligns all the selected text to the left margin.
  - | **Center:** Aligns text an equal distance from the left and right margins.
  - | **Align Text Right:** Aligns all the selected text to the right margin.
  - | **Justify:** Justified text is equal on both sides and lines up equally to the right and left margins. Many newspapers and magazines use full-justification.

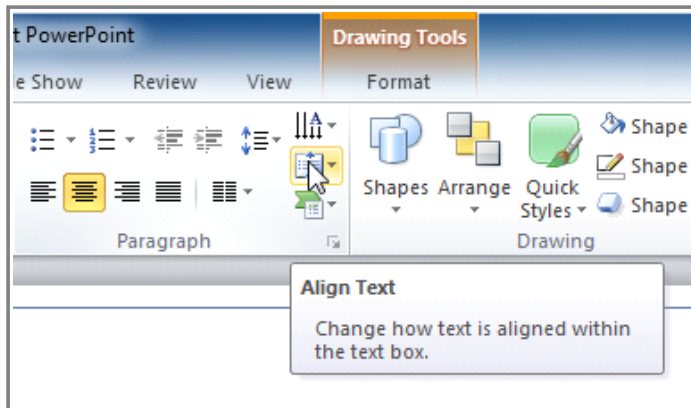


*Alignment commands*

 The alignment commands align the text within the placeholder or text box it is in, not across the slide.

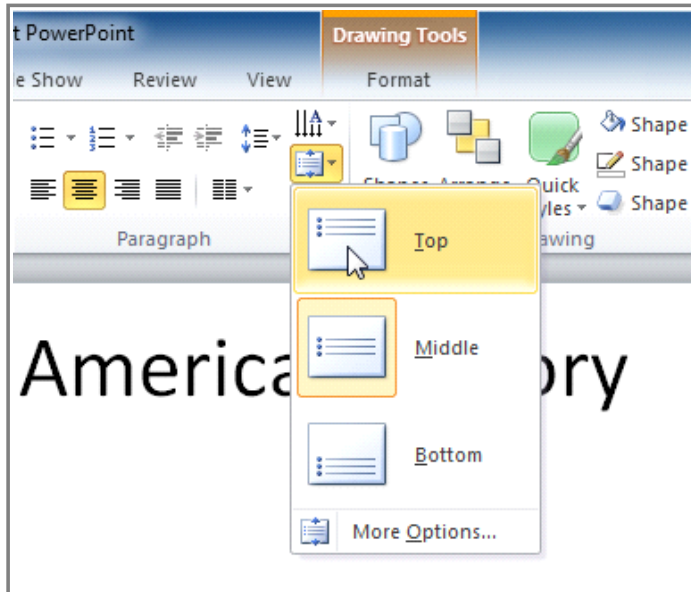
## To Change Vertical Text Alignment:

1. Select the text your wish to modify.
2. Click the **Align Text** command in the **Paragraph** group. A menu will appear.



*Align Text command*

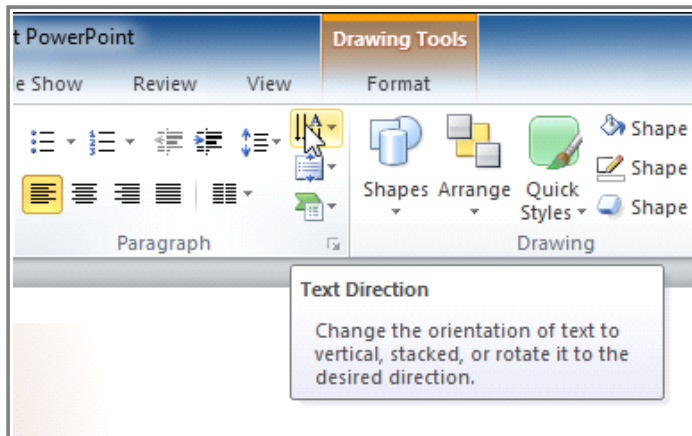
3. Choose to align the text at the **Top**, **Middle**, or **Bottom** of the text box.



*Choosing from the Align Text menu*

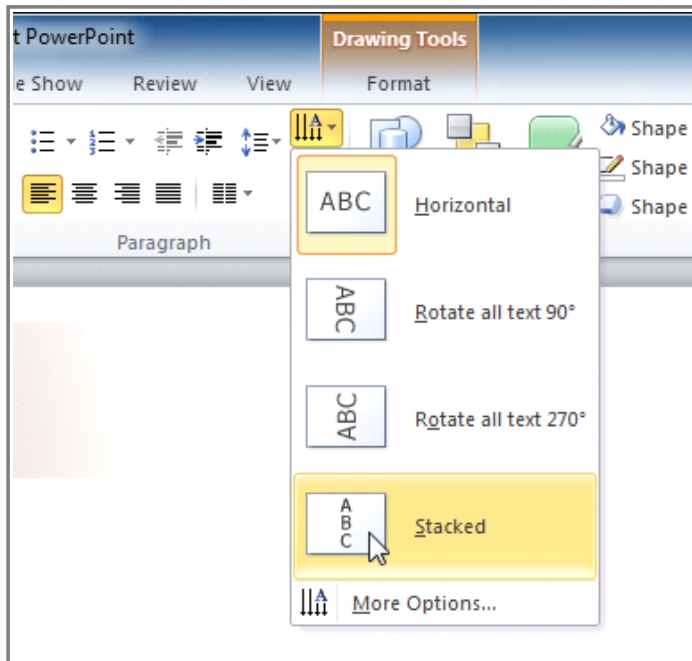
## To Change Text Direction:

1. Select the text you wish to modify.
2. Click the **Text Direction** command in the **Paragraph** group. A menu will appear.



*Text Direction command*

3. Choose for the direction of the text to be **Horizontal**, **Rotated**, or **Stacked**.



*Choosing from the Text Direction menu*

## Challenge!

1. Open an **existing PowerPoint presentation**. If you want, you can use this [example](#).





2. **Insert text** in a placeholder or text box. If you are using the example, add a title to slide 2.
3. Insert a **text box**, then **move** and **resize** it.
4. **Delete text**. If you are using the example, delete the last bullet from slide 3.
5. **Select text** and try the **Copy**, **Cut**, and **Paste** commands.
6. Modify text so it is a **bulleted list**. If you are using the example, bullet the list on slide 8.
7. Experiment with **horizontal** and **vertical alignment**.
8. Change **text direction**. If you are using the example, modify the word "STAR" on slide 8 so it is stacked.