Lesson 6 Text

In this lesson we will learn about text and how we can make a presentation effective with text.

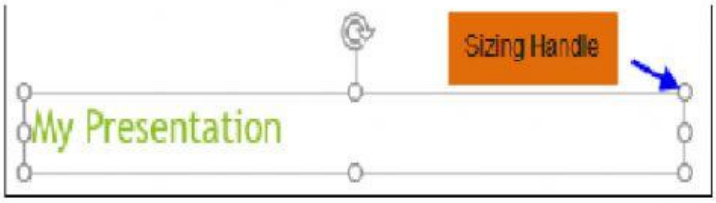
A presentation is not all about pictures an background colour - It depends mostly on the text. The message of your presentation is conveyed through the text. The visual aids are simply cosmetics to help support your message. The instructions below explain how to work with text. :-

Entering Text

Most *slides* contain one or more text *placeholders*. The placeholders are available for you to type on the slide text *layout* chosen. In order to add text to a slide, click in the placeholder and begin typing.

The placeholder is moveable and you can position it anywhere on the slide. You can also resize a text placeholder by *dragging* the sizing handles **(Fig 1)**. Removing an unwanted text placeholder from a slide is as simple as selecting it and pressing Delete.

A text placeholder can contain multiple lines of text and will adjust the size of the text and the amount of space between the lines if the text exceeds the allowed space.



1

Text Boxes can be added to any slide in order to provide *additional* room outside of the text placeholders.

Adding a Text Box

1. From the *Insert* tab, *click* on **Text Box. 2**

2

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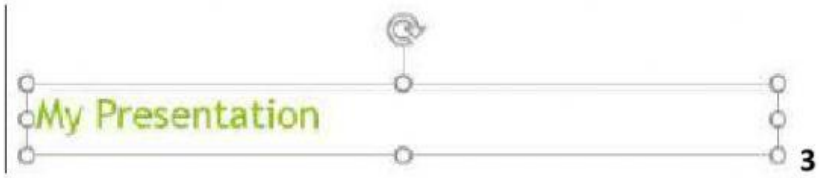
2. *Left-click* on the area of the slide where you want to add text.

3. While maintaining the **left-click,** *drag* the mouse *cursor* down a bit and then to the right, then release. The *dashed text* box appears**.**

4. Left-click once inside the text box and start entering your text**.3**

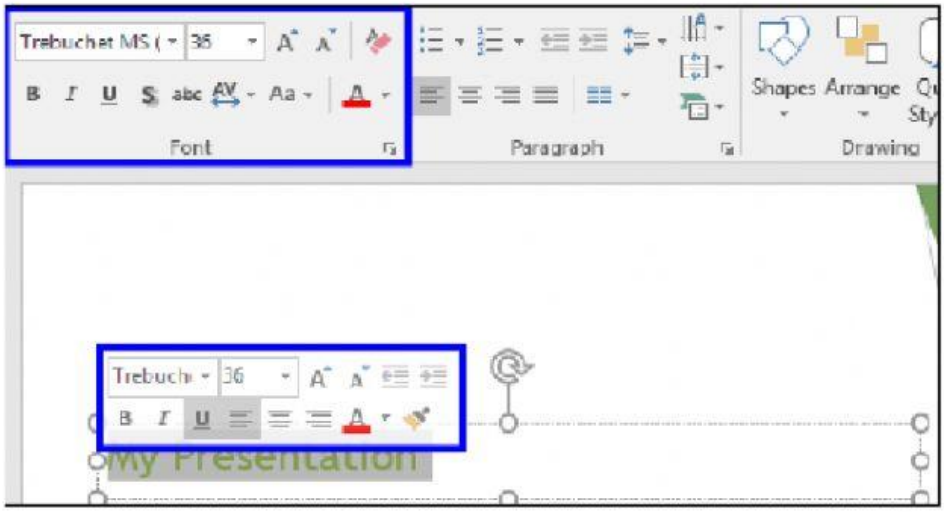


3

Formatting Text

When creating a presentation it is likely that you will be doing some formatting. In order to edit text on a presentation.

1. Select the text (by left-clicking and maintaining the left-click while dragging the mouse cursor across the text.)
2. Use the **Font Group** on the **Home** tab or *right-click* on the selected text and choose formatting options from the **Mini Toolbar**.
3. Make necessary changes to the font and *click* **outside** of the text *placeholder* to access the changes. 4



4

Questions

1, Describe how you add a text box?

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2. Describe how you format text?

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