

# Working with Text

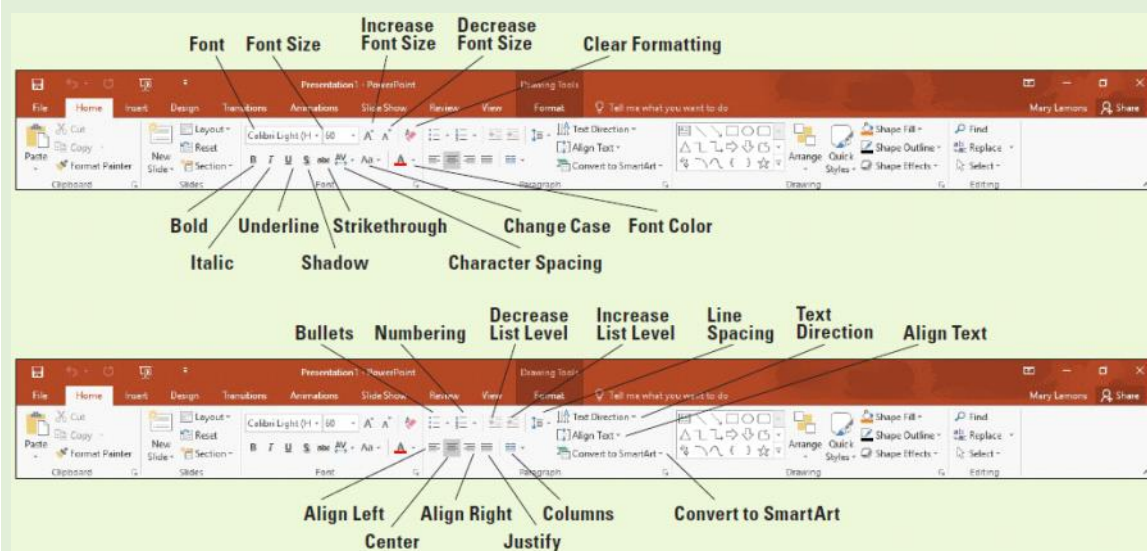
## Lesson Skill Matrix

Skill	Exam Objective	Objective
Formatting Characters	Apply formatting and styles to	2.1.2
Formatting Lists	Create bulleted and numbered	2.1.5
Inserting and Formatting	Apply WordArt styles to text.	2.1.3
Creating and Formatting Text	Insert text boxes.	2.2.2
	Resize shapes and text boxes.	2.2.3
	Format shapes and text boxes.	2.2.4
	Apply styles to shapes and text	2.2.5
	Format text in multiple columns.	2.1.4
Using Proofing Tools	Proof a presentation.	5.2.3

## 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)

# 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.

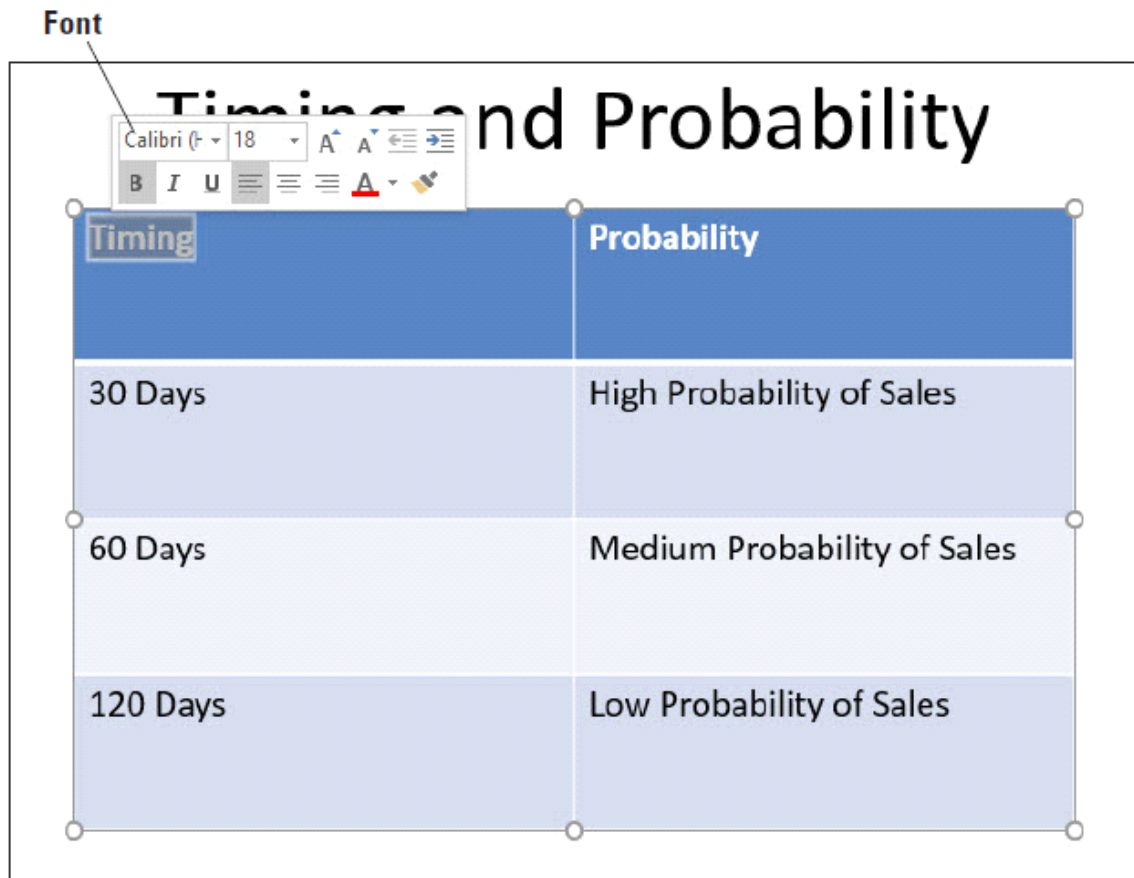
## Choosing Fonts and Font Sizes

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. Sign on, if necessary.

1. **Launch** PowerPoint, if the program is not already running.
2. Locate and open **Sales Pipeline** and then 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. Scroll down and 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.
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.
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 3-3.

# Timing and Probability

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

**Figure 3-3**

**The new font and font size applied to the table headings**

**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.

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. 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 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 to its default size. You can change the AutoFit setting for a text box or placeholder as needed.

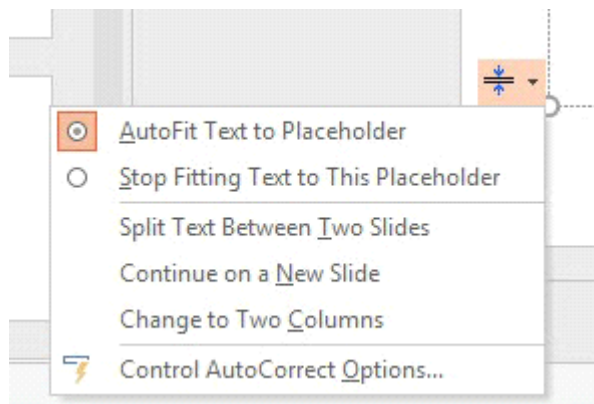
## Step by step **Change AutoFit Behavior**

**GET READY. 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 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 3-4).



**Figure 3-4**  
**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 3-4. 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 then 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, AutoFit is not enabled by default; instead, the text box itself resizes as needed to hold the text.

### Applying Font Styles and Effects

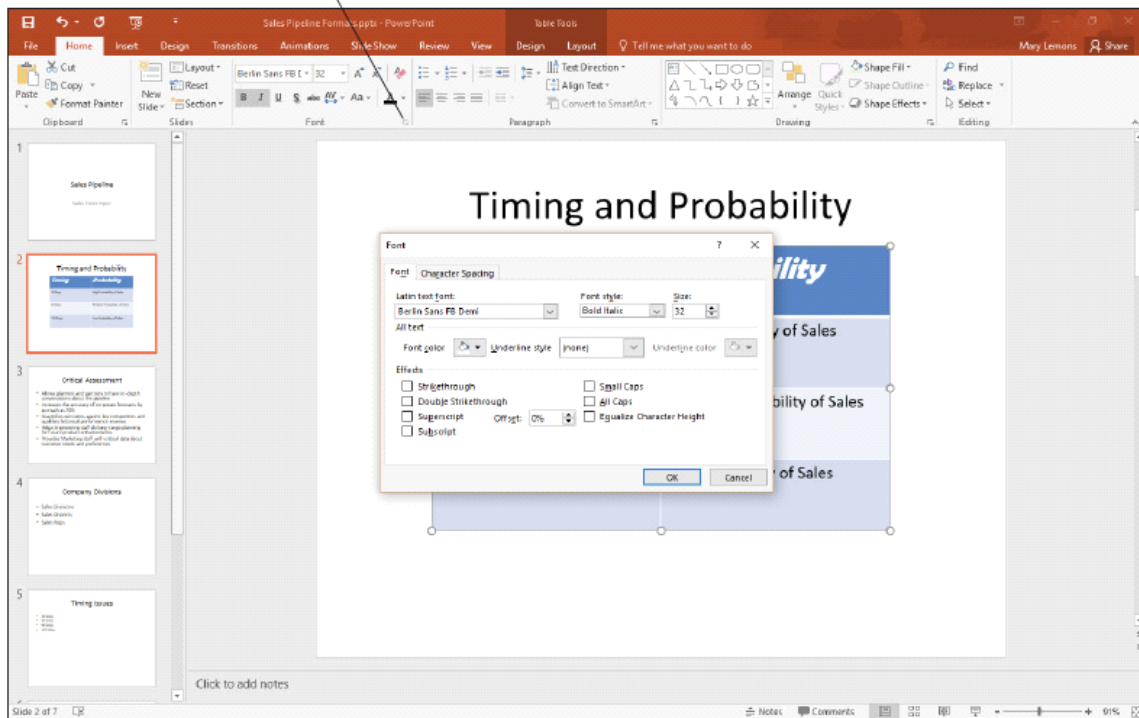
Text on a PowerPoint slide can be boldfaced or italicized (called font styles), underlined, or formatted with other attributes such as strikethrough or shadow (called effects). In the following exercise, you will apply a font style and an effect to text on a slide, as well as adjust character spacing.

#### Step by step Apply Font Styles and Effects

**GET READY. 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. PowerPoint formats the selected text in italic.
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 3-5) to produce the *Font* dialog box.

## Dialog Box Launcher



**Figure 3-5**

**Click the dialog box launcher in the Font group**

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 and then click **Expanded** in the list.
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 3-6.

# Timing and Probability

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

**Figure 3-6**  
**Completed text formatting**

**11.** **SAVE** the presentation.

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

## Changing Font Color

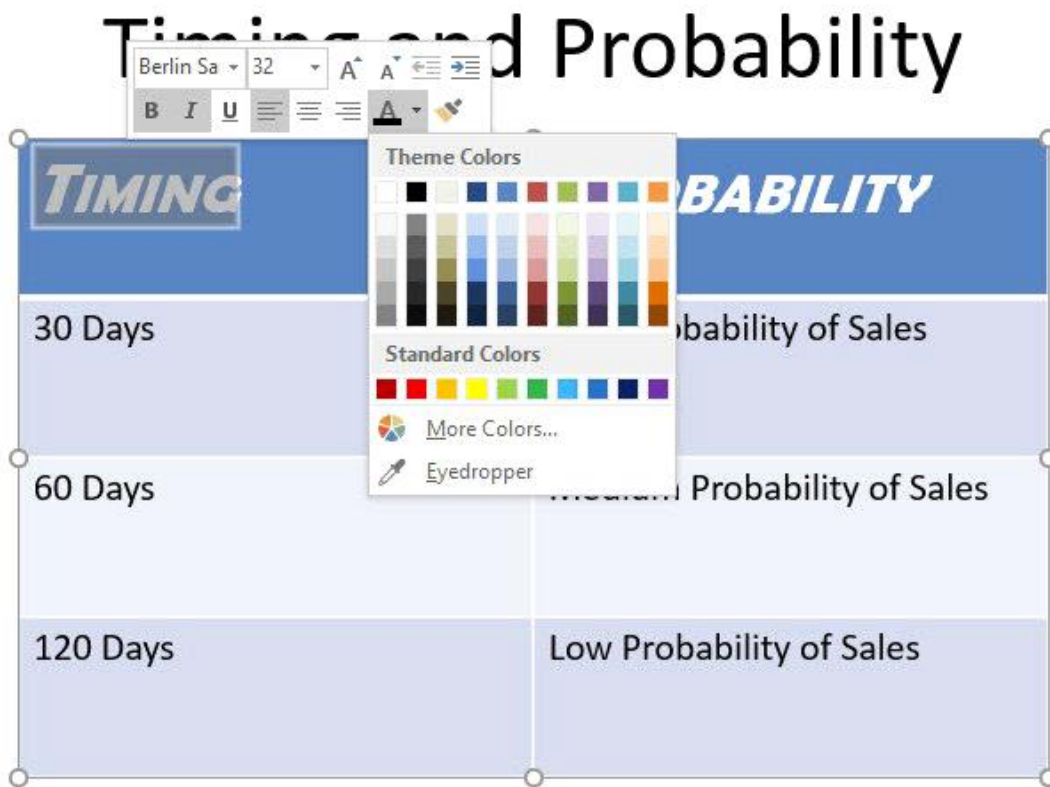
An easy way to change text appearance is to modify its color. Use the Font Color button in the Font group on the Ribbon to access a palette of colors you can apply to selected text.

### Step by step **Change Font Color**

**GET READY. 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 3-7).





**Figure 3-7**  
**Choosing a different font color from the Mini toolbar**

3. 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.

4. Double-click **Probability** in the top-right cell of the table.
5. 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 3-8 when you are finished.

# Timing and Probability

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

**Figure 3-8**

**Color has been applied to the table headings**

6. **SAVE** the presentation.

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

## **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**

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

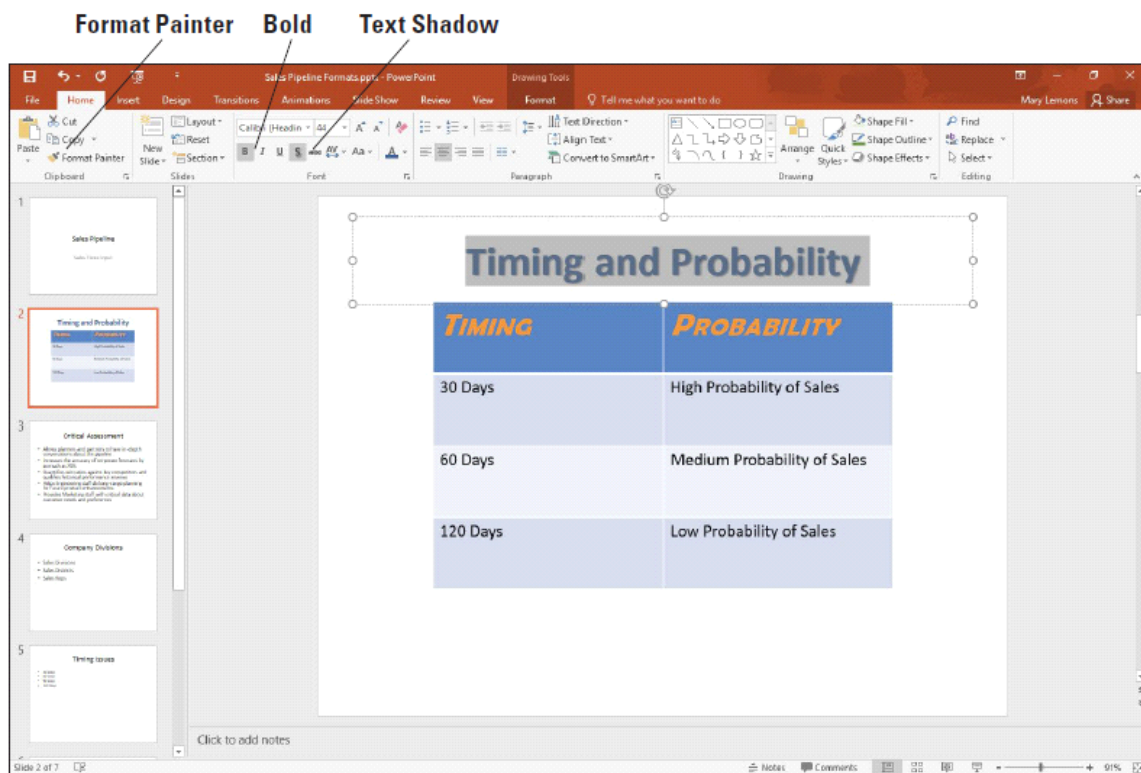
1. On slide 2, select the text in the title placeholder.
2. Change the font color to **Blue, Accent 1, Darker 25%**.

#### **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.

- Click the **Text Shadow** button in the Font group to apply the shadow font style (see Figure 3-9).



**Figure 3-9**  
**Format the title text**

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

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

**PAUSE. LEAVE PowerPoint 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.

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 Lists

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.

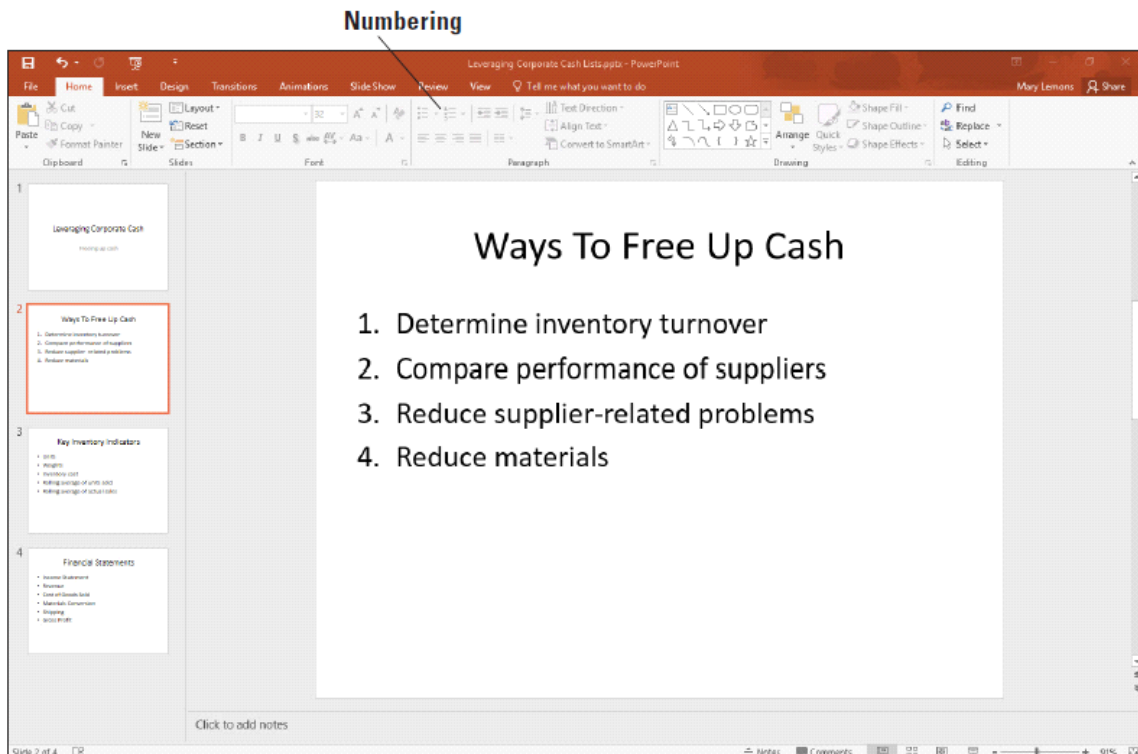
## Creating Numbered Lists

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

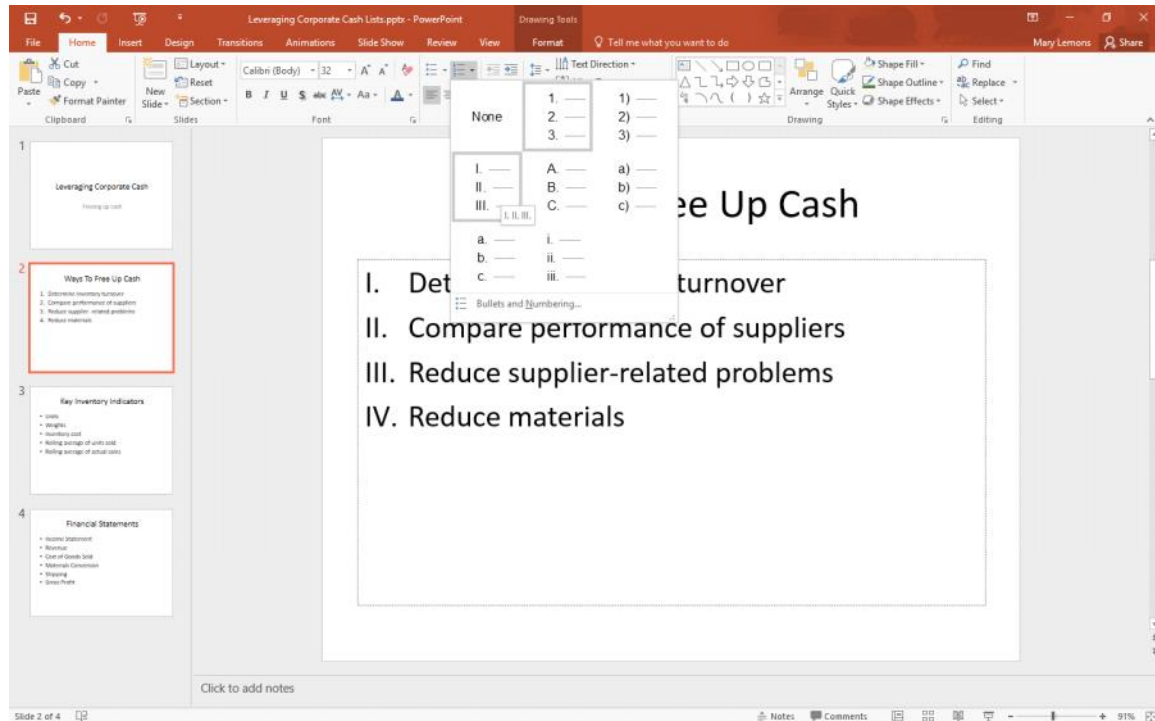
**GET READY. OPEN** the **Leveraging Corporate Cash** presentation from the data files for this lesson.

1. **SAVE** the file 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 3-10.



**Figure 3-10**  
**A numbered list**

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 3-11.



**Figure 3-11**  
**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.

### **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

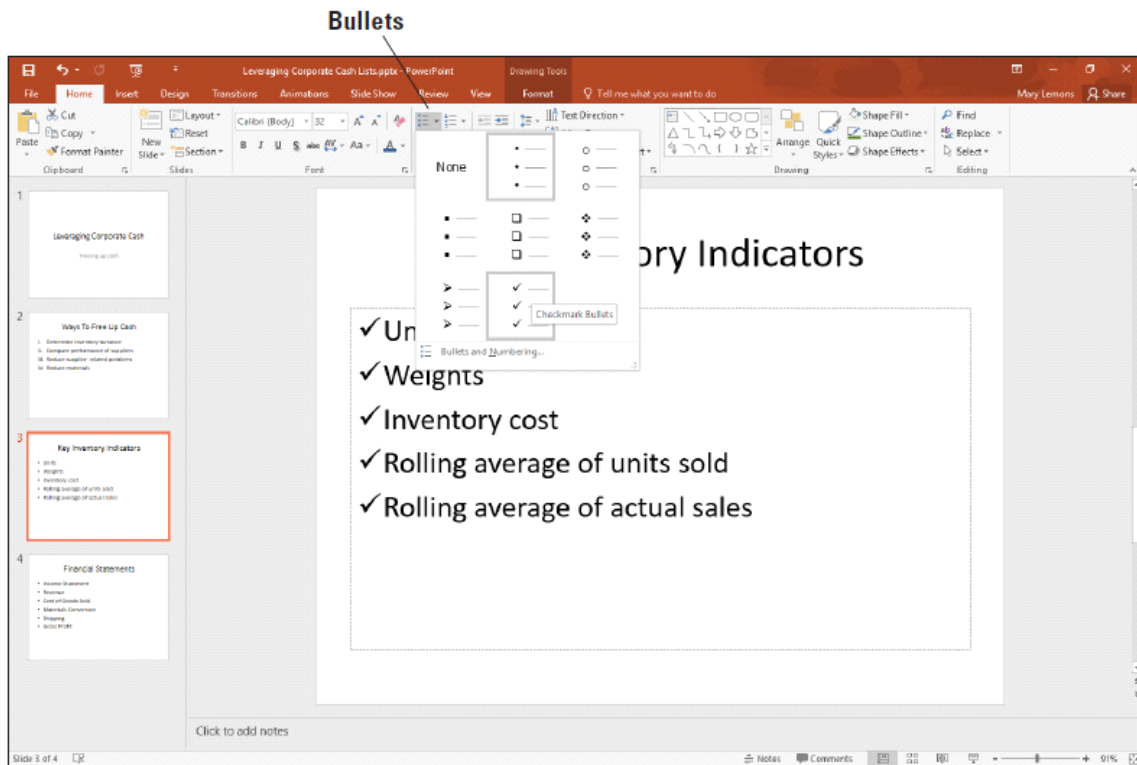
**GET READY. USE** the **Leveraging Corporate Cash Lists** presentation that is still open from the previous exercise.

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 **Checkmark Bullets** (see Figure 3-12). PowerPoint applies the bullet style to the selected paragraphs.



**Figure 3-12**  
**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.

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 WordArt

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.

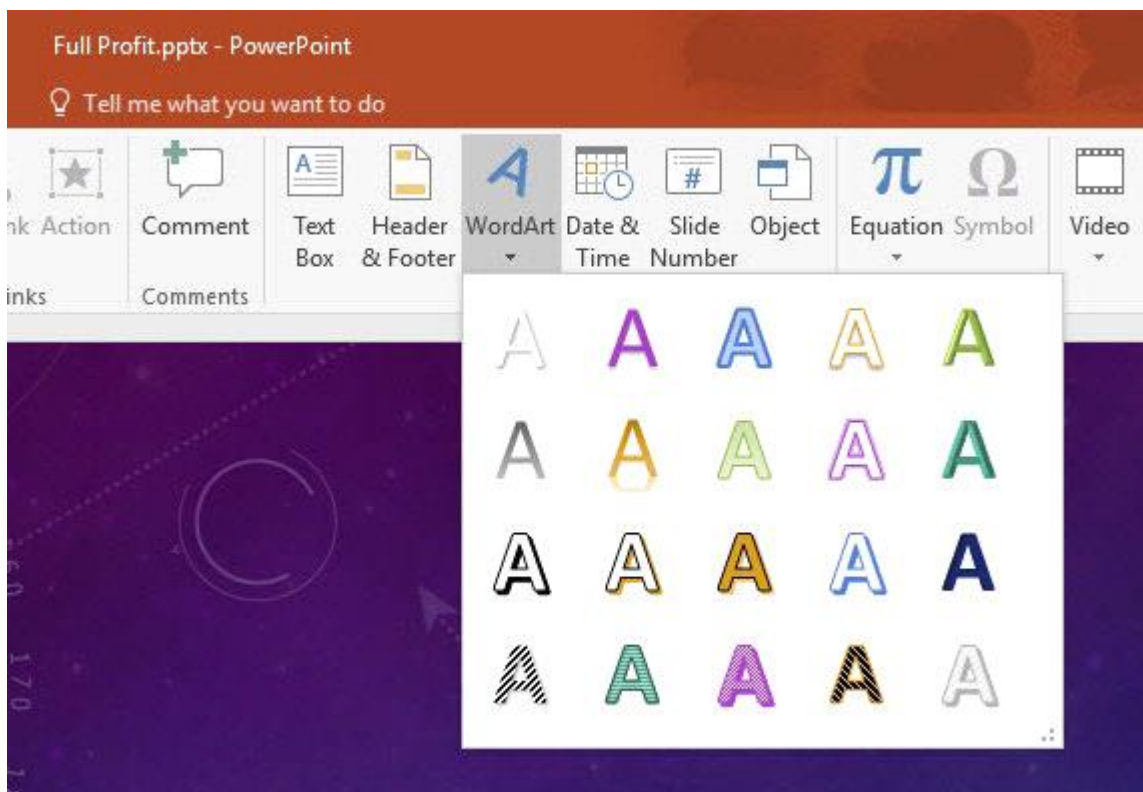
## Inserting a WordArt Graphic

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

### Step by step Insert a WordArt Graphic

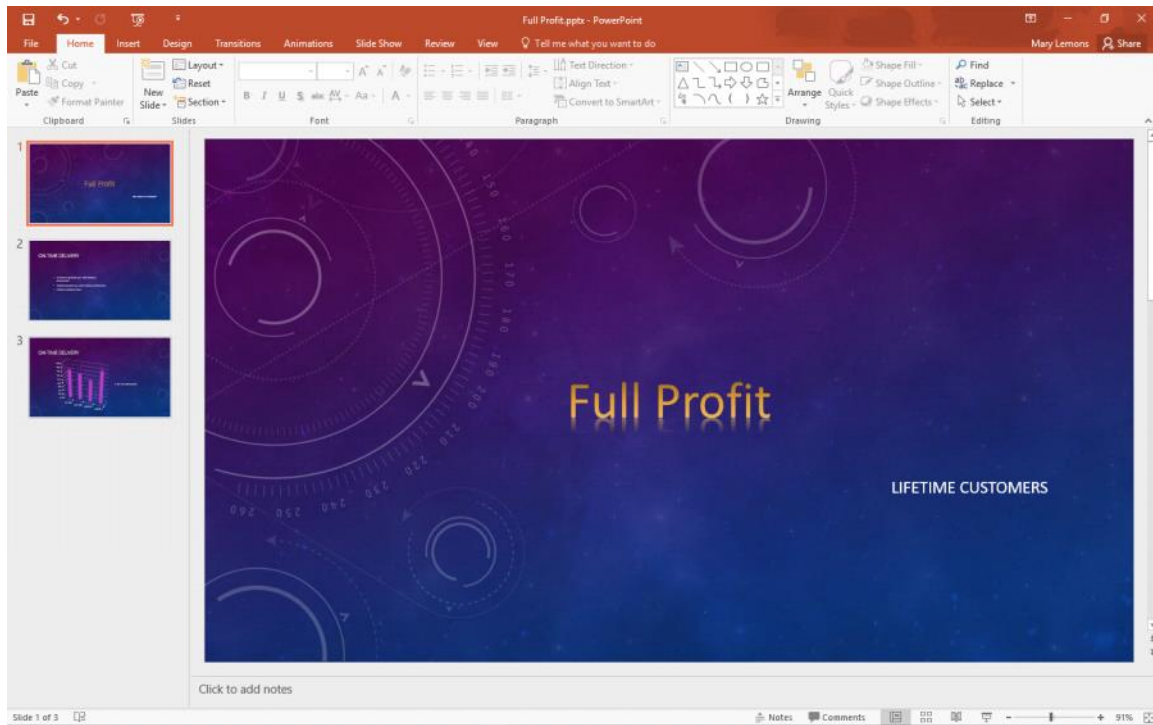
**GET READY.** If PowerPoint is not already open from the previous exercise, **LAUNCH** PowerPoint.

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 3-13).



**Figure 3-13**  
**Gallery of WordArt styles**

3. Click the **Gradient Fill – Gold, Accent 5, 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 3-14.



**Figure 3-14**  
**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 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**

**GET READY. 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

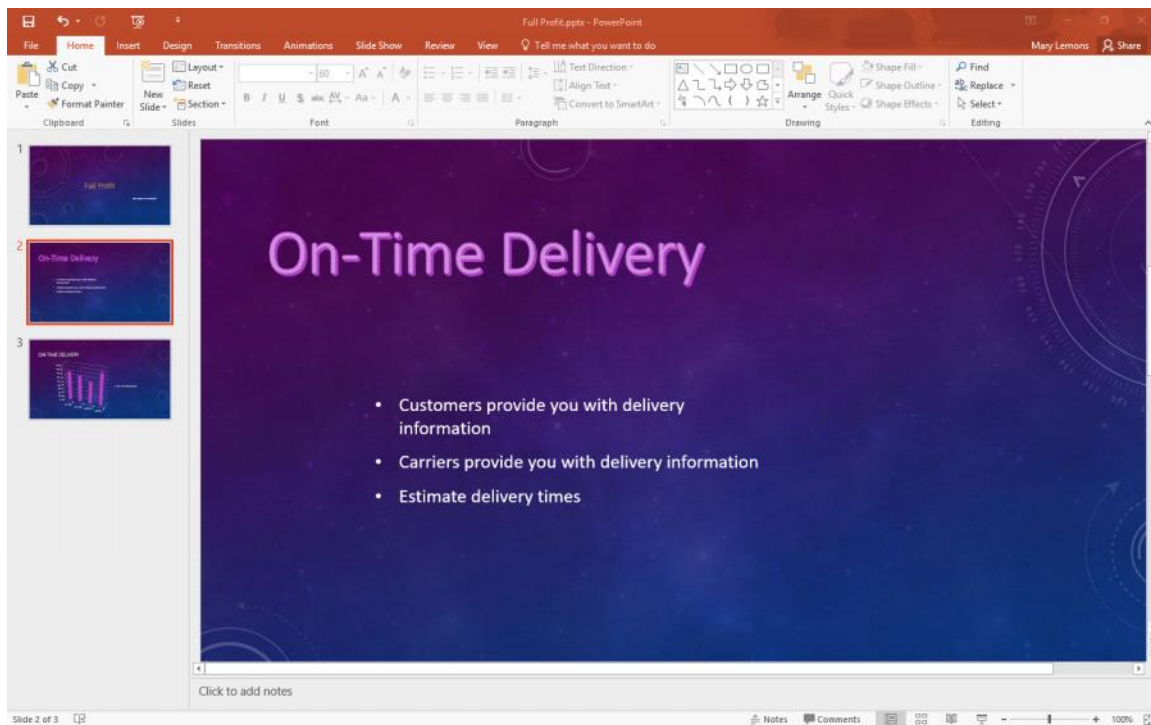
you will apply.

4. Click the **Drawing Tools Format** tab and then click the **More** button in the WordArt Styles group (see Figure 3-15) to display the WordArt Styles gallery.



**Figure 3-15**  
**The More button opens the WordArt Styles gallery**

5. Click the **Pattern Fill - Purple, Accent 1, 50%, Hard Shadow - Accent 1** WordArt style. The style is applied to the selected text.
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 3-16.



**Figure 3-16**  
**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

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

You can use text boxes 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

**GET READY. OPEN** the **Profit Analysis** presentation from the data files for this lesson.

1. **SAVE** the file as **Profit Analysis Boxes1**.
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 3.25" 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

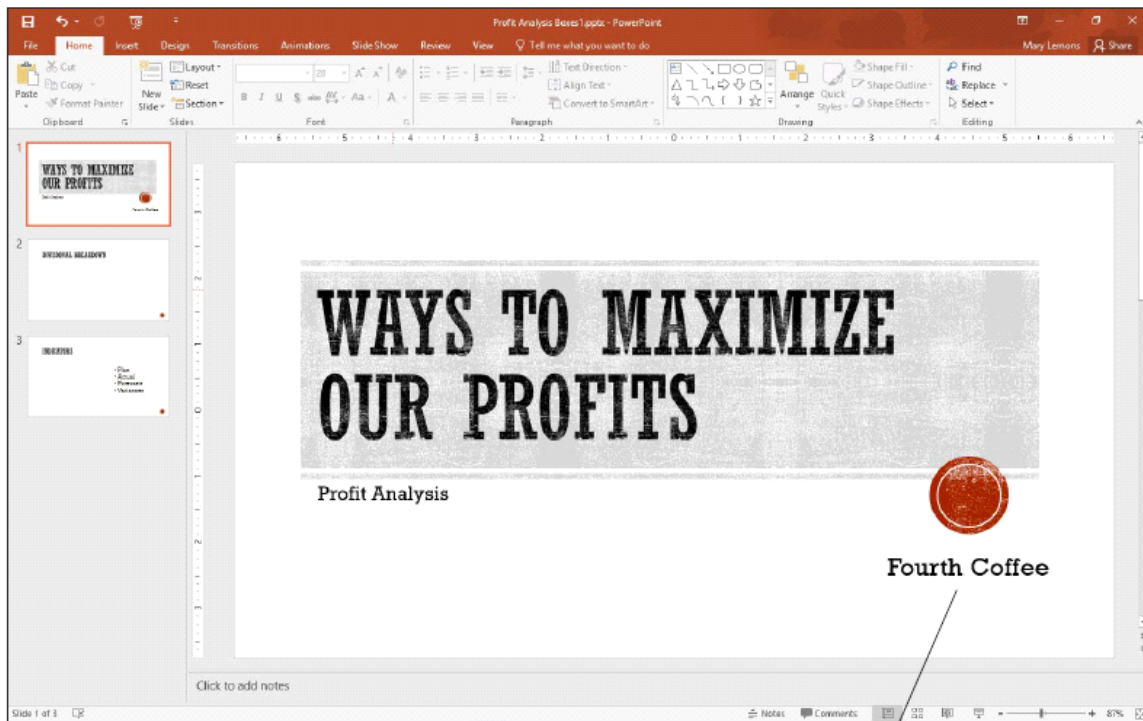
The height you draw the text box does not matter because the height automatically fits the content. When blank, the text box is one-line high. It expands as you type more lines.

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.

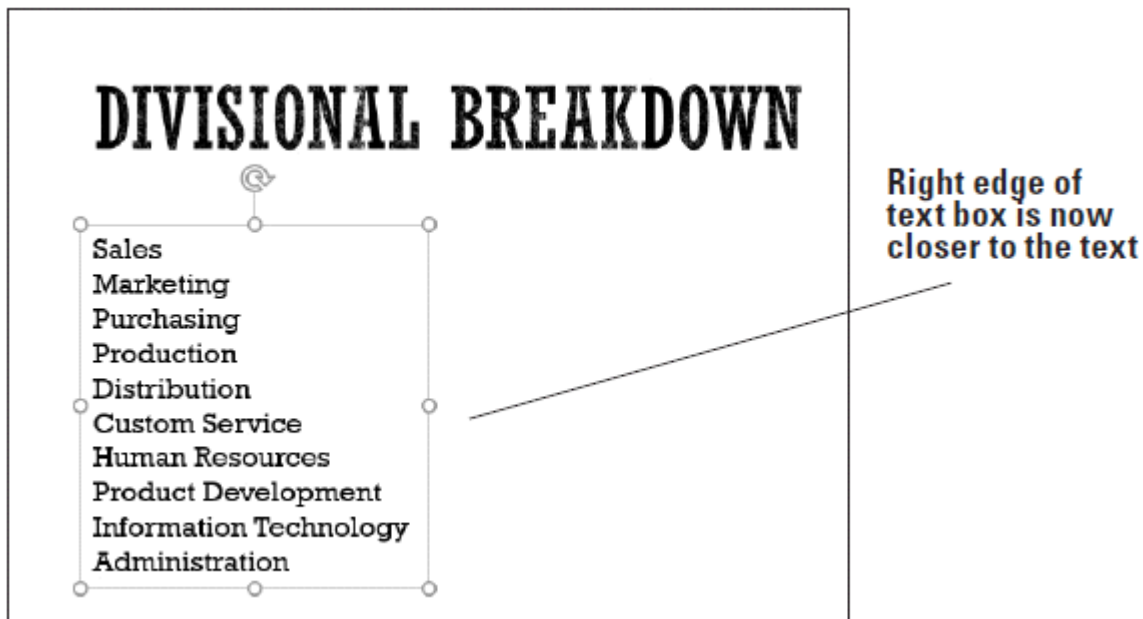
8. Type **Fourth Coffee** in the text box.
9. Select the text **Fourth Coffee** and then change the Font Size to **28** using the Font drop-down list on the Home tab.
10. Center the text box below the red dot as much as possible.
11. Click outside the text box to clear its border. Your slide should look like the one shown in Figure 3-17.



Place Text Box Here

**Figure 3-17**  
**Inserting a text box**

12. On Slide 2, click the **Text Box** button on the Insert tab, and drag to draw a new text box under the Divisional Breakdown heading, approximately 6" in width. Use the red guidelines to align the text box with the left of the heading.
13. Click in the text box and then type the following items, placing each item on its own line:
  - Sales
  - Marketing
  - Purchasing
  - Production
  - Distribution
  - Custom Service
  - Human Resources
  - Product Development
  - Information Technology
  - Administration
14. Position your mouse pointer over the center, right handle on the textbox frame. Click and the pointer becomes a plus sign.
15. Resize the box so the border is closer to the text (see Figure 3-18).



**Figure 3-18**  
**The resized text box**

16. **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.

### **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**

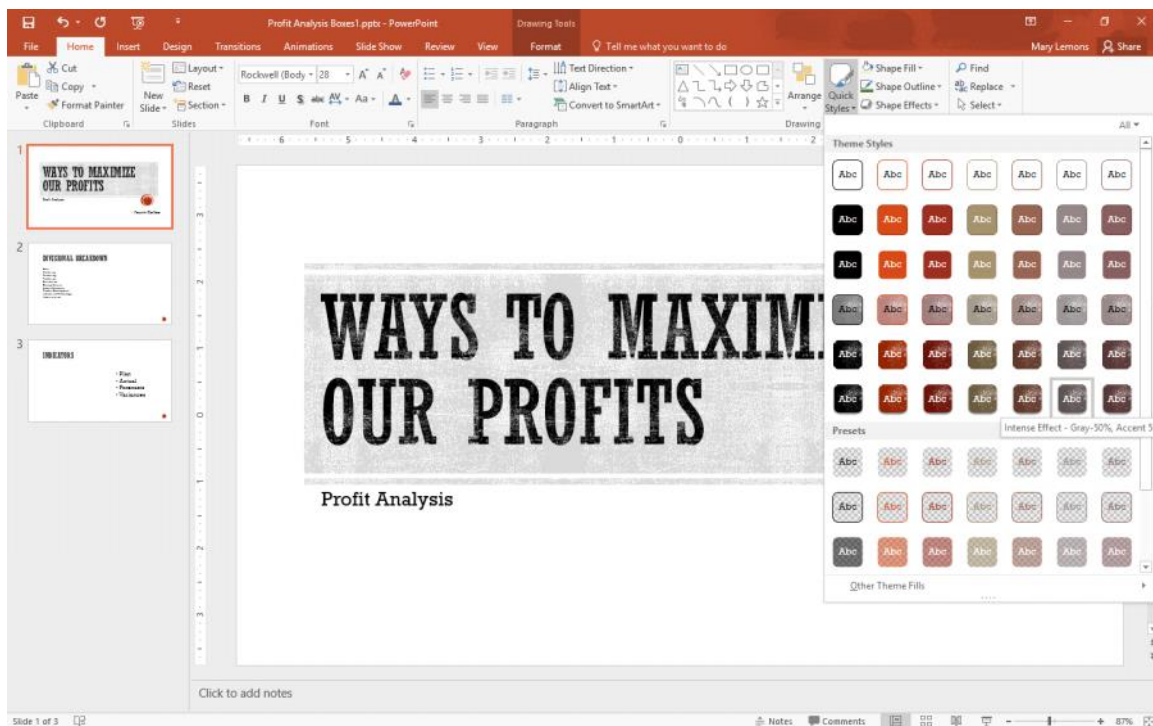
PowerPoint's Quick Styles allow you to quickly format any text box or placeholder with a combination of fill, border, and effect formats to make the object stand out on the slide. In this exercise, you apply a Quick Style to a text box, but PowerPoint also provides

Quick Styles for other features such as tables, SmartArt graphics, charts, and pictures.

## Step by step Apply a Quick Style to a Text Box

**GET READY. USE** the **Profit Analysis Boxes1** presentation from the previous section.

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 in the Drawing group 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 3-19). The Quick Style formatting is applied to the text box.



**Figure 3-19**  
**Apply a Quick Style 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.

## Applying Fill and Border Formatting to a Text Box

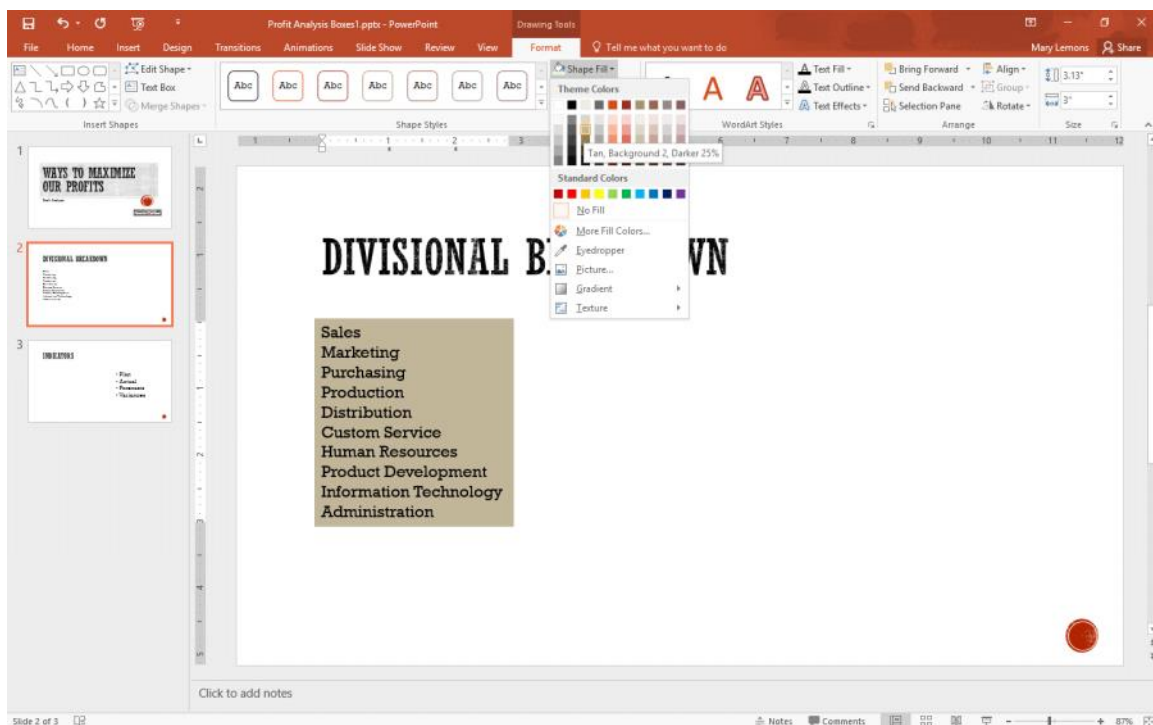
If you want more control over formatting applied to a text box, you can use the Shape Fill and Shape Outline tools to set the formatting for a text box on your own. In this

exercise, you apply fill and border formatting to a text box.

## Step by step Apply Fill and Border Formatting to a Text Box

**GET READY. USE** the **Profit Analysis Boxes1** presentation that is still open from the previous exercise.

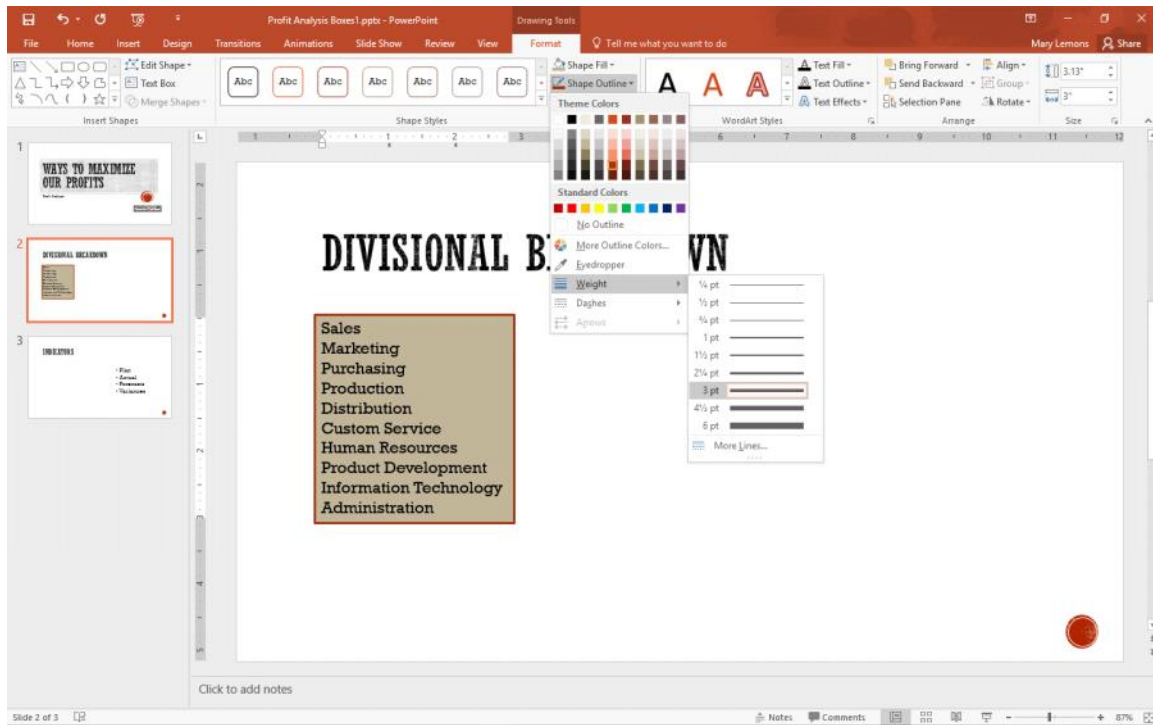
1. Go to [slide 2](#).
2. Click inside the text box list. PowerPoint displays the text box border and sizing handles.
3. On the Drawing Tools Format tab, click the **Shape Fill** drop-down arrow in the Shape Styles group. The Theme Colors palette for the text box fill color appears.
4. Click the **Tan, Background 2, Darker 25%** theme color. PowerPoint formats the text box fill with this color (see Figure 3-20).



**Figure 3-20**  
**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 3-21).





**Figure 3-21**  
**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**

**GET READY.** **USE** the Profit Analysis Boxes1 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 3-22).

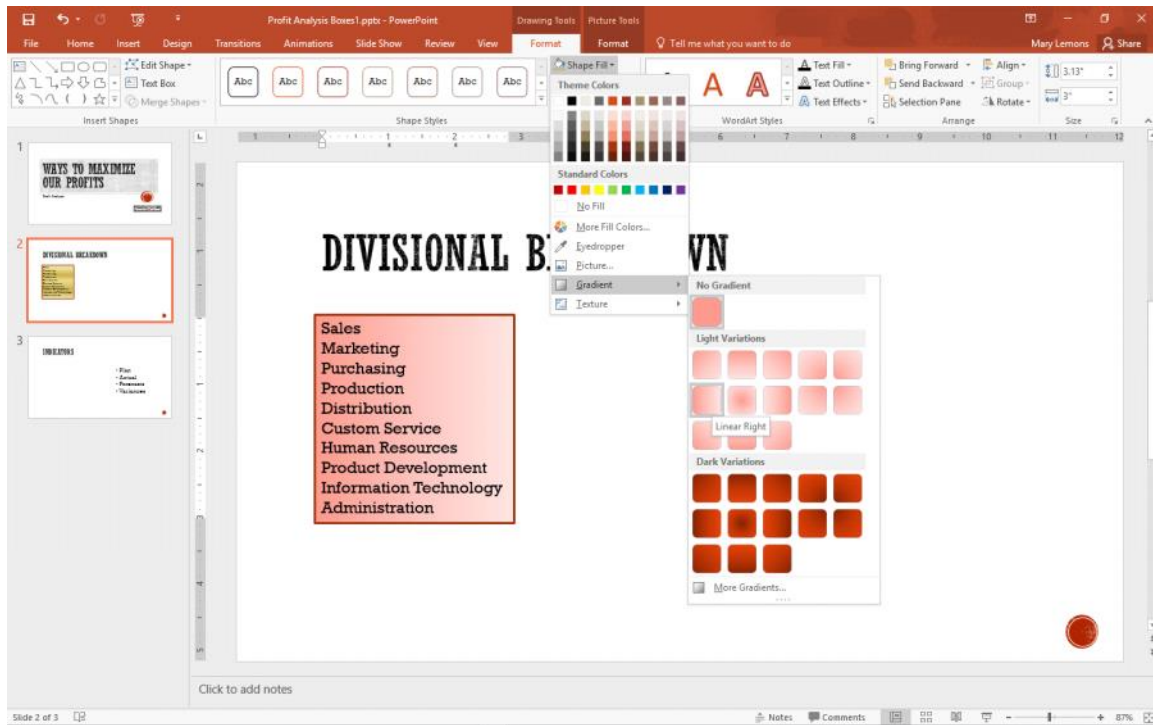
# DIVISIONAL BREAKDOWN



**Figure 3-22**

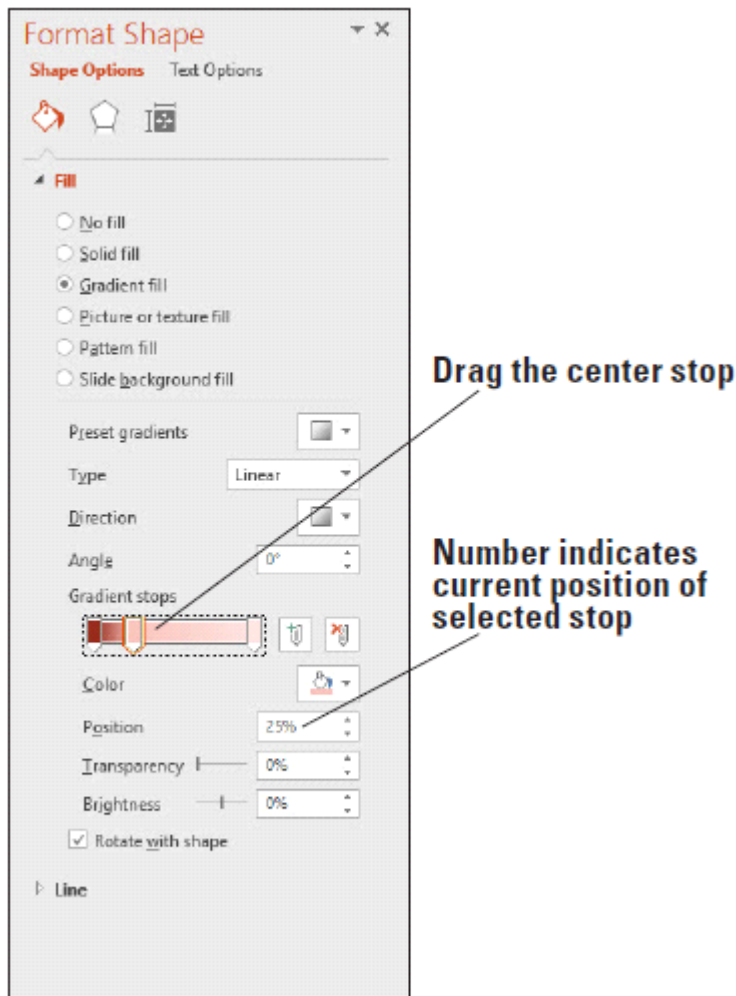
**A picture applied as a text box background**

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 3-23). To determine the name of a sample, hover the mouse pointer over each sample, so a ScreenTip appears with its name.



**Figure 3-23**  
**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 3-24).



**Figure 3-24**  
**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 3-24), 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

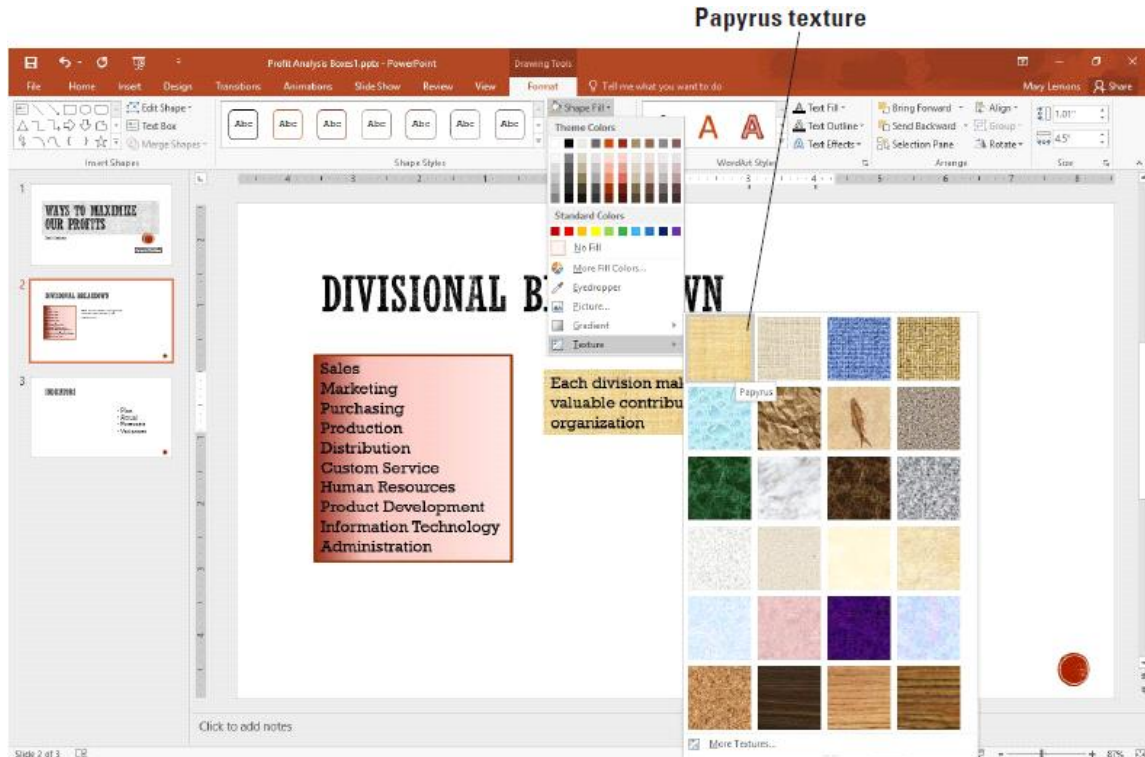
Texture and pattern fills are alternatives to plain colored fills. A texture fill repeats a small graphic to fill the area; texture graphics are specially designed so that the edges blend together and it looks like a single graphic. Texture graphics usually simulate some type of textured material like 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

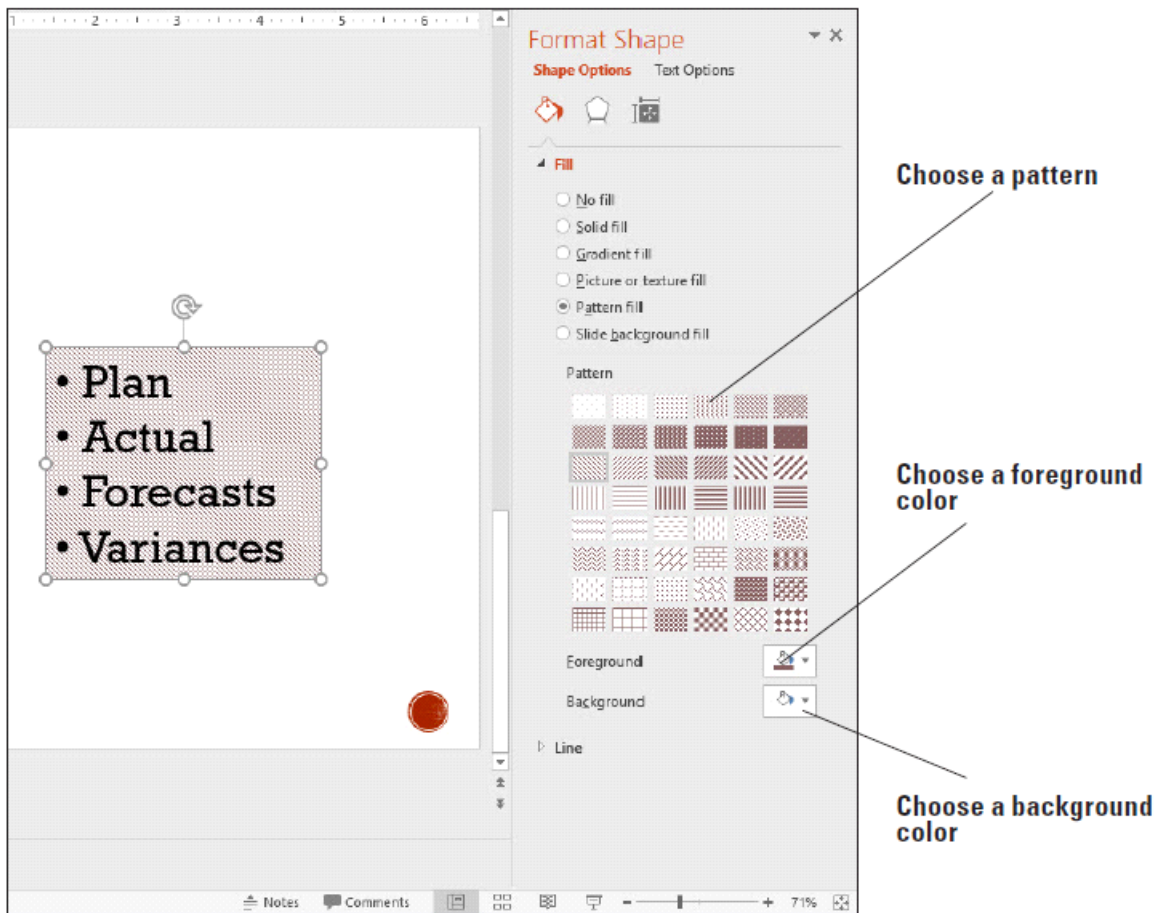
**GET READY. USE** the **Profit Analysis Boxes1** presentation that is still open from the previous exercise.

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 3-25). The texture is applied to the text box.



**Figure 3-25**  
**Apply a texture fill to a text box**

5. On slide 3, select the text box containing the bulleted list.
6. Right-click the text box 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 3-26). The new fill appears in the text box.



*Photos courtesy of Microsoft*

**Figure 3-26**

**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.

**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 it uses two columns.

**Step by step Set Up Columns in a Text Box**

**GET READY. USE** the **Profit Analysis Boxes1** 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.
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, in the Size group, click the **Shape Height** text box's down-pointing spin arrow, decreasing the shape height until each column contains seven lines of text.
7. Position the text boxes so they left align with the Divisional Breakdown heading.
8. **SAVE** the presentation as **Profit Analysis Boxes Final** and then **CLOSE** the file.

**PAUSE. LEAVE PowerPoint 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.

# Using Proofing Tools

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

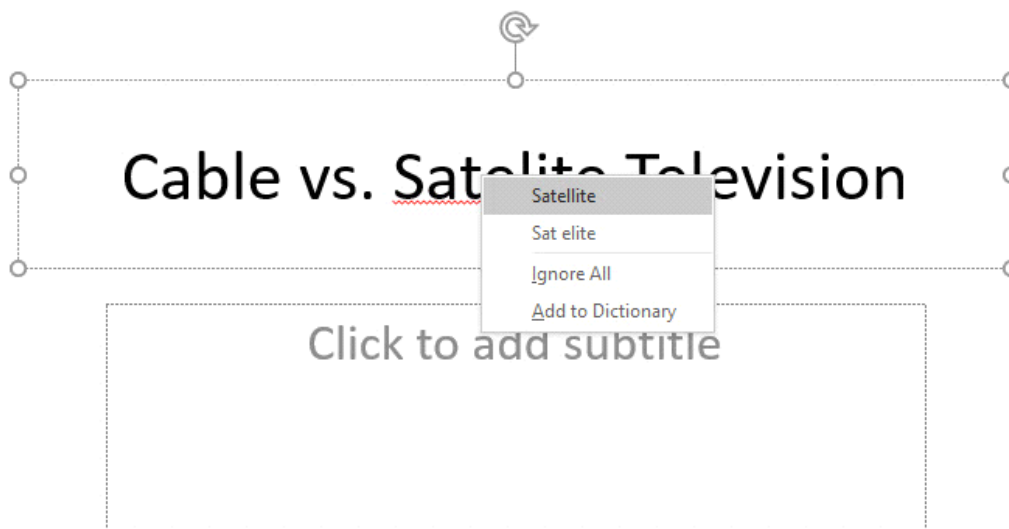
## Checking Spelling

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.** If PowerPoint is not already open from the previous exercise, **LAUNCH** PowerPoint.

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 3-27). The correction is made.

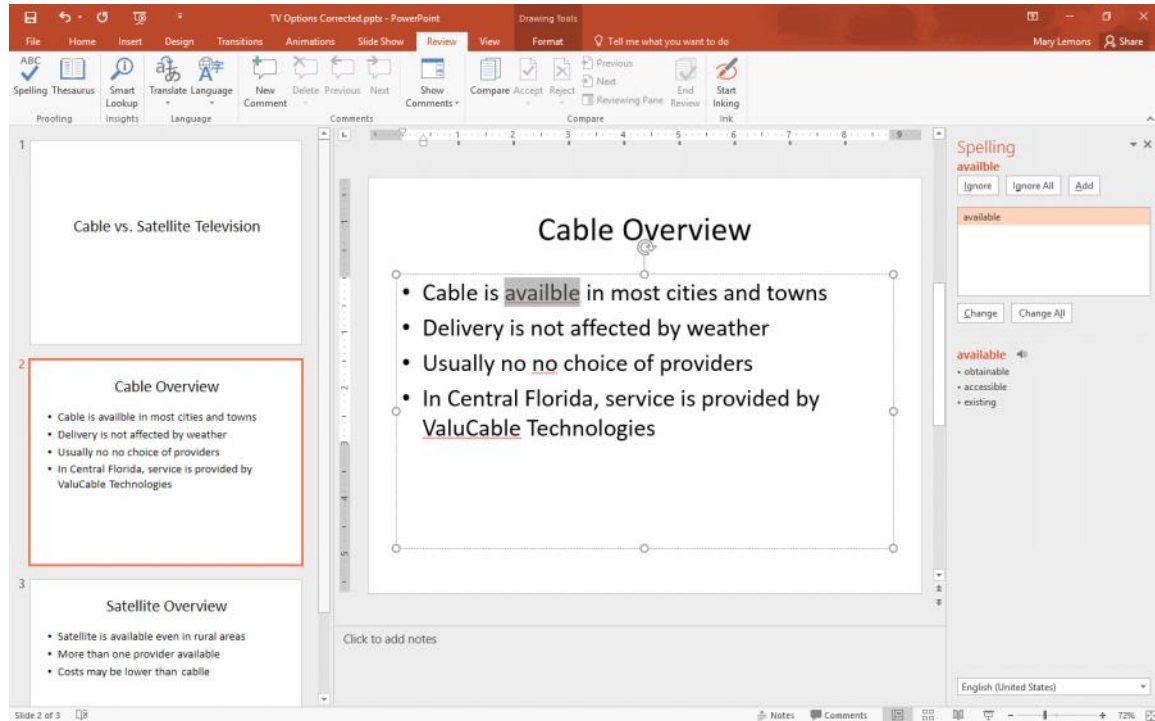




**Figure 3-27**

**Correct a single misspelled word from the shortcut menu**

5. 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 3-28). The suggestions list contains only one possible correction.



**Figure 3-28**

**Correct multiple spelling errors quickly with the Spelling task pane**

6. Click the **Change** button to change to the correct spelling of available. The next problem identified is a repeated word, no.
7. 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.
8. 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.
9. Click **Change** to change to the correct spelling of cable. A message appears that the spelling check is complete.
10. Click **OK** to close the dialog box.
11. **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.

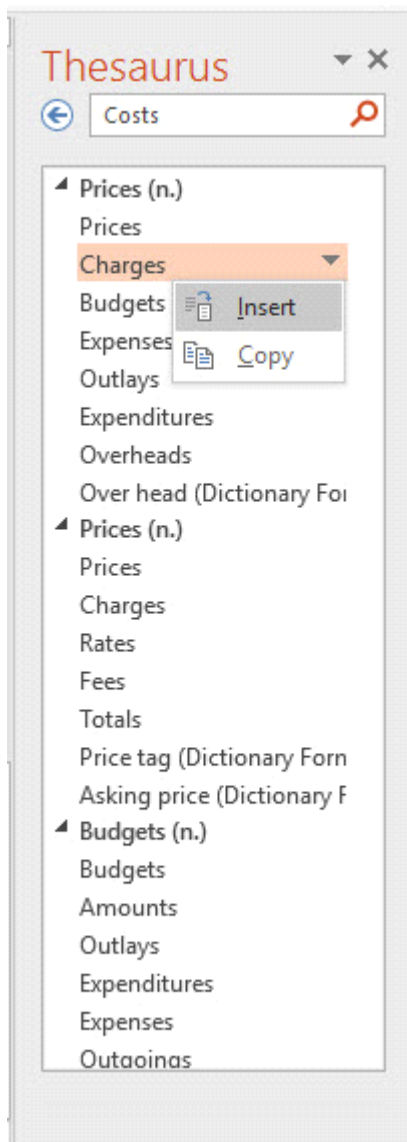
## Using the Thesaurus

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**

**GET READY. 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** (see Figure 3-29), then click **Insert** from the menu that appears. The word **Costs** changes to **Charges** on the slide.



### Figure 3-29

#### 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 then **CLOSE** the file. **EXIT** PowerPoint.

# 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. A(n) \_\_\_\_\_ object is text in the form of a graphic.

## 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. Most of PowerPoint's text placeholders automatically format text as a(n) \_\_\_\_\_ list.
  - a. numbered
  - b. bulleted
  - c. sorted
  - d. itemized
3. 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
4. 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.
5. A thesaurus enables you to look up synonyms and \_\_\_\_\_.
  - a. alternate spellings
  - b. antonyms
  - c. translations
  - d. pronunciations

# Projects

## Project 3-1: Using Quick Styles

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. In this project, 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 then **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 then **CLOSE** the file.

**PAUSE. LEAVE** PowerPoint open for the next project.

## Project 3-2: Typecasting 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. In this project, 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** and then **SAVE** it as **Graphic Designs Final**.
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 and CLOSE** the file.

**EXIT** PowerPoint.