Microsoft PowerPoint 2010 - Level 1

5 – Working with text

CORPORATE **LEARNING & DEVELOPMENT**

WORKING WITH TEXT

When you create presentations in PowerPoint using available templates and themes, there should be little reason to format the text, as all formatting is built into the theme or template, and is applied automatically to text as it is entered.

Having said that, there may be instances when you need to format a particular word or phrase, such as applying bold or changing the font colour, for example. This chapter will introduce you to these and more basic text formatting and editing techniques.

In this booklet we will show you how to:

- ✓ add text directly to a slide
- ✓ edit text
- ✓ move and resize placeholders
- ✓ apply font formatting to text
- ✓ apply paragraph formatting
- ✓ convert text to **SmartArt**
- ✓ apply **WordArt** to text.

TYPING TEXT ONTO A SLIDE

All slide layouts, except for the *blank layout*, contain **text placeholders**. Text placeholders can be used to insert titles, headings, captions, bulleted lists and so on, onto your slides. Each slide layout will have different placeholders to suit that layout. When you type text into a placeholder, the text is formatted automatically in line with the selected **theme** or **template** fonts.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file P806 Working With Text_1.pptx...

1 In the **Slides** pane, click on slide **4** titled **Personal**

We'll type some text directly onto the slide, but first we need the right layout...

2 Click on the **Home** tab, then click on **Layout** in the **Slides** group to display the **Layout** gallery
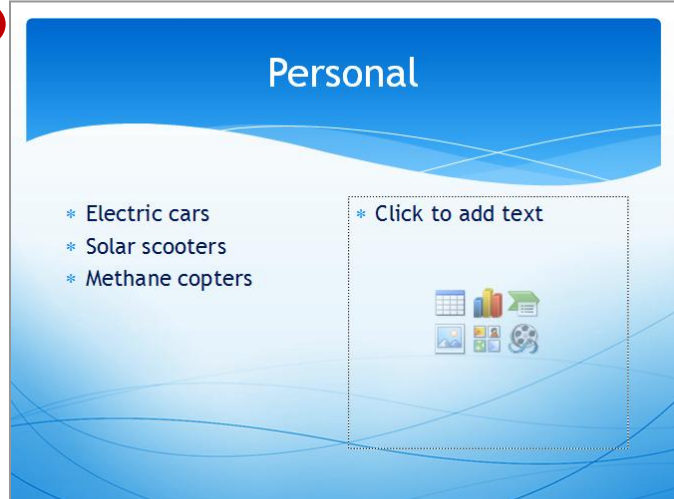
3 Click on **Two Content** to apply this layout to the slide

Now for the text...

4 Click on **Click to add text** and type the text as shown, then click outside the placeholder to deselect it

5 Click on the **Outline** tab to display the **Outline** pane

Notice that the tags, 1 and 2, have appeared, and these indicate in which column the text appears...

6 Click on the **Slides** tab to display the **Slides** pane

3

Personal

* Electric cars
* Solar scooters
* Methane copters

* Click to add text

4

* Wind racers
* Terra tearers
* Body skimmers
* Hydropacks

5

4 **Personal**
1 * Electric cars
  * Solar scooters
  * Methane copters
2 * Wind racers
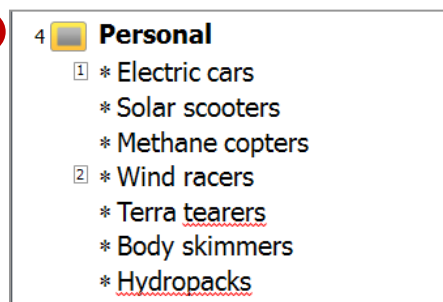 * Terra tearers
  * Body skimmers
  * Hydropacks

For Your Reference...

To **type text onto a slide**:
1. Click on **Click to add text** in the placeholder
2. Type the required text

Handy to Know...

- If you need more text placeholders than are available on the slide, you can copy and paste an existing placeholder and update the text. Or, you can insert a text box. To do this, click on the **Insert** tab, click on **Text Box** then click and drag to create a text box. Note that text boxes contain no text formatting.

EDITING TEXT

As you develop your presentation, you will need to edit the text, such as inserting, correcting and deleting text, for example. You will also need to check for spelling and grammatical errors. For the most part,
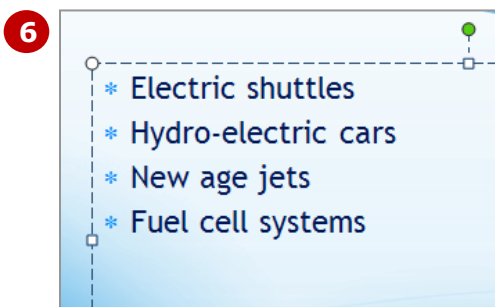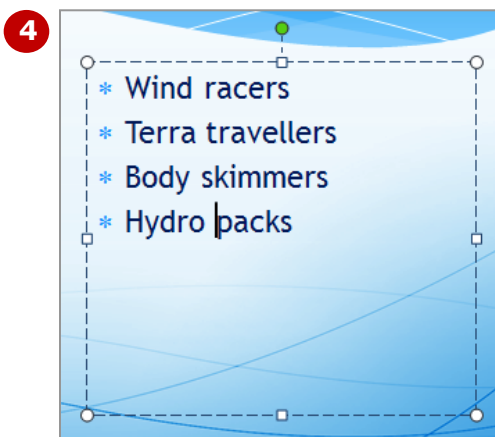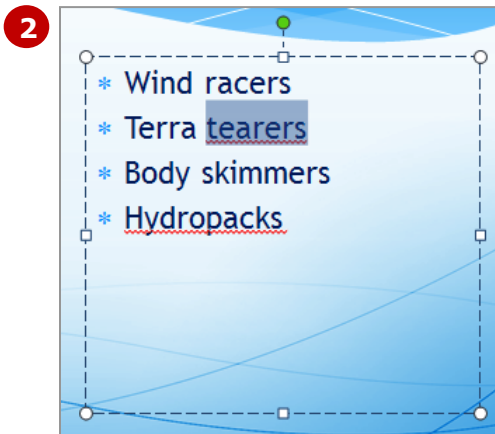
PowerPoint recognises misspelled words and will highlight these with a red wavy line. It is, of course, important to manually review and proofread the presentation before it is delivered.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P806 Working With Text_2.pptx...

1 Navigate to and display slide **4** in the **Slides** window

First we'll replace an existing word…

2 Double-click on the word **tearers** to select the word

3 Type **travellers**

The word is replaced. You will now correct a word…

4 Click between the **o** and **p** in **Hydropacks** then press Space to split **Hydro packs**

5 Navigate to and display slide **5** in the **Slides** window

6 Click at the end of shuttles and press Enter to insert a new bullet point, then type **Hydro-electric cars**

7 Navigate to and display slide **1** in the **Slides** window

Now we'll run a quick spelling check…

8 Click on the **Review** tab, then click on **Spelling** to run the spell check

You will be advised that the spell check is complete

2
* Wind racers
* Terra tearers
* Body skimmers
* Hydropacks

4
* Wind racers
* Terra travellers
* Body skimmers
* Hydro packs

6
* Electric shuttles
* Hydro-electric cars
* New age jets
* Fuel cell systems

For Your Reference…

To **edit text**:
1. Double-click on a word, or click and drag to select text
2. Make the required changes

Handy to Know…

- If you're familiar with **Microsoft Word**, you can use the same text selection and editing techniques in PowerPoint as you do in Word.
- You can also edit slide text by selecting the text in the **Outline** pane.
- If you make a mistake when editing, press Ctrl + Z to undo the changes.

MOVING AND RESIZING PLACEHOLDERS

When you type text into a **placeholder**, the text is formatted in line with the applied **theme fonts**, including the font size. If there is more text than can fit in the placeholder, PowerPoint will resize the text to fit the placeholder. However, you can resize the placeholder manually to fit in extra content or to fit better on the slide. You can also position placeholders anywhere on the slide.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P806 Working With Text_3.pptx...

1. Navigate to and display slide **9** in the **Slides** window

   The text is in the wrong position, so we'll move the placeholder…

2. Click anywhere in the bulleted text to display the placeholder border, then click on the border to select the placeholder

3. Press ↓ several times until the top border of the placeholder lines up with the top of the photo, as shown

   We'll now resize the placeholder…

4. Click on the **Drawing Tools: Format** tab, then click on the down arrow ▾ for **Height** in the **Size** group until the **height** is **8 cm**

5. Navigate to and display slide **7** in the **Slides** window

6. Click on the title **Usage** to activate the chart title placeholder, move the pointer to the placeholder border, then click on and drag to the left

   As you drag you will notice that 'smart guides' appear indicating the new position…

7. Release the mouse button when the placeholder is positioned as shown
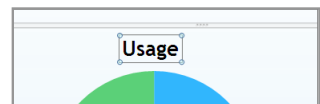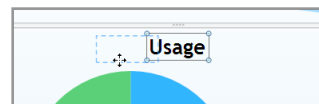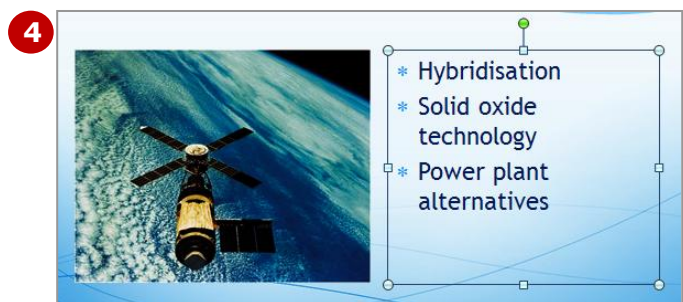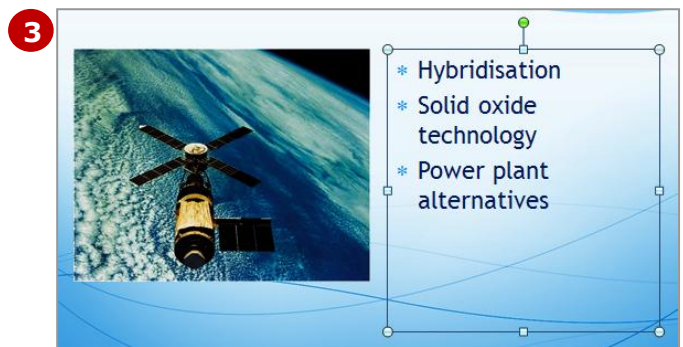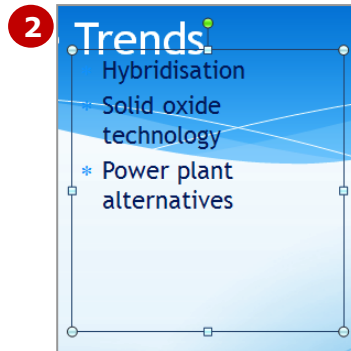
For Your Reference…

To **move** a placeholder:
1. Select the placeholder, then click and drag on the placeholder border to its new location

To **resize** a placeholder:
1. Select the placeholder, click on the **Drawing Tools: Format** tab and adjust the **Height** and **Width** in the **Size** group as required

Handy to Know…

- As well as adjusting the **height** and **width** on the **Drawing Tools: Format** tab to resize a placeholder, you can also click and drag on any of the corner ⊙ or middle ▢ placeholder handles to resize a placeholder.

- To delete a placeholder, select the placeholder then press Del.

APPLYING FONT FORMATTING

When you type text onto a slide, the text is formatted automatically with the applied template or **theme fonts**. Theme fonts already contain a range of formatting attributes to suit that theme, such as the font type, size, colour and so on, and as such there should be very little reason to change this formatting. You may, however, need to format words to highlight them, such as by applying bold.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P806 Working With Text_4.pptx...

1 Navigate to and display slide **1** in the **Slides** window

You will increase the font size of the title…

2 Double-click on the word **Transport** to select this word

You will notice that a mini-formatting toolbar appears dimmed above it, but we'll use the commands on the Home tab…

3 Click on the **Home** tab, then click on the drop arrow ▾ for **Font Size** in the **Font** group and select **72** to increase the font size, then click outside the placeholder to deselect it and view the result

4 Navigate to and display slide **2** in the **Slides** window

You will apply bold to selected text…

5 Click and drag to select the text **Current solutions**, then click on **Bold** B in the **Font** group to apply bold to the selected text

6 Repeat step **5** to apply bold to the text **Renewable solutions**, then click away from the placeholder to view the result

3
Transport
A New Direction

5
* Current solutions
  * Personal
  * People transport
  * Freight
  * Usage

6
New Directions
* Current solutions
  * Personal
  * People transport
  * Freight
  * Usage
* Renewable solutions
  * Solar cells
  * Nature's solution
  * Future trends

For Your Reference…

To **format** text:
1. Select the text to be formatted and then:
   * Click on the desired tool/s in the mini-formatting toolbar, or
   * Click on the desired tool/s in the **Font** group on the **Home** tab

Handy to Know…

* The **mini-formatting** toolbar appears when you select text. If you move the pointer onto the toolbar it becomes visible, but if you move the pointer away it disappears. You must reselect the text to display it again.

* Right-click on selected text to display common formatting commands.

APPLYING PARAGRAPH FORMATTING

While font formatting changes the appearance of text, *paragraph formatting* changes the appearance of paragraphs. Paragraph formatting includes alignment, line spacing, bullet and numbering style, and the like. There should be little reason to format paragraphs, as all formatting is built into the theme fonts. But it may be necessary at times to improve the appearance of a slide.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P806 Working With Text_5.pptx...

1 Navigate to and display slide **5** in the **Slides** window

You will increase the spacing between bullet points…

2 Click anywhere in the text placeholder to display the border, then click on the border of the placeholder to select it

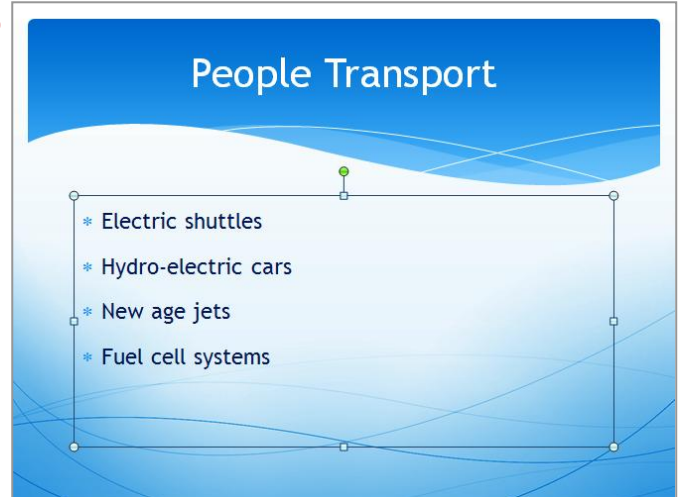*Any formatting will be applied to all text in the placeholder…*

3 Click on **Line Spacing** in the **Paragraph** group and select **1.5** to increase the spacing between each paragraph

You can also format selected paragraphs within a placeholder…

4 Navigate to and display slide **2** in the **Slides** window

5 Click anywhere in the text **Renewable solutions**, then click on **Line Spacing** in the **Paragraph** group and select **1.5** to increase the spacing above this paragraph

You will notice that the all of the text has decreased in size to fit the placeholder

③

People Transport

* Electric shuttles
* Hydro-electric cars
* New age jets
* Fuel cell systems

⑤

New Directions

* Current solutions
  * Personal
  * People transport
  * Freight
  * Usage
* Renewable solutions
  * Solar cells
  * Nature's solution
  * Future trends

For Your Reference…

To *apply paragraph formatting*:
1. Select the placeholder or the paragraphs to be formatted
2. Click on the desired tools in the **Paragraph** group on the **Home** tab

Handy to Know…

- You can change both the horizontal alignment of text (left-aligned, centre, right-aligned, justified or placed in columns) and vertical alignment (top, middle and bottom) of text within a placeholder, as well as indent selected text using the tools in the **Paragraph** group on the **Home** tab.

CONVERTING TEXT TO SMARTART

Sometimes you can't avoid having slides in your presentation that are purely text, with no interesting graphics or the like to enhance the slide. In these situations you might consider dressing up the text a little by applying a **SmartArt** graphic to the text. SmartArt include graphics for bulleted lists, but you could also use SmartArt graphics to depict processes or steps, for example.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P806 Working With Text_6.pptx...

1 Navigate to and display slide **6** in the **Slides** window

You will apply SmartArt to the bulleted list…

2 Select the text placeholder that contains the bulleted list

3 Click on the **Home** tab, then click on **Convert to SmartArt** in the **Paragraph** group to display the **SmartArt** gallery

You can hover over each SmartArt shape for a live preview…

4 Click on **More SmartArt Graphics** to open the **Choose a SmartArt Graphic** dialog box

5 Click on **List** in the left pane, then click on **Vertical Box List** in the middle pane, then click on **[OK]**, then click away from the placeholder to deselect it and view the result
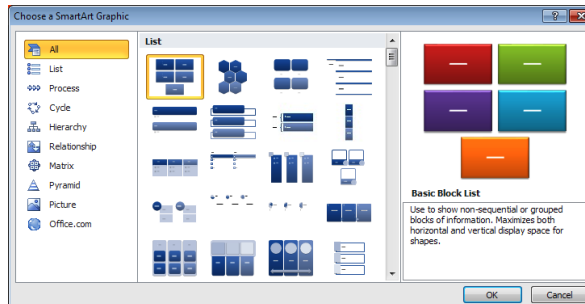
For Your Reference…

To *convert text to SmartArt*:
1. Select the placeholder, click on the **Home** tab, then click on **Convert to SmartArt** in the **Paragraph** group and then:
   - Click on a SmartArt graphic, or
   - Click on **More SmartArt Graphics**, select a graphic, then click on **[OK]**

Handy to Know…

- **SmartArt** graphics can be customised once inserted. You can click on any shape within the graphic, and then use the tools on the **Design** tab to format the shape as desired.

APPLYING WORDART TO TEXT

WordArt is simply that. Art that has been applied to text. In this case, WordArt refers to a range of pre-set effects, such as *glow* and *reflection*, that can be applied to text to make it stand out. As such,

WordArt is ideal for headings and titles. WordArt can also be used to emphasise a key word. WordArt should be used sparingly unless you have a specific need for it.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P806 Working With Text_7.pptx...

1 Click on **Slide 1** titled **Transport** in the Slides pane

   Let's make the title slide look more interesting…

2 Double-click on the word **Transport** to select it

3 Click on the **Format** tab, then click on **More** ⯆ in the **WordArt Styles** group to display the **WordArt** gallery

   PowerPoint presents a range of styles that will complement the applied theme…

4 Click on **Fill – White, Gradient Outline – Accent 1** (row 3, column 1) to apply this style, then click away from the placeholder to view the result

5 Save and close the presentation

For Your Reference…

To **apply WordArt to text**:
1. Select the placeholder or text
2. Click on the **Format** tab, then click on **More** ⯆ and click on a **WordArt** style

Handy to Know…

- Once you've inserted a WordArt style, you can then modify the attributes of the style, such as changing the **Text Fill** 🅰▾ , **Text Outline** ✐▾ and **Text Effects** 🅰▾ . All of these tools are located in the **WordArt Styles** group on the **Format** tab.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Working with text** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as outlined in the task list on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**