Lesson 3: Working with Slide Text Microsoft PowerPoint 2013

IN THIS CHAPTER, YOU WILL LEARN HOW TO

- Change the alignment, spacing, size, and look of text.
- Correct and size text while entering it.
- Check spelling and choose the best wording.
- Find and replace text and fonts.
- Add text boxes.

TASK1 - 5 POINTS You need the TripsA presentation located in the Computer Concepts folder to complete this exercise. Open the presentation, and then follow the steps.

1. Display slide 3, and in the fourth bullet point, select Buyer Manual, noticing that the Mini Toolbar appears adjacent to the selection.

2. On the Mini Toolbar, click the Italic button to make the words italic.

3. Display slide 4, and on the slide, drag diagonally across the four bullet points to select them.

4. Ignoring the Mini Toolbar, on the HOME tab, in the Font group, click the Font Color arrow. Then in the Standard Colors palette, click the Red swatch.

5. Display slide 5, and click anywhere in the bulleted list. Then in the Editing group, click the Select button, and click Select All to select all the text in the placeholder.

6. In the Font group, click the Increase Font Size button until the setting in the Font Size box is 44.
7. In the Font group, click the Clear All Formatting button to return the font size to **24** (the original size).

8. Display slide **9**, and select both bullet points.

9. In the Paragraph group, click the Bullets arrow to display a menu containing the Bullets gallery.

10. In the gallery, click **None** to convert the bullet points to regular text paragraphs.

11. With both paragraphs still selected, on the HOME tab, click the Paragraph dialog box launcher to open the Paragraph dialog box.

   In the Paragraph dialog box, you can set alignment, indentation, line spacing, and paragraph spacing all in one place.

12. In the General area, change the Alignment setting to **Centered**.
13. In the **Spacing** area, type **0 (zero)** in the **Before** box, and then increase the **After** setting to **24 pt**.

14. Change the **Line Spacing** setting to **Exactly**, change the **At** setting to **30 pt**, and then click **OK**.

Finally let’s make the text in a couple of paragraphs look more balanced by inserting a few line breaks.

15. In the first paragraph, click to the **left** of the word: **only**, and press **SHIFT+ENTER** to insert a line break.

16. Repeat step 15 to insert another line break to the left of the word: **that**.

17. In the second paragraph, insert a line break to the left of the word **to** and another to the left of the word **for**.

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**SUMMARY**

Buying trips are good investments only if they produce long-term relationships that sustain both the buyer and the seller.

Our relationships with our sellers are critical to our reputation for unique affordable products.

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You can use line breaks to balance text and increase readability.

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18. Save the presentation.

19. **Insert your STUDENT NAME** in the **Footer** of the presentation.

20. **Close the presentation**, saving your changes.

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**TASK2 - 5 POINTS** You need the **CommunityServiceA** presentation located in the Computer Concepts folder to complete this exercise. Open the presentation, and then follow the steps.

21. Display slide **2**, and click the content placeholder.

22. Being careful for the purposes of this exercise to include the misspellings, type **Setup teh teem**, press the **ENTER** key, and then type **Gather adn analyze data**.

*Notice that almost immediately, AutoCorrect changes teh to the and adn to and. Also notice that AutoCorrect does not change Setup to Set up or teem to team because both Setup and teem are legitimate words that are not included in its correction list.*

*Now suppose you often misspell the word **assign** as **assine**. Let’s add this misspelling to the substitution list so that AutoCorrect will correct it whenever you enter it.*
23. Display the **Backstage** view, click **Options**, and in the left pane of the **PowerPoint Options** dialog box, click **Proofing**. Then in the **AutoCorrect options** area, click **AutoCorrect Options** to open the **AutoCorrect** dialog box.

In the lower part of the dialog box, scroll through the substitution table. When you enter one of the terms in the first column, PowerPoint automatically substitutes the term from the second column.

24. In the **Replace** box above the table, type `assine`, and then press the **Tab** key.
25. In the **With** box, type `assign`, and then click **Add**.
26. Close the **AutoCorrect** dialog box, and then close the **PowerPoint Options** dialog box.
27. On slide 2, with the cursor to the right of the word **data**, press **Enter**. Then type `Assine to a category`, and press **ENTER**.

Let’s use **AutoCorrect** to speed up the entry of a proper name.
28. Display slide 1, click the subtitle placeholder, and type **Community Service Committee**.
29. Select the three words, being sure not to select the blank space, which contains a hidden paragraph mark, after **Committee**. Then press **Ctrl+C** to copy the words to the Clipboard.
30. Open the **PowerPoint Options** dialog box, display the **Proofing** page, and then open the **AutoCorrect** dialog box.
31. In the **Replace** box, type `csc`. Then click the **With** box, press **Ctrl+V** to paste in the words you copied to the Clipboard, and click **Add**.
32. Close the **AutoCorrect** dialog box, and then close the **PowerPoint Options** dialog box.
33. Display slide 3, and click to the left of **Responsibilities**. Then type `csc`, and press the **Spacebar**, watching as PowerPoint changes the initials `csc` to **Community Service Committee**.
Next let’s experiment with AutoFit.

34. Display slide 1, click at the right end of the title, and notice that the setting in the Font Size box in the Font group on the HOME tab is 44.

35. Enter : (a colon), press ENTER, and then type **Planning, Selling, and Executing a Project.** Notice that AutoFit reduces the size of the title to 40 so that it fits in the title placeholder.

36. Click the **AutoFit Options** button to display a list of options for the selected title placeholder.

37. Press the Esc key to close the list without making a selection.

38. Display slide 8, click at the right end of the last subpoint, and notice that the font size is 28.

39. Then press Enter and type **How do we know if we are successful?**, noticing that the text size changes to 26.

40. Click the **AutoFit Options** button to display the list of options for a bulleted list placeholder.
41. Click **Change to Two Columns**, and then click a blank area of the slide so that the results are more obvious.

42. Click on **Edit Header & Footer**.

43. Click on the check box next to **Footer** and type in **STUDENT NAME**.

44. Click **Apply to All**.

45. Save the presentation.

46. **Close the presentation, saving your changes.**

**TASK3 - 5 POINTS** You need the **CommunityService** presentation located in the Computer Concepts folder to complete this exercise. Open the presentation, and then follow the steps.

47. On the **HOME** tab, in the **Editing** group, click the **Replace** button to open the **Replace** dialog box.
48. In the **Find what** box, type **department**, and then press **Tab**.

49. In the **Replace with** box, type **unit**.

50. Select the **Match case** check box to locate text that exactly matches the capitalization you specified and replace it with the capitalization you specified.

51. Click **Find Next** to find and select the first instance of **department**, which is in the word **departments** on slide 2.

52. Click **Replace** to replace **departments** with **units**. Then click **Find Next** to locate the next match.

53. Click **Replace All**.

54. When a message box tells you that PowerPoint has finished searching the presentation and changed nine occurrences of **department**, click **OK**. Then close the **Replace** dialog box.

55. Click a blank area of the current slide so that no placeholder is selected, and press **Home** to display slide 1.

56. Click the slide title, and notice that the setting in the **Font** box in the **Font** group is **Calibri (Headings)**.

57. Display slide 2, and click first the title and then any bullet point, noticing that the font used for these elements is **Times New Roman**.
58. Click a corner of the slide so that no placeholder is selected. Then on the HOME tab, in the Editing group, click the Replace arrow, and click Replace Fonts to open the Replace Font dialog box.

![Replace Font dialog box]

59. Display the Replace list, which includes only Arial and the two fonts used in the presentation, and then click Times New Roman.

60. Display the With list, which includes all the fonts available on your computer, and then click Calibri.

61. Click Replace to change all the Times New Roman text in the presentation to Calibri.

62. Close the Replace Font dialog box.

63. Insert STUDENT NAME in to the Footer of the presentation.

64. Save the presentation.

65. Close the presentation, saving your changes.

**TASK4 - 5 POINTS** You need the TripsB presentation located in the Computer Concepts folder to complete this exercise. Open the presentation, and then follow the steps.

66. Display slide 5, and then click anywhere in the bulleted list to display its placeholder.

67. On the INSERT tab, in the Text group, click the Text Box button, and then point below the placeholder for the bulleted list.

68. With the pointer shaped like an upside-down T, click the lower-left corner of the slide to create a small, empty text box with a cursor blinking inside it.

69. Type **Critical to get things off to a good start.** Notice that the width of the text box increases to accommodate the text as you enter it, even expanding beyond the border of the slide if necessary.
70. To rotate the text so that it reads vertically INSTEAD OF horizontally, point to the rotating handle attached to the upper-middle handle of the text box, and drag it 90 degrees clockwise.

71. Point to the border of the box (not to a handle), and then drag the box up and to the right, until it sits at the right edge of the slide. Release the mouse button when the box is centered on the orange ball and a smart guide tells you that it is aligned with the slide title.

Now let’s give the text box a red border.

72. On the FORMAT tool tab, click the Shape Styles dialog box launcher to open the Format Shape pane. Then with the Fill & Line shape options page displayed, click the Line arrow to display the border options.

73. Click Solid line to display those settings.

74. Click the Color button, and in the top row of the Theme Colors palette, click the red swatch (Red, Accent 3). Then close the pane.

75. To display the red border, click a blank area of the slide to deselect the text box.

Next let’s add a multi-line text box.

76. Display slide 6, and then on the VIEW tab, in the Show group, select the Ruler check box to display horizontal and vertical rulers across the top and down the left side of the Slide pane.

77. On the INSERT tab, in the Text group, click the Text Box button. Then on the left side of the area below the bulleted list, drag approximately 2 inches to the right and 0.5 inch down.

78. In the text box, type: The Buyer Manual has important information about the minimum requirements.
Notice that no matter what height you made the box, it snaps to a standard height when you start to enter text. Then the height of the box increases to accommodate the complete entry.

CHOOSING THE MERCHANDISE

- Is it available?
- Is it good quality?
- What’s the production time?
- What’s our profit margin?

The multi-line text box has grown vertically to accommodate the text you entered.

79. Click the border of the text box to select it for manipulation. THEN drag the solid border to align the text in the box with the bullets, and drag the white sizing handles until the box is two lines high and the same width as the slide title.

80. Click a blank area of the slide to deselect the text box, which has no visible border.

CHOOSING THE MERCHANDISE

- Is it available?
- Is it good quality?
- What’s the production time?
- What’s our profit margin?

81. Click on Edit Header & Footer.

82. Click on the check box next to Footer and type in STUDENT NAME.

83. Click Apply to All.

84. Save the presentation.

85. Close the presentation, saving your changes.