

PowerPoint

Lesson 2

Formatting Text

INSERT Other Objects

Tables, Pictures, Shapes, Icons, 3D,
SmartArt, Chart, Text Box, Header,
WordArt, Page-Number

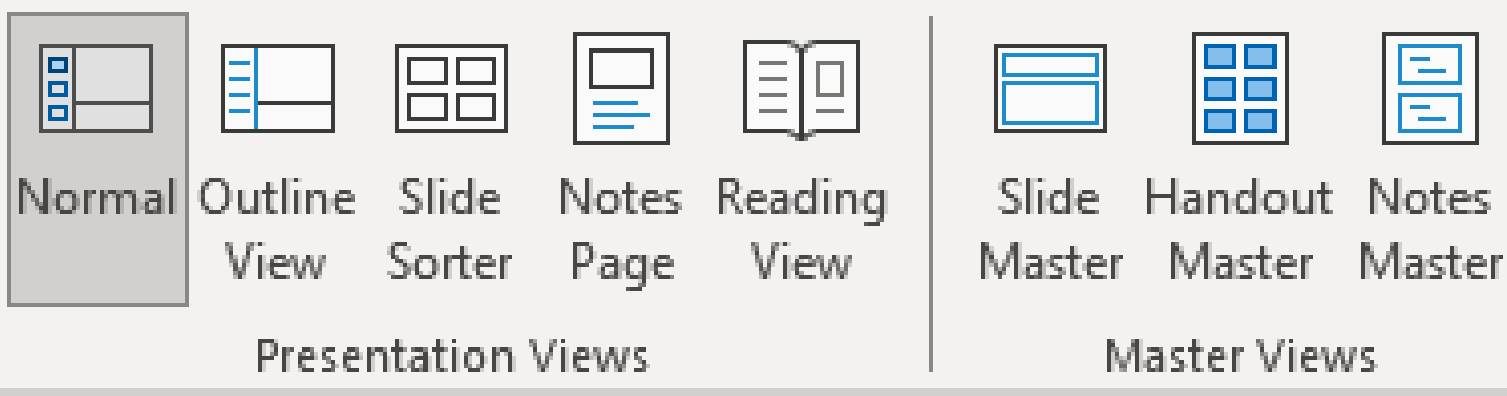
PowerPoint

Lesson 2

*Formatting Text in **PowerPoint** uses many of the same tools as **Word!***

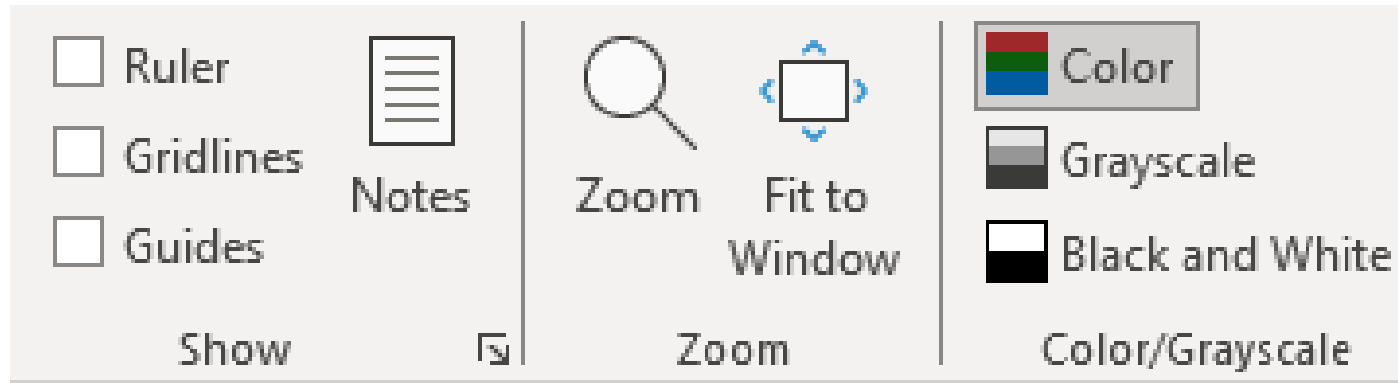
PowerPoint 2 [View Tab]

(Ribbon is split into 3 sections for the presentation)



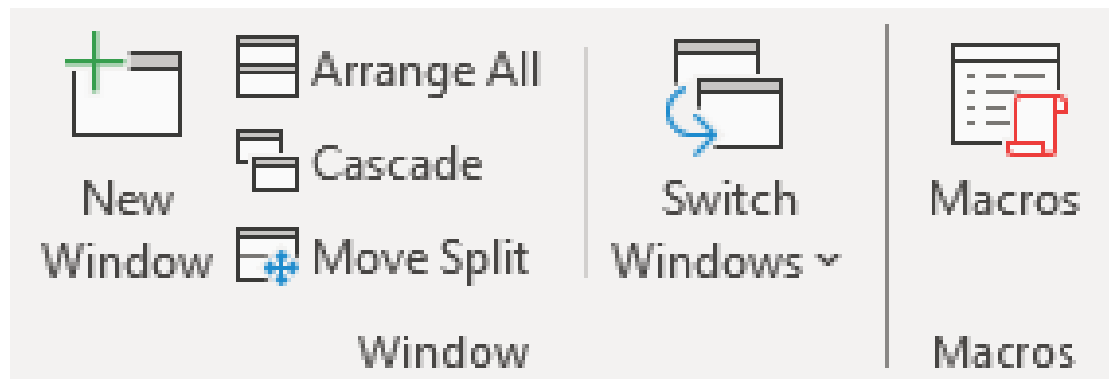
The View Tab ribbon is divided into two main sections: Presentation Views and Master Views. The Presentation Views section includes icons for Normal (selected), Outline View, Slide Sorter, Notes Page, and Reading View. The Master Views section includes icons for Slide Master, Handout Master, and Notes Master.

Presentation Views					Master Views		
Normal	Outline View	Slide Sorter	Notes Page	Reading View	Slide Master	Handout Master	Notes Master



The View Tab ribbon is divided into three sections: Show, Zoom, and Color/Grayscale. The Show section includes checkboxes for Ruler, Gridlines, and Guides, and a Notes icon. The Zoom section includes a magnifying glass icon for Zoom and a window icon for Fit to Window. The Color/Grayscale section includes a color bar icon for Color, a grayscale bar icon for Grayscale, and a black and white bar icon for Black and White.

Show		Zoom		Color/Grayscale	
<input type="checkbox"/> Ruler					Color
<input type="checkbox"/> Gridlines	Notes	Zoom	Fit to Window		Grayscale
<input type="checkbox"/> Guides					Black and White

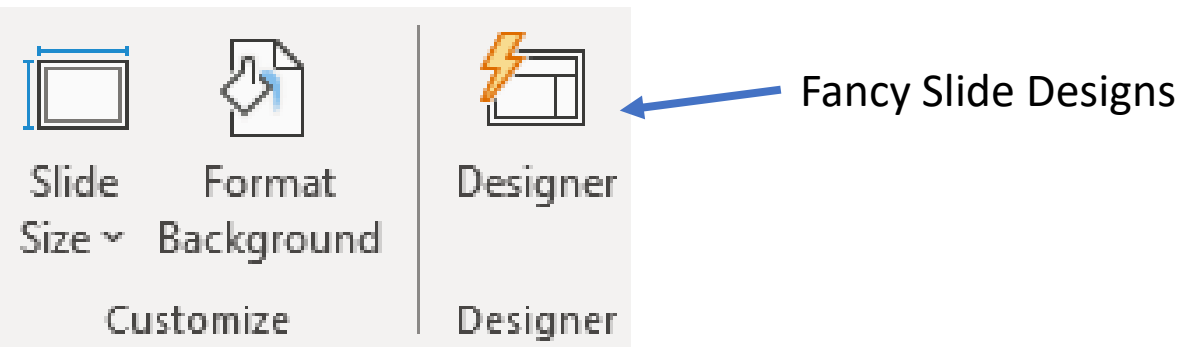
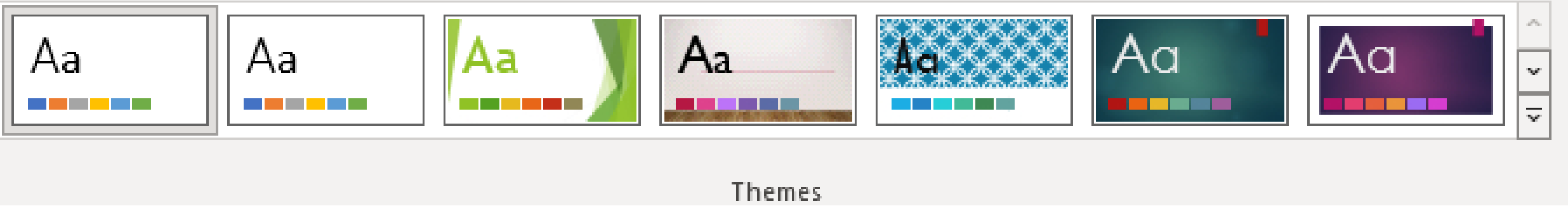


The View Tab ribbon is divided into two sections: Window and Macros. The Window section includes icons for New Window, Arrange All, Cascade, and Move Split. The Macros section includes a Switch Windows icon and a Macros icon.

Window			Macros	
				Macros
New Window	Arrange All	Switch Windows		
	Cascade			
	Move Split			

PowerPoint 2 [Design Tab]

(Ribbon is split into 3 sections for the presentation)



Be mindful that a presentation is VISUAL, but it may not PRINT well!

PowerPoint 2 – Formatting Text - Standards

4. Manage text:

- insert
- delete
- copy
- cut and paste
- drag and drop
- format
- spellcheck
- Hover Menu
- Hot Keys

PowerPoint 2 – Vocabulary

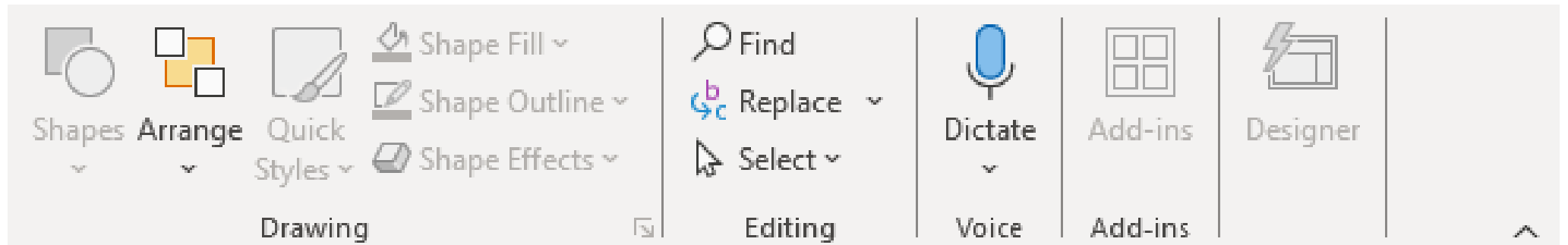
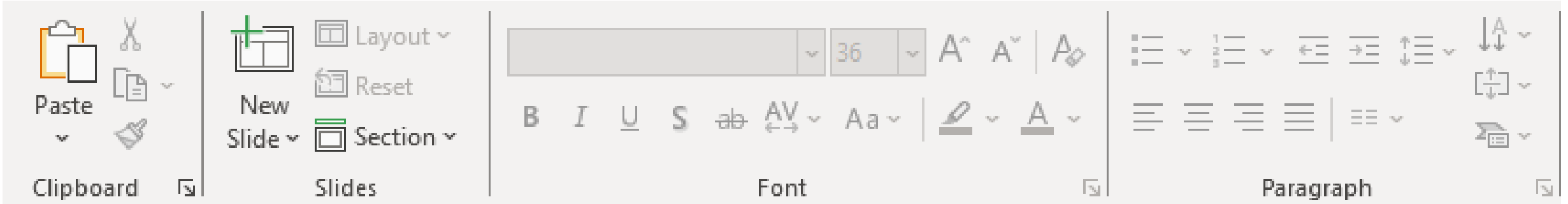
- ❑ Attributes (characteristics: <Right Click>)
- ❑ Alignment (Left, Center, Right, Full)
- ❑ [INSERT Tab]
 - Text Box Tables Shapes Slide-Number
 - Word Art 3D Models SmartArt Chart
 - Links Photos (Icons) Video Sound
- ❑ Format {Paragraph}: (<Left Click> on the BOX, not inside)
 - Bullets, Indent, Line Spacing, Direction, SmartArt,
 - Font Style, Size, Bold, Italics, Underline, Spread, Color
- ❑ Layouts [Design Tab] or more options on {HOME Designer}
- ❑ Object (Internal: something on Slide, or External File)
- ❑ Hot Keys (Shortcuts: Ctrl B, Ctrl I, Ctrl U, Ctrl L, Ctrl E, Ctrl R, Ctrl J, etc.)

PowerPoint 2 : The Ribbon

PowerPoint uses some of the same Menu (Ribbon) tabs and Commands as Word (Paste, Drawing, Font, Paragraph)

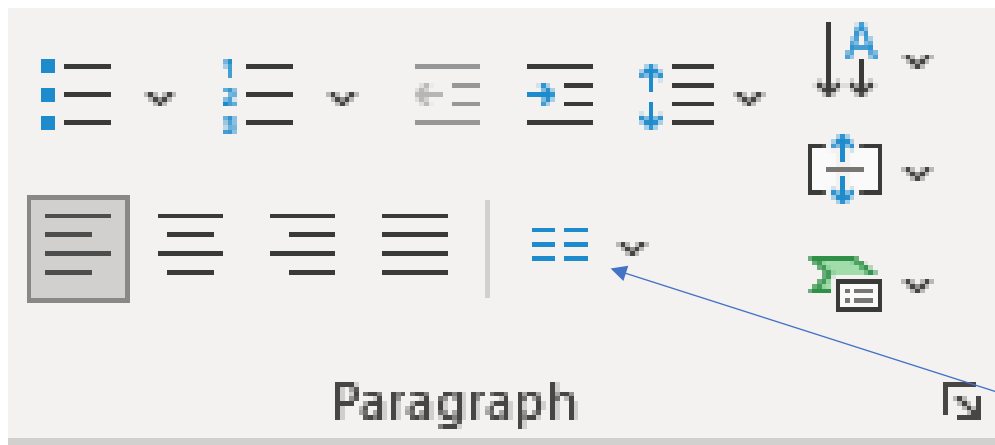
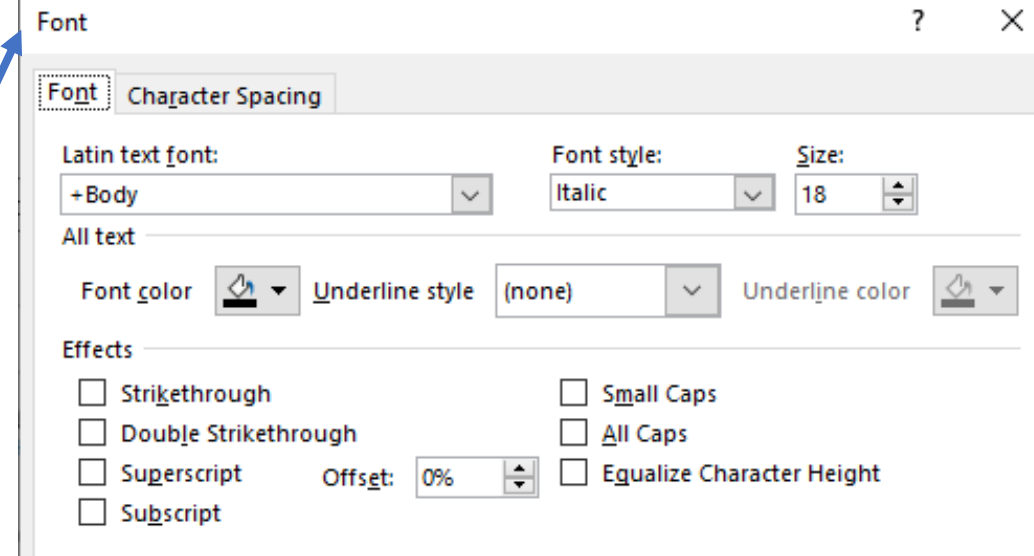
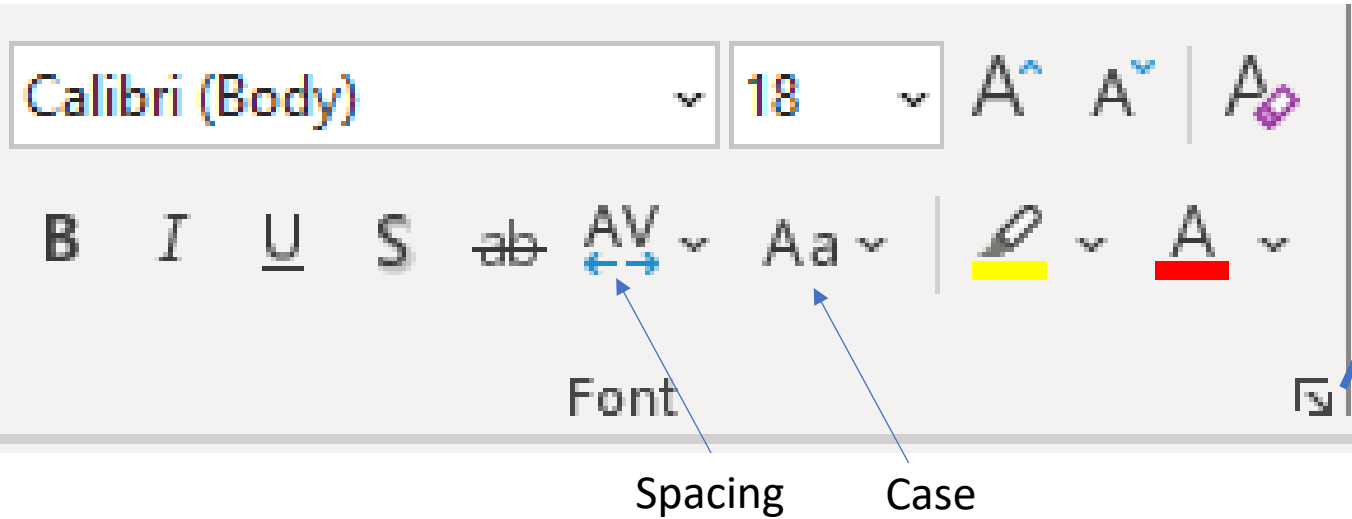
File Home Insert Design Transitions Animations Slide Show Record Review View Help

HOME: (Split into two parts for the presentation). “Grayed Out” options become active once there is a selected **Object**)



PowerPoint 2: Text Formatting

A 'TEXT BOX' object must *be* selected before the options can work! **Left Click ON** the BOX, not inside the Box



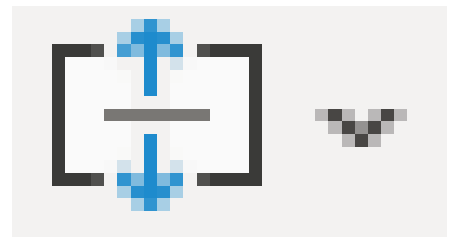
Direction (Rotate, Stacked)

Align

Smart Art

Columns

PowerPoint 2 : {Paragraph} Align Text



Format Shape

Shape Options Text Options

A

▼ Text Fill

- No fill
- Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill

Color

Transparency 0%

▼ Text Outline

- No line
- Solid line
- Gradient line

Format Shape

Shape Options Text Options

A

> Shadow

> Reflection

> Glow

> Soft Edges

> 3-D Format

> 3-D Rotation

Format Shape

Shape Options Text Options

A

▼ Text Box

Vertical alignment

Text direction

- Do not Autofit
- Shrink text on overflow
- Resize shape to fit text

Left margin

Right margin

Top margin

Bottom margin

Wrap text in shape

Column Example

One

Two

Three

Four

Five

Six

Seven

Eight

Nine

Ten

Eleven

Twelve

Thirteen

Fourteen

Fifteen

Family Tree Smart Art

TOMBOULIAN

Grandma Ruth

Grandpa Jason

Roger

Jean

Nolan

Sherry

Paul

Alice

Mark

Nancy

Jeff

Clyde