

PowerPoint

Lesson 5

Editing Text

Should be Lesson 1-b
uses the example:

Elephant Presentation

PowerPoint 5 : Edit Text - Standards

3. Insert new slides, duplicate, or reuse slides.

4. Manage text:

Insert, Delete, Copy, Cut and Paste, drag

Text Box: Add, Delete, Move, Resize

Format Text Box: Borders and Outline

Shape, Shape Fill

Spellcheck

10. Insert, delete, and move slides using slide navigation pane. (Normal, Outline, Slide Sorter)

11. Use the Quick Access Toolbar (<Right Click>).

PowerPoint 5 : Vocabulary

- Drag
- Duplicate
- Select
- Spellcheck
- Undo
- Handle
- VIEW [Normal, Outline, Slide Sorter)
- Text (Attributes: Font, Size, Style, Outline, Fill, Color)
- Text Box (Outline, Fill Shape)
- Hot Keys (Shortcuts: Ctrl B, Ctrl I, Ctrl U, Ctrl L, Ctrl E, Ctrl R, Ctrl J
Ctrl C, Ctrl V, Ctrl X)

Clipboard Slides Font Paragraph Drawing Editing Voice Sensitivity Add-ins Designer

Paste New Slide Reuse Slides

B I U S AV Aa

Shapes Arrange Quick Styles

Dictate Sensitivity Add-ins Designer

1 PowerPoint Lesson 5 Editing Text
Should be Lesson 1-b uses the example: Elephant Presentation

2 PowerPoint 5 : Edit Text - Standards
3. Insert new slides, duplicate, or reuse slides.
4. Manage text:
Insert, Delete, Copy, Cut and Paste, drag Text Box, Add, Delete, Move, Resize
Format Text Box Borders and Outline
Shape, Shape Fill
Spellcheck
10. Insert, delete, and move slides using slide navigation
11. Use the Quick Access Toolbar (->Right Click).

3 PowerPoint 5 : Vocabulary
Drag
Duplicate
Select
Spellcheck
Undo
Redo
WYSIWYG (Normal, Outline, Slide Sorter)
Text (Introduction, Font, Size, Style, Outline, Fill, Color)
Text Box (Outline, Fill, Shape)
Hot Keys (Shortcuts): Ctrl+N, Ctrl+O, Ctrl+U, Ctrl+I, Ctrl+B, Ctrl+L, Ctrl+K, Ctrl+G, Ctrl+Y, Ctrl+Z

4 PowerPoint 1 (View Tab)

5 PowerPoint 1 (View Tab)

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PowerPoint

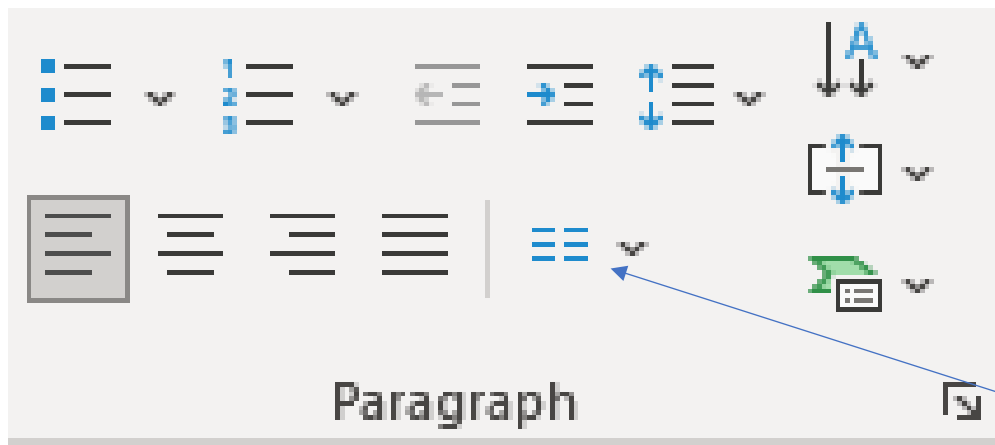
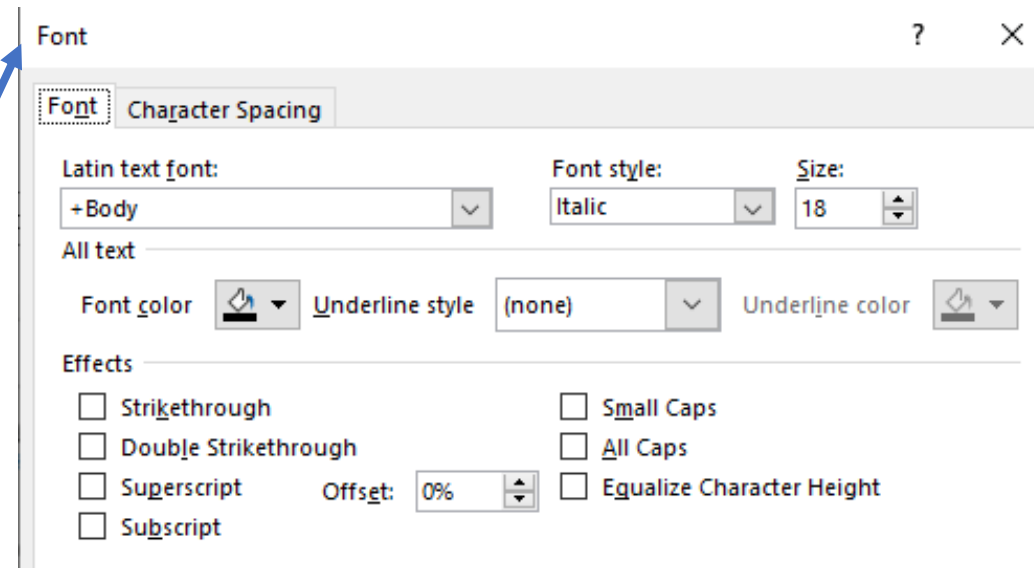
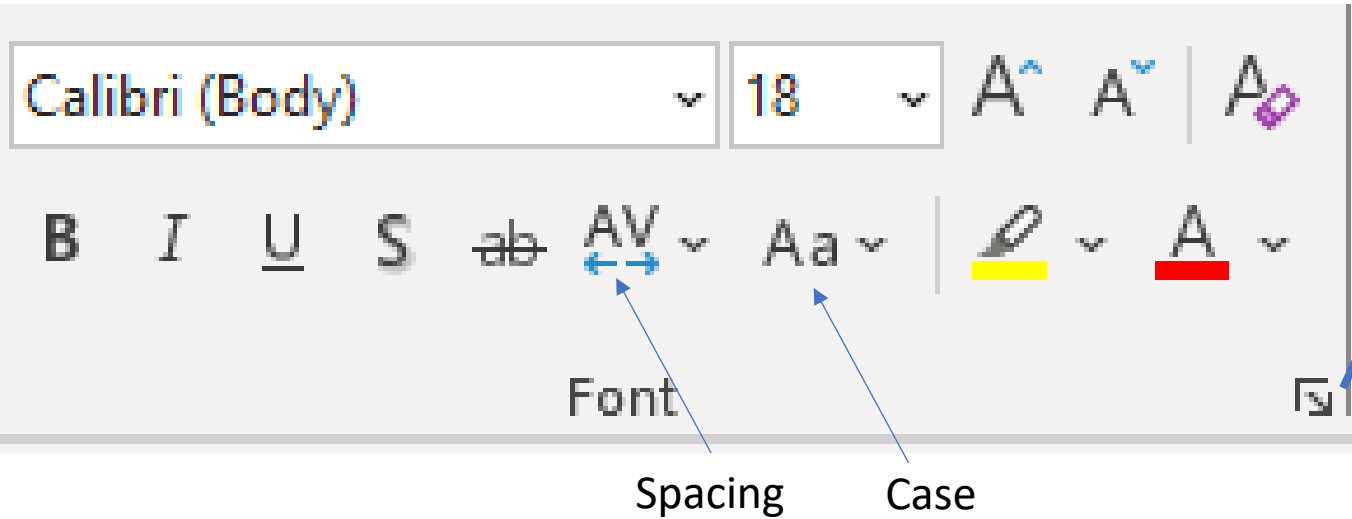
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PowerPoint 5 : Text Formatting

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



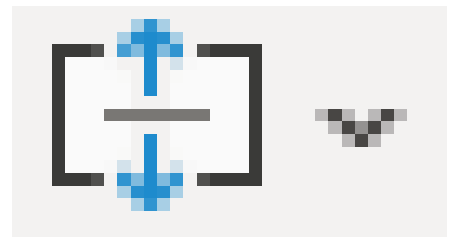
Direction (Rotate, Stacked)

Align

Smart Art

Columns

PowerPoint 5 : {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

PowerPoint 5

Reference A

1) Open PowerPoint.

2) Make a new slide. Copy the following:

Elephant Life: Elefants live in groops

-
- Group of elefants is calld a herd
- Herds have 6-20 elefants
- Elefants are smart and helb eech other

3) Select “Elefants live in groops”.

4) Move the selected text to the content box.

5) Fix the spelling mistakes.

6) Duplicate the slide.

7) Delete the slide.

8) Use undo to bring the slide back.

9) Drag slide 2 to a new place before slide 1.

PowerPoint 5 : Handout A

Directions: Ask three classmates the following questions. Write their answers below.

1. What is your favorite food?
2. How do you get to class?
3. What do you like to do for fun?

Slide about _____
(name)

- Favorite food:
- Getting to class:
- Do for fun:

Slide about _____
(name)

- Favorite food:
- Getting to class:
- Do for fun:

Slide about _____
(name)

- Favorite food:
- Getting to class:
- Do for fun:

Slide about _____
(name)

- Favorite food:
- Getting to class:
- Do for fun:

PowerPoint 5 : Reference B

1. Open PowerPoint.
2. Copy the following slide:



3. Duplicate the slide three times.
4. Fill in the slides using your classmate's answers.
5. Drag slide 3 to a new place before slide 1.

PowerPoint 5 : Handout B - Quiz

spellcheck	drag	duplicate	select	undo
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1. Ernest is working on a slide. He wants to move some text from the title box to the content box. Before he can drag it, he has to _____ the text he wants to drag.
2. Now that the text is selected, he can _____ the text to the content box.
3. Next, Ernest wants to make a copy of the slide. To make a copy, he can _____ it.
4. Oh no! Ernest accidentally deleted his copy. He can use _____ to bring it back.
5. Ernest is done with his slide. Finally, he will use _____ to make sure there are no spelling mistakes.