

## Working with Text

By default, PowerPoint 2003 opens with a blank 'title slide' as the first slide.

You can add text to the slide by clicking once in the text boxes on the slide, where it reads 'Click to add title' and 'Click to add subtitle'.



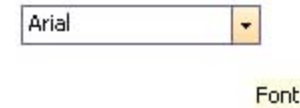
Each design template has certain fonts associated with it.

To change the font, first of all highlight the text you wish to change.

**TIP** – *To highlight, click before the first character of your text and whilst holding down the mouse button, drag the cursor over the remaining text – what you have selected will appear in negative.*

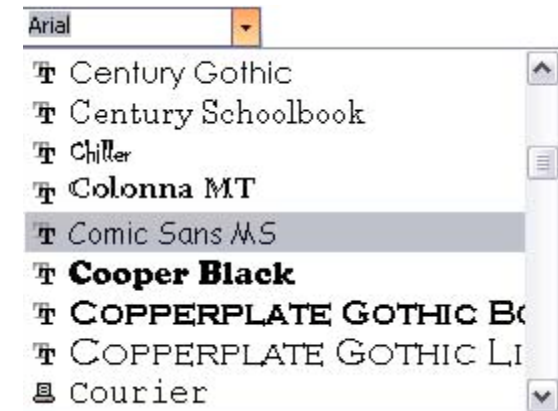
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Once you have selected your text, in the formatting toolbar, **click** the **down arrow** next to the font name and **scroll down** the list to select another font.

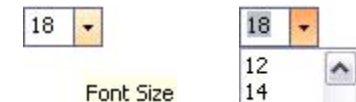


All Microsoft Office 2003 programs make a short list of fonts that you use in a document.

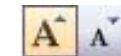
At the top of the font list are the fonts that you have recently used in the current document.



You can change the size of the font by **clicking** on the **drop down arrow** next to the font size.



A feature of PowerPoint 2003 is the increase and decrease font size buttons.



This is a much simpler method of changing the font size on a slide.

Increase Font Size

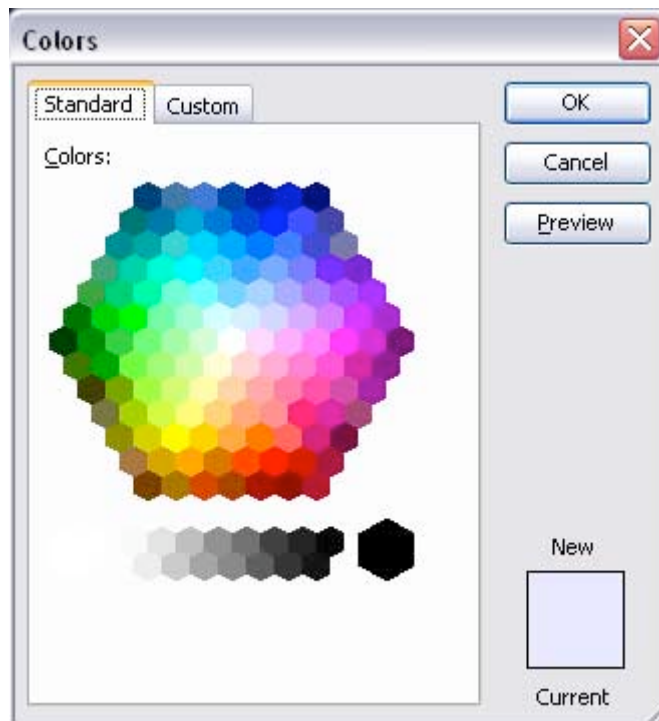
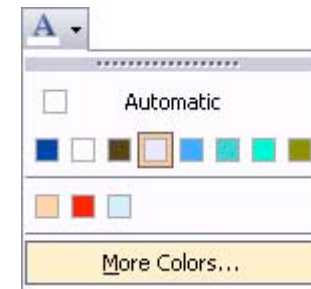
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To change the font colour **click** on the **drop down arrow** next to the font colour button.



Font Color

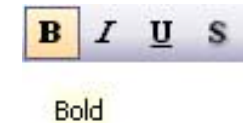
A sub-menu will open with other colours to choose from.



**NOTE:** Only a few colours are displayed. PowerPoint 2003 groups these colours by 'schemes'. If the colour you wish is not there, click on 'More Colours' and the Colour dialog box will open up.

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To make your text appear in bold, italic, underlined or with a shadow, **click** the appropriate **formatting button** in the formatting toolbar.



To align text, first **highlight** and then from the formatting toolbar **click** on the appropriate **alignment option**.

You can choose from **align left**, **align centre** and **align right**.



**Click** on each of them in turn to see how the behaviour of your text alters.

You can easily create bulleted or numbered lists.



**Highlight** your **text** and **click** the **option** you wish to use.