



## Exercise #1

### Working with Text Boxes

In this exercise you will learn time-saving methods to move and format text boxes.

#### A. Moving Text Boxes

1. From your CD open **file\_1.ppt** and navigate to **slide #2**.
2. Add a new text box to the slide by clicking the **Text Box**  icon in the **Drawing** toolbar in the lower section of the screen.
  - a. Click where you want the text box to appear on the screen.
  - b. In the new text box enter ***Working with Text Boxes***.
3. To move the text box, click on it. When you see the handles, move the cursor until the pointer becomes a four-headed arrow. While holding down the mouse button, move the text box to the top-center section of the slide.
4. Change the font in the text box to **Arial 40**.

5. Using the resize handles  on the text box placeholder, resize the placeholder to the size and location as shown.

#### Working with Text Boxes

PowerPoint offers multiple options for working with text placeholders such as:

- Cut, Copy and Paste from the Edit option in the main toolbar.
- You can also move and copy text by holding the mouse over the placeholder and moving the text placeholder to a desired location.

#### B. Moving Text – Drag and Drop

1. Go to **slide #3**.
2. To “drag and drop” a section of text, select the text in the first bullet (as shown).
  - a. Hold down the mouse button. A vertical line appears indicating the insertion point.
  - b. Move the insertion point to the end of the text of the third bullet.

#### Formatting Text Boxes

You can also easily move text within a text box:

- The “drag and drop” functionality is very useful when you want to reposition sections of text.
- Positioning text can be accomplished through cutting, copying and pasting.
- Text can also be easily edited by using the “drag and drop” functionality.

**OVER**

3. Release the mouse button on the new location.  
The text is now the second sentence in this bullet.

### C. Formatting Text box

1. Right-click any location within the text box and from the menus, select **Format Placeholder**.  
The **Format AutoShape** window appears.

2. Select the **Text Box** tab.
3. Reset the field values as follows:
  - a. **Text anchor point:** Top
  - b. **Left:** 1.5
  - c. **Right:** 1.5

4. Click **OK**.

Notice the new position of the text within the text box.

