Powerpoint: Formatting a Slide

To Select Text in a Text Box:
1) Position your cursor inside the text box by clicking once
2) Click and drag your mouse to select the desired text
To Select a Word:
Double click your mouse on the word

To Select an Entire Text Box:
Click once on the text box

Formatting Text

To Bold Text on a Slide:
1) Select the text
2) Click the Bold Icon on the Formatting Toolbar

To Italicize Text on a Slide:
1) Select the text
2) Click the Italic Icon on the Formatting Toolbar

To Underline Text on a Slide
1) Select the text
2) Click the Underline Icon on the Formatting Toolbar

To Select a Different Font
1) Select the text
2) Click the drop down arrow for Font on the Formatting Toolbar and select a font

To Select a Different Font Size
1) Select the text
2) Click the Font Size Icon on the Formatting Toolbar and pick a different font size (The larger the number the larger the lettering)
To Change the Font Color
1) Select the text
2) Click the Font Color drop down arrow on the Formatting Toolbar and select a different font color

Selecting a Slide Design

Microsoft PowerPoint provides design templates that you can apply to a presentation to give it a fully designed, professional look.

To Select a Design for your Presentation:
1) Click the Design Button on your Formatting Toolbar
2) From the Task Pane on the right, click on the desired design

Note: The design, by default, is applied to all pages of the presentation.