

Adding and Formatting Text

File Formats

PowerPoint 2016 uses PowerPoint Presentation (.pptx) as the default file format. Additional formats include PowerPoint 97-2003 (.ppt), PowerPoint Show (.ppsx), PowerPoint Show 97-2003 (.pps), Windows Media Video (.wmv), as well as GIF, JPEG, PNG, TIF and BMP. The PowerPoint Show is a presentation that always opens in Slide Show view rather than in Normal view.

How to Save a Presentation

1. Click the **File** tab.
2. Choose **Save As** to save the presentation with a new name in (See Figure 31).
3. Select **Computer** to save to the local drive (computer/laptop etc.) (See Figure 31).
4. Select your desired **folder** (See Figure 31).

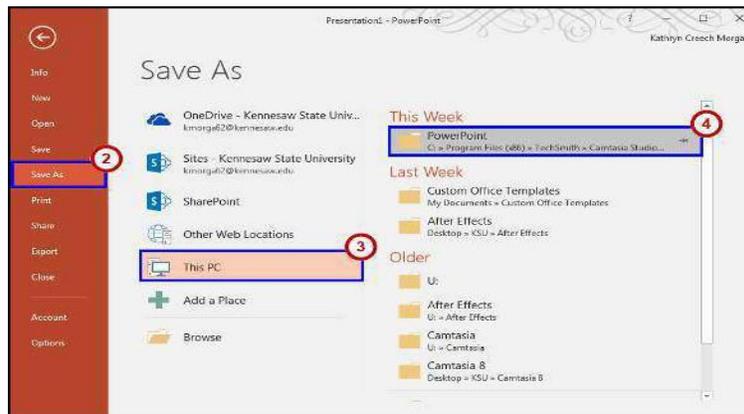


Figure 31 - Save As

5. In the **File Name** text box, type the name of the file (See Figure 32).
6. Click **Save as Type** and then do one of the following (See Figure 32):
 - ❑ For a presentation that can be opened only in PowerPoint 2016 or in PowerPoint 2013, in the *Save as Type* list, select **PowerPoint Presentation (*.pptx)**.
 - ❑ For a presentation that can be opened in either PowerPoint 2016 or earlier versions of PowerPoint, select **PowerPoint 97-2003 Presentation (*.ppt)**.
7. Click **Save** (See Figure 32).

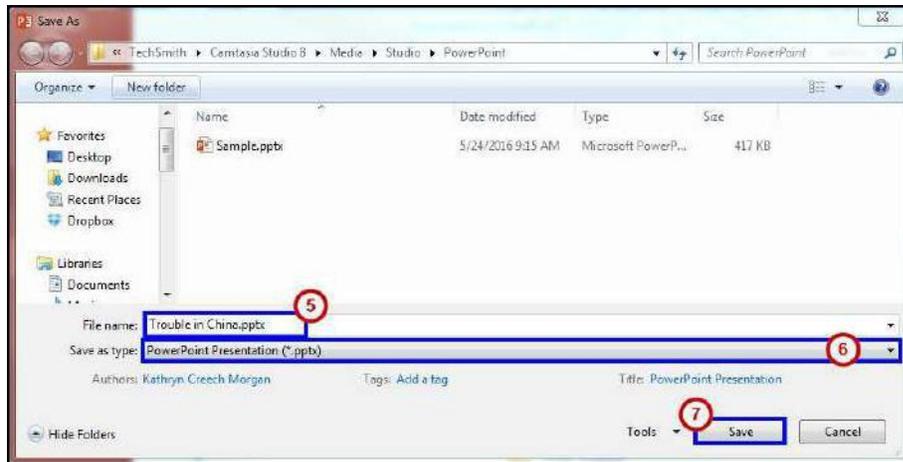


Figure 32 - File Name and Save as Type

Note: You can also press CTRL+S or click **Save**  near the top of the screen to save your presentation quickly at any time.

Text

A presentation is not all about pictures and background color—it depends mostly on the text. The message of your presentation is conveyed through the text. The visual aids are simply cosmetics to help support your message. The instructions below explain how to work with text.

Entering Text

Most slides contain one or more *text placeholders*. These placeholders are available for you to type text on the slide layout chosen. In order to add text to a slide, click in the **placeholder** and begin typing.

The placeholder is movable and you can position it anywhere on the slide. You can also resize a text placeholder by dragging the **sizing handles** (See Figure 34). Removing an unwanted text placeholder from a slide is as simple as selecting it and pressing Delete.

A text placeholder can contain multiple lines of text and will adjust the size of the text and the amount of space between the lines if the text exceeds the allowed space.

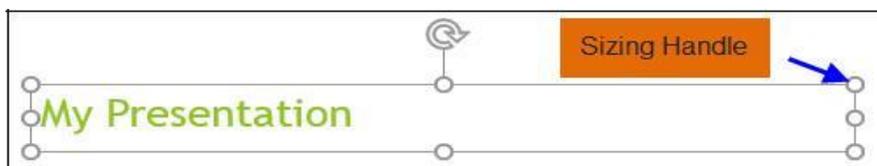


Figure 34 - Text Placeholders

Text Boxes can be added to any slide in order to provide additional room outside of the text placeholders.

Adding a Text Box

1. From the *Insert* tab, click on **Text Box**.

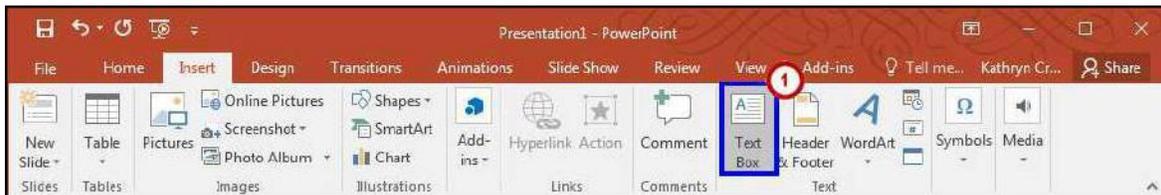


Figure 35 - Inserting a Text Box

2. Left-click on the **area of the slide** where you want to add text.
3. While maintaining the left-click, drag the **mouse cursor** down a bit and then to the right, then release. The *dashed text box* appears.
4. Left-click once inside the **text box** and start entering your text (See Figure 36).

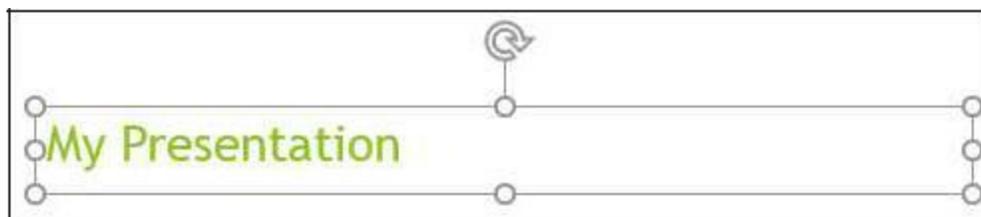


Figure 36 - Text Entry in a New Textbox

Formatting Text

When creating a presentation, it is likely that you will be doing some formatting. In order to edit text on a presentation:

1. Select the **text** (by left-clicking and maintaining the left-click while dragging the mouse cursor across the text).
2. Use the Font Group on the *Home* tab or right-click on the **selected text** and choose formatting options from the *Mini Toolbar* (See Figure 37).
3. Make necessary changes to the font and click **outside** of the text placeholder to accept the changes.

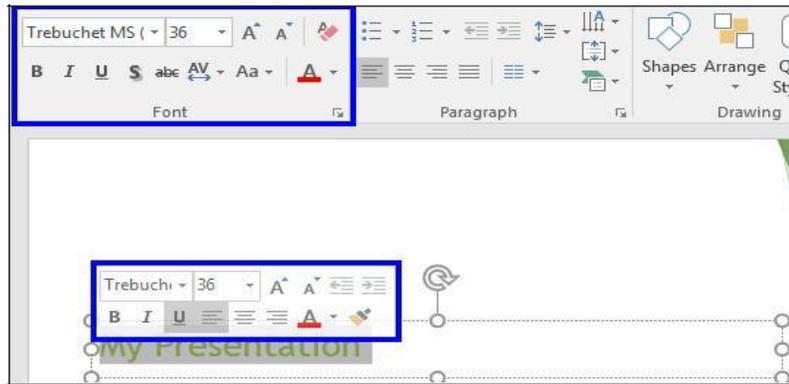


Figure 37 - Formatting Text

Graphics

Another way to add emphasis to your presentation is to have visual aids or graphics. Although we learned earlier that the most important part of your presentation is the message, it is always helpful to use graphics to get your point across more concisely and in a shorter period of time.

Inserting Pictures

When inserting clip art onto a preselected slide layout:

1. Go to the **Insert** tab.
2. Type in your **key word** or **phrase** of the object you are looking for into the search box.
3. This will open the Insert Pictures window.

4.



Figure 38 - Search for Clipart

4. Scroll through the given results to find your desired clip art (See Figure 39).
5. Once found, click on the **image** (See Figure 39).
6. Select **Insert** to add the clip art to your slide (See Figure 39).



Figure 39 - Insert Clip Art

Note: You are responsible for respecting others' rights, including copyright, so be careful when selecting your image(s).

Images from a File

Images from your own collection and experiences may also add value to your presentation. You must have the image saved prior to adding it to your presentation.

Inserting an Image from a file

Place your cursor where you would like the image to appear. Select the **Insert** tab. Click **Pictures** (See Figure 40). In the Insert Picture dialog box, navigate to find your image. Select your image, and click **Insert**.

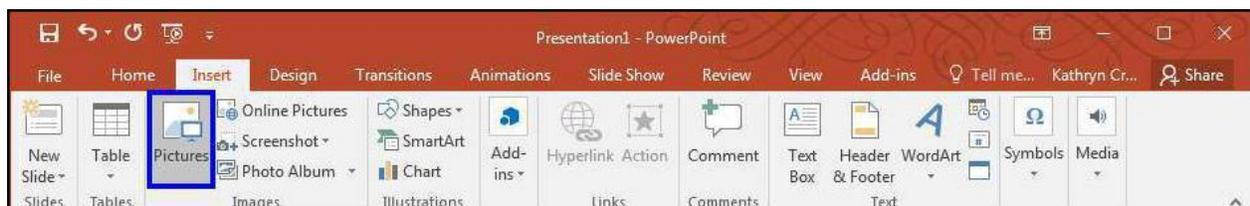


Figure 40 - Insert Pictures

Draw Shapes

Shapes are simple geometric objects that are pre-created by PowerPoint and can be modified. A shape can contain text or can appear without it. It can also be filled with color, and the outline of the shape can be given a different style and color.

Inserting a Shape

1. Select the **Insert** Tab.
2. Click **Shapes**.
3. Select the **shape** you wish to draw
4. Your cursor becomes a small black plus
5. In the *Slide* pane, point the **crosshair** mouse pointer to the upper-left corner of the area where you want to draw the shape, hold the left mouse button down, and then drag diagonally down to right to create the shape.

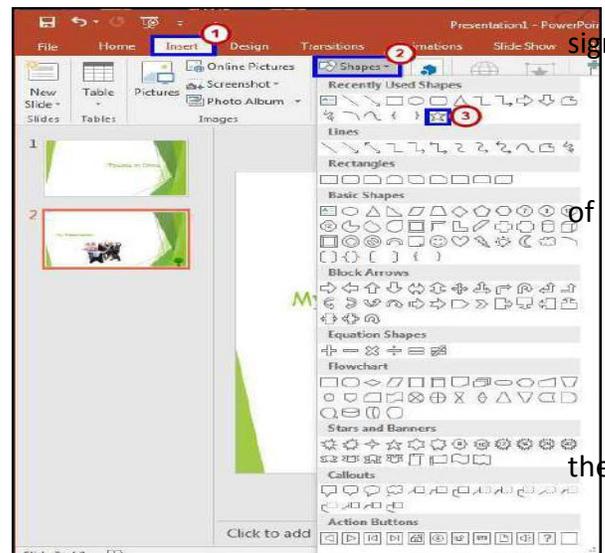


Figure 41 - Insert Shapes