Inserting Text

Every slide has one or more areas, called *placeholders*, where you can insert text. Placeholders are hard to miss, since they're labeled "Click to add title" or "Click to add text," and are extremely easy to work with.

Click the placeholder where you want to insert your text.

An insertion point appears inside the placeholder.

Start typing.

The new text appears on the slide.

✅ Tips

Placeholders grow and shrink to accommodate any text that you enter.

If you are creating a bulleted list, press **<Enter>** after each paragraph to add another bullet to the list.

To learn how to move, resize, copy, or delete placeholders, see the chapter on *Working with Objects*.

Placeholders

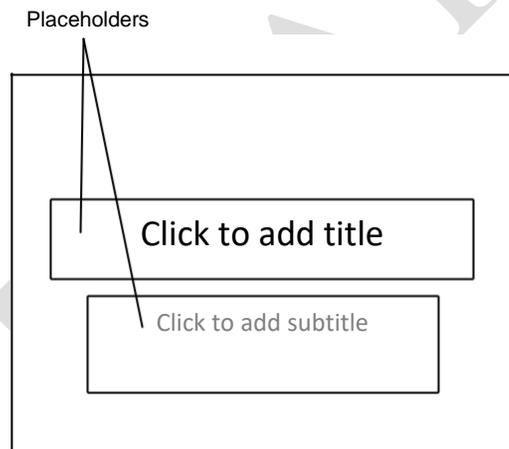Click to add title

Click to add subtitle

Figure 3-1: Dotted lines surround empty placeholders.

Inserting a Text Box

Even though most slides have one or two placeholders for you to insert text, it's a good idea to learn how to insert your own—especially if you plan on creating a blank presentation any time soon.

Create a text box

Click the **Insert** tab on the Ribbon and click the **Text Box** button in the Text group.

The pointer changes to a ↓ , indicating you can draw a text box.

Position the mouse pointer where you would like to insert the text box, and click and drag until the text box reaches the desired size.

Release the mouse button.

Insert text in a text box

As soon as you finish creating a text box, a blinking cursor appears inside it, indicating that you can add text.

Click the text box and start typing.
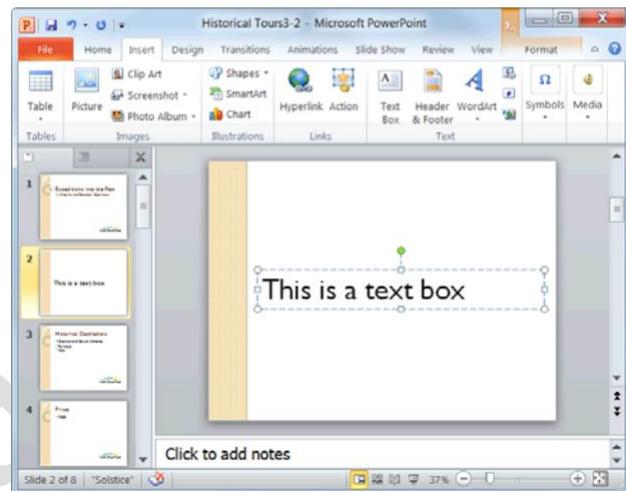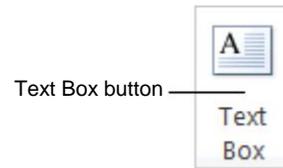
Text Box button

Figure 3-2: Inserting a text box.

Editing Text

Oftentimes you will need to go back and make some changes to the text in a presentation; for example, perhaps you'll want to delete a bullet or insert a new title. Before you can do any of these things, however, you need to know how to select text. This lesson will show you how to select, replace, and delete text.

Select text

There are several ways to select text in PowerPoint 2010:

Using the mouse: Move the mouse until the insertion point is positioned before or after the text you want to select. Then, click and hold down the mouse button as you drag across the text. Release the mouse button when the text you want to select is highlighted.

Using the keyboard: Position the insertion point before or after the text you want to select, press and hold down the **<Shift>** key, and use the arrow keys to select the text.

Using shortcuts: See the "Shortcuts for Selecting Text" table to learn about selection shortcuts.

Replace text

Once you have a block of text selected, anything you type will replace the selected text.

Select the text that you want to replace.

Type the new text.

The selected text is replaced with the new text.

Delete text

You can delete any selected text simply by pressing the <Delete> key.

Select the text you want to delete.

Press **<Delete>**.

The text is deleted.

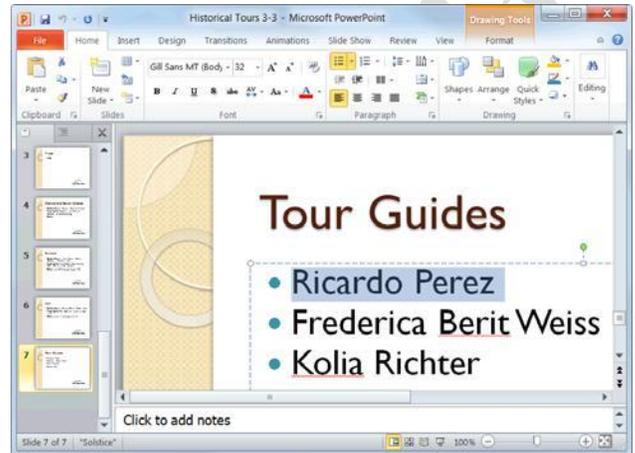**Figure 3-3:** Text that is selected appears highlighted in blue.

Table 3-1: Shortcuts for Selecting Text	
To select a word	Double-click the word.
To select a line or sentence	Triple-click the line or sentence.
To select all the text on a slide	Click the slide icon ( ) on the Outline tab in the Outline pane.
To select all the text in a text box	Press <Ctrl> + <A>.

Moving and Copying Text

You can easily move text to a new location in a presentation by cutting or copying it and then pasting it in the new location.

✅Tips

In addition to text, you can cut, copy, and paste just about any item in a presentation, including clip art, shapes, placeholders, and tables.

Copy text

When you *copy* text, the selected text remains in its original location and a copy of it is added to a temporary storage area called the Clipboard.

Select the text or object you want to copy.

Click the **Home** tab on the Ribbon and click the **Copy** button in the Clipboard group.

Notice that unlike cutting, the original text remains in the document.

📌 **Other Ways to Copy:**
Press **<Ctrl>** + **<C>**. Or, right-click the text you want to copy and select **Copy** from the contextual menu.

Select the location where you want to paste the copied content.

Click the **Home** tab on the Ribbon and click the **Paste** button in the Clipboard group.

The copied text or object is pasted to the new location.

📌 **Other Ways to Paste:**
Press **<Ctrl>** + **<V>**. Or, right-click where you want to paste and select **Paste** from the contextual menu.

Move text

Moving text typically involves the process of cutting and pasting. When you *cut* text, it is removed from its original location and placed in the Clipboard.

Select the text or object you want to cut.

Click the **Home** tab on the Ribbon and click the **Cut** button in the Clipboard group.

The text or object is removed from the slide and placed on the Clipboard.
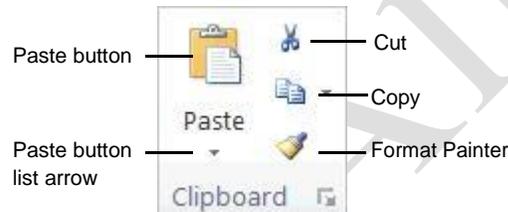
Figure 3-4: The Clipboard group on the Home tab.

Other Ways to Cut:
Press **<Ctrl>** + **<X>**. Or, right-click the text you want to cut and select **Cut** from the contextual menu.

Select the location where you want to paste the cut content.

Click the **Home** tab on the Ribbon and click the **Paste** button in the Clipboard group.

The copied text or object is pasted to the new location.

Other Ways to Paste:
Press **<Ctrl>** + **<V>**. Or, right-click where you want to paste and select **Paste** from the contextual menu.

Move and copy text using the mouse

Using the mouse to move and copy text is even faster and more convenient than using the cut, copy and paste commands.

Select the text or object you want to move.

Point to the new text or object.

Click and hold the mouse button.

Drag the pointer to where you want to move the selected text or object and then release the mouse button.

Tips

Press and hold the **<Ctrl>** key while clicking and dragging to copy the selection.

Controlling How Text is Moved or Copied

You can control how content looks or behaves when it is pasted. For example, you can keep the text's formatting, or have it take on the formatting properties of the destination.

Use Paste Options

You can control how content is pasted in your presentation using the paste options in PowerPoint.

Paste the content on the slide and click the **Paste Options** button.

The Paste Options button appears in the lower-right corner of the pasted content. It contains a list of different ways you can paste the content.

🧡 **Other Ways to Use Paste Options:**
Before pasting, click the **Paste** button list arrow in the Clipboard group on the Home tab and select a paste option from the list.

Point to a paste option.

A live preview of how the content will look using that paste option appears.

Click a paste option.

The text or object is pasted using the selected option.

Use Paste Special

You can further control how content is pasted using the Paste Special command. For example, you can paste text in HTML format.

Copy or cut an item as you normally would.

Click the location where you want to paste the item.

Click the **Home** tab on the Ribbon and click the **Paste** button list arrow in the Clipboard group. Now open the Paste Special dialog box.

Select **Paste Special**.

The Paste Special dialog box appears.

🔵 **Other Ways to Open Paste**
➖ **Special:** Press **<Ctrl>** + **<Alt>** + **<V>**.

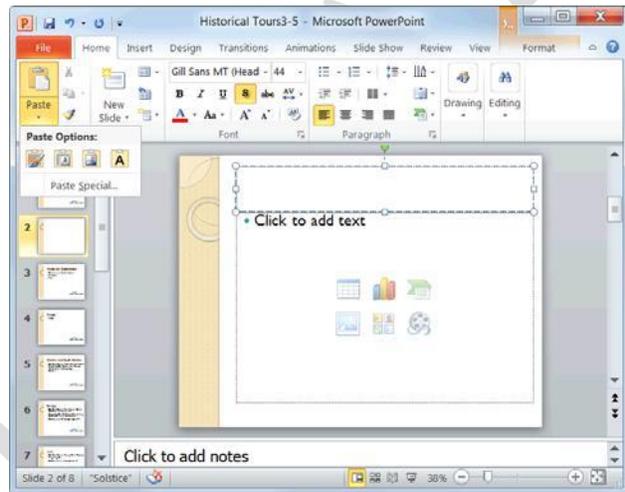**Figure 3-5:** The Paste Options menu on the Home tab.

Table 3-2: Paste Options		
	Keep Source Formatting	Text or object maintains original format.
📋	**Use Destination Theme**	Default option. Text or object takes on the current slide's theme.
	Picture	Pastes the text or object as a picture.
🅰	**Keep Text Only**	Strips all formatting and pastes only text.

Select a paste option and click **OK**.

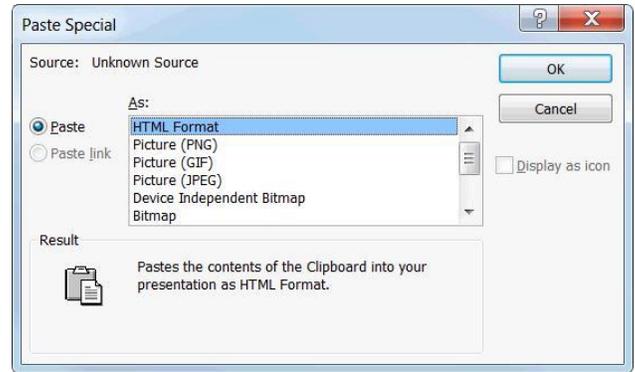The content is pasted onto the slide using the selected option.

Figure 3-6: The Paste Special dialog box.

Table 3-3: Paste Special Options

Paste Option	Description
HTML Format	Pastes content into your slide as HTML format.
Microsoft Office Word Document Object	Pastes content into your slide so that it can be edited using Microsoft Office Word.
Picture (Enhanced Metafile)	Pastes a picture of the selected content as a 32-bit file.
Picture (Windows Metafile)	Pastes a picture of the selected content as a 16-bit file.
Formatted Text (RTF)	Pastes item in the rich text format, or RTF.
Unformatted Text	Pastes content without formatting.

Collecting Multiple Items to Move or Copy

If you do a lot of cutting, copying, and pasting you will appreciate the Office Clipboard. The Clipboard lets you collect multiple cut or copied items at a time, which you can then paste as needed. You can even use it to collect and paste items from other Office programs.

Click the **Home** tab on the Ribbon and click the **Dialog Box Launcher** in the Clipboard group.

The Clipboard task pane appears along the left side of the program window.

Cut and copy items as you normally would.

The Clipboard can hold 24 items at a time. The icon next to each item indicates the program the item is from. See Table 3-4: Icons in the Clipboard Task Pane for examples of some common icons.

Click where you want to paste an item from the Clipboard.

Click the item in the Clipboard.

The item is pasted in the slide.

✔ **Tips**

When the Clipboard is displayed, each cut or copied item is saved to the Clipboard. If the Clipboard is not displayed, only the last cut or copied item is replaced.

As long as the Clipboard is open, it collects items that are cut or copied from all Office programs.

To remove an item from the Clipboard, click the item's list arrow and select **Delete**. Click the **Clear All** button in the task pane to remove all items from the Clipboard.

Click the **Options** button near the bottom of the task pane to control how the Clipboard operates.

Table 3-4: Icons in the Clipboard Task Pane

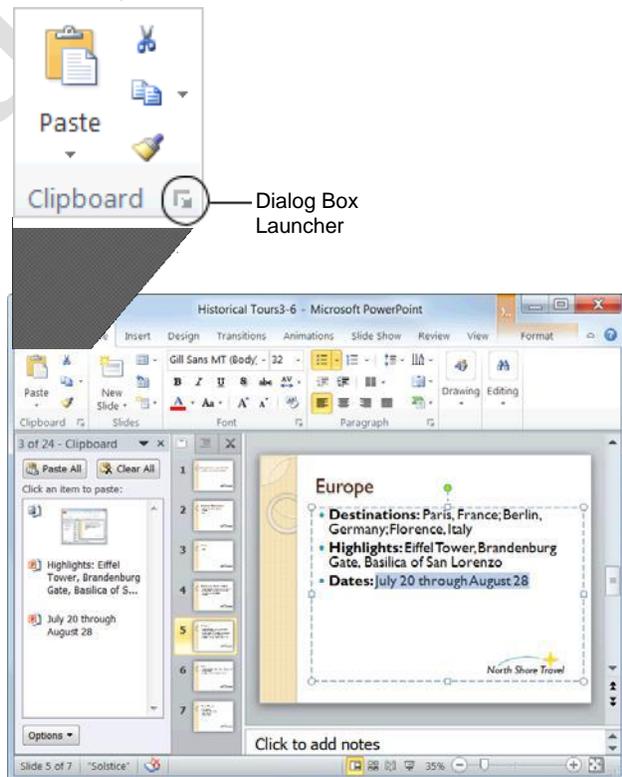| Icon	Description
📊	Content cut or copied from Microsoft Excel.
📑	Content cut or copied from Microsoft PowerPoint.
📝	Content cut or copied from Microsoft Word.
📋	Content cut or copied from Microsoft Outlook.
🖼	Cut or copied graphic object.
🌐	Web page contents cut or copied from a Web browser.
📄	Content cut or copied from a program other than Microsoft Office.

Figure 3-7: When the Clipboard is open, it collects up to 24 items that have been cut or copied. To paste or delete an item on the Clipboard, click its list arrow and select an option, as shown above.

Using Undo, Redo and Repeat

You don't need to be afraid of making mistakes in PowerPoint because you can use the Undo feature to erase your actions. This lesson will show you how to use the Undo, Redo, and Repeat commands.

Undo a single action

Click the **Undo** button on the Quick Access Toolbar.

> Your last action is undone. For example, if you had deleted an item and then decided you wanted to keep it after all, using Undo would make the item reappear.

> 🔶 **Other Ways to Undo:**
> Press **<Ctrl>** + **<Z>**.

Undo multiple actions

The Undo feature saves up to 100 of your previous actions, making it easy for you to undo multiple actions.

> Click the **Undo** button list arrow on the Quick Access Toolbar.

> A list of your most recent actions appears. This list must be used in order; for example, if you delete a slide, insert a title, and then change the font color, you cannot undo the title without first undoing the font color.

> ✅ **Tip:** You can undo up to 100 of your previous actions in PowerPoint, even after saving the presentation.

> Click the action that you want to undo.

> PowerPoint undoes the selected action and all actions that were performed after it (all actions that appear above it in the list).

Redo an action

If you change your mind, you can "redo" the action that you just undid. Here's how…

> Click the **Redo** button on the Quick Access Toolbar.

> 🔶 **Other Ways to Redo an Action:**
> Press **<Ctrl>** + **<Y>**.

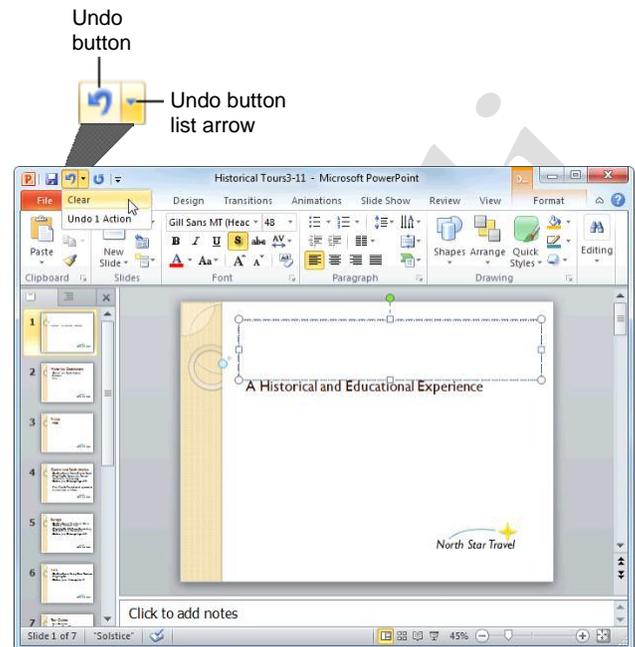> ✅ **Tip:** Click the **Redo** button multiple times to redo multiple actions.

Figure 3-8: You can undo multiple actions by clicking the Undo button list arrow on the Quick Access Toolbar.

Repeat an action

Repeat is different from Redo, because Repeat repeats your last command or action (if possible). For example, let's say you want to delete several slides. Rather than deleting each slide one by one by pressing the <Delete> key repeatedly, you could delete one slide and then use the Repeat command to delete all the others.

Repeat button

Figure 3-9: The Repeat button on the Quick Access Toolbar.

Click the **Repeat** button on the Quick Access Toolbar.

🔄 **Other Ways to Repeat a Command:** Press **<F4>**.

❗ **Trap:** The Redo and Repeat buttons toggle between the two commands. The Redo button only appears when you've just used the Undo command. Once you've redone all the actions that were undone, the button changes back to the Repeat button.
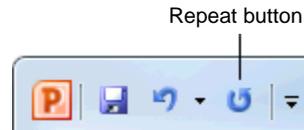
Checking Your Spelling

Poor spelling leaves a poor impression. Make sure your presentations are taken seriously by making sure your spelling is correct.

Spell check the presentation

To check the spelling of a presentation all at once, open the Spelling dialog box.

> Click the **Review** tab on the Ribbon and click the **Spelling** button in the Proofing group.

> PowerPoint begins checking the spelling of the presentation, starting from the location of the insertion point.

> 🔄 **Other Ways to Open the Spelling Dialog Box:** Press **<F7>**.

If PowerPoint finds an error, the Spelling dialog box appears with the misspelling shown in the "Not in Dictionary" text box. You have several options to choose from when the Spelling dialog box appears:

> **Ignore:** Accepts the spelling as is and moves on to the next spelling error.

> **Ignore All:** Accepts the spelling as is and ignores all future occurrences of the word in the presentation.

> **Add:** If a word cannot be found in the Microsoft Office Dictionary, it is marked as misspelled. This command adds the word to the dictionary so that it is recognized in the future.

> **Change:** Changes the spelling of the word to the spelling that is selected in the Suggestions list.

> **Change All:** Changes all occurrences of the word in the presentation to the selected spelling.

> ⚠️ **Trap:** Exercise caution when using this command: you might end up changing something you didn't want to change.

If the word is spelled incorrectly, select the correct spelling from the Suggestions list or type your own spelling in the "Change to" box. Then, click **Change** or **Change All**. If the word is spelled correctly, click **Ignore**, **Ignore All**, or **Add**.

PowerPoint applies the command and moves on to the next misspelling.

Once PowerPoint has finished checking your presentation for spelling errors, a dialog box appears.
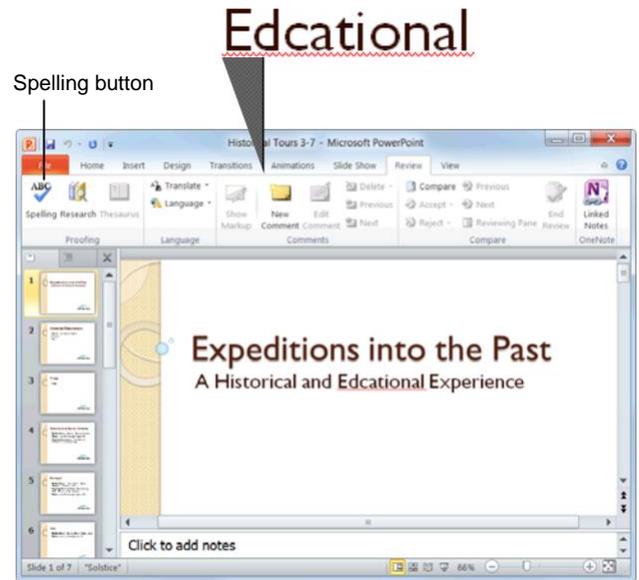
Figure 3-10: PowerPoint checks for spelling errors as you type, underlining questionable words in red.

Figure 3-11: The Spelling dialog box.

Click **OK** to complete the spell check.

Spell check a single word

By default, PowerPoint checks for spelling errors as you type, underlining misspelled words in red. This makes it easy to correct spelling errors individually.

Right-click the misspelled word.

A contextual menu appears, offering suggestions for the correct spelling of the word.

Select the correct spelling of the word from the contextual menu.

PowerPoint corrects the spelling of the word and the red underline disappears.

✅ **Tip:** If a word is underlined in red but you know it is correctly spelled, you can get rid of the red underline by selecting **Ignore**, **Ignore All**, or **Add to Dictionary** from the contextual menu.

Turn the spell checker on or off

By default, PowerPoint checks for spelling errors as you type. To turn this feature on or off:

Click the **File** tab on the Ribbon and click the **Options** button.

The PowerPoint Options dialog box appears.

Click the **Proofing** tab and click the **Check spelling as you type** check box.

Click **OK**.

✅ Tips

The spell checker has been enhanced in PowerPoint 2010. It now checks to see if words are used correctly in context. For example, if you typed "their" instead of "there," the word will be underlined in blue, rather than red.

Figure 3-12: Once PowerPoint has finished checking the presentation for errors, a dialog box appears.
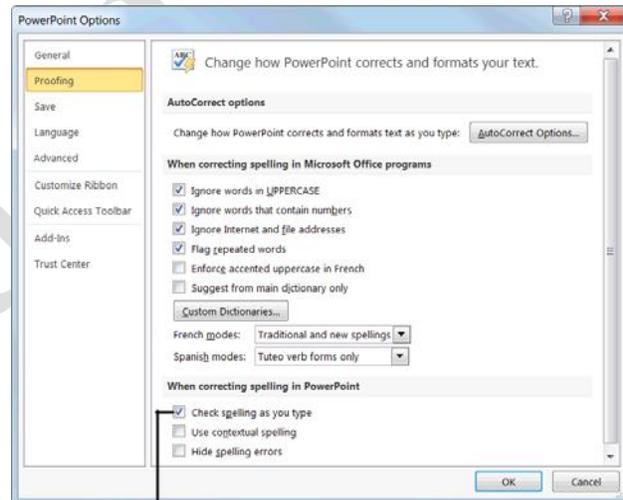
Deselect this option to turn the spell checker off

Figure 3-13: The Proofing tab of the PowerPoint Options dialog box.

Finding and Replacing Text

Don't waste time scanning through your presentation to find text and replace it with something new: PowerPoint's find and replace commands can do this for you with just a few clicks of the mouse.

Find text

Find makes it very easy to find specific words and phrases in a presentation.

Click the **Home** tab on the Ribbon and click the **Find** button in the Editing group.

The Find dialog box appears.

🍂 **Other Ways to Open the Find Dialog Box:** Press **<Ctrl>** + **<F>**.

Type the text that you want to find in the "Find what" text box.

Click **Find Next**.

PowerPoint jumps to the first occurrence of the word, phrase, or value that you entered. You can continue clicking **Find Next** to move on to other occurrences.

When you're finished, click **Close**.

Replace text

Replace finds specific words and phrases, and then replaces them with something else.

Click the **Home** tab on the Ribbon and click the **Replace** button in the Editing group.

The Replace dialog box appears.

🍂 **Other Ways to Open the Replace Dialog Box:** Press **<Ctrl>** + **<H>**.

Type the text that you want to be replaced in the "Find what" text box.

Type the replacement text in the "Replace with" text box.

Click **Find Next**.

PowerPoint jumps to the first occurrence of the word, phrase, or value that you entered in the "Find what" box.

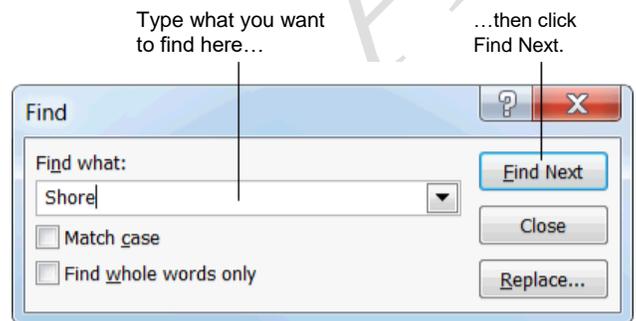Type what you want to find here…   …then click Find Next.

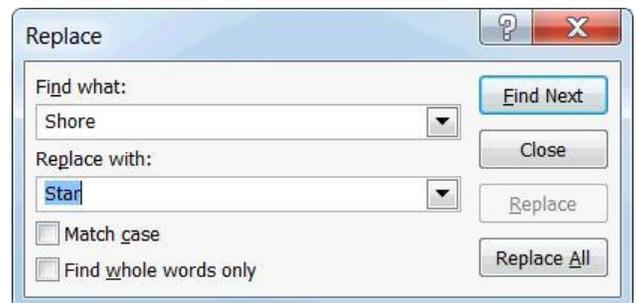**Figure 3-14:** The Find dialog box.

Figure 3-15: The Replace dialog box.

Click **Replace** to replace one occurrence. Click **Replace All** to replace all occurrences.

PowerPoint replaces the found text with the replacement text and moves on to the next occurrence.

✅ **Tip:** Click **Replace All** to replace all occurrences in the presentation without seeing them first.

When you're finished, click **Close**.

Inserting Symbols and Special Characters

You can insert many characters and symbols into a presentation that cannot be found on the keyboard. For example, you can insert a copyright symbol (©), accented or foreign characters (£), silly characters (☺), and much more.

Position the insertion point where you want to insert the symbol or special character.

✅ **Tip:** If you want to *replace* an existing character with a symbol or special character, select the character you want to replace.

Click the **Insert** tab on the Ribbon and click the **Symbol** button in the Symbols group.

The Symbol dialog box appears.

Click the symbol or special character that you want to insert and click **Insert**.

The symbol is inserted onto the slide.

Figure 3-16: The Symbol dialog box.
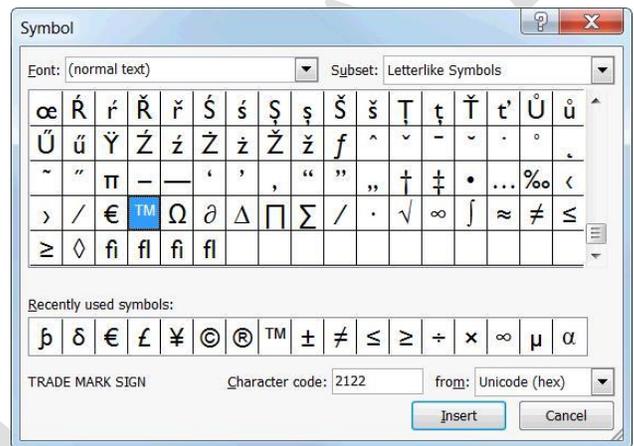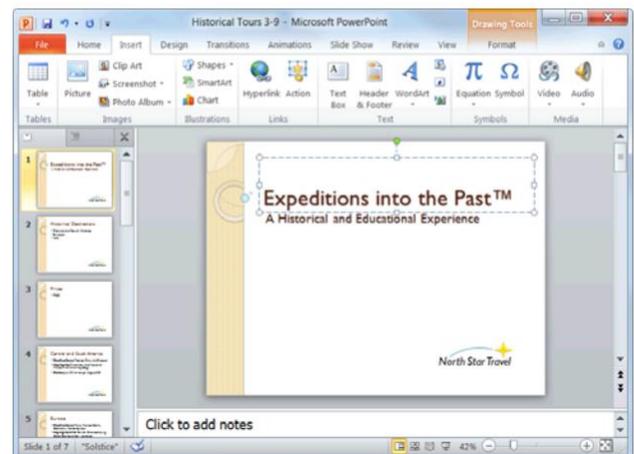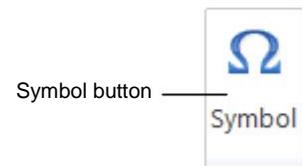

Symbol button

Figure 3-17: A slide with a symbol inserted.

Inserting Equations

PowerPoint 2010 has greatly simplified equation writing with the development of Equation Tools. These tools give you the ability to insert common equations, like the area of a circle, or to build equations of your own design.

Insert an equation template

The easiest method for inserting equations is using one of the templates. See Table 3-5: Available Equation Templates for a list of all equation templates.

Click the **Insert** tab on the Ribbon and click the **Equation** button list arrow in the Symbols group.

A list of equation templates appears.

Select an equation template from the list.

The equation is inserted into the slide.

Click on the equation.

The equation is selected. Areas shaded a darker gray than the surrounding area may be edited.

Type to edit.

Build an equation

If the equation templates do not suit your needs, you can build an equation of your own.

Click the **Insert** tab on the Ribbon and click the **Equation** button in the Symbols group.

The Design tab under Equation Tools appears on the Ribbon. A field appears on your slide indicating the area in which to type the equation.

Type the equation.

The equation is entered.

You can also do one or both of the following:

Input a Symbol: Click on a **symbol** in the Symbols group.

Input a Structure: Click on a **structure** button in the Structures group and select a structure.

Type to edit.

✅ **Tip:** To see more symbols, click the **More** button in the Symbols group, click the **down arrow** in the grey heading bar, and select a category.

Reference **Custom** **G** **uide** Online Learning

Exercise

Exercise File: Historical Tours3-10.pptx

Exercise: Go to Slide 4. Click the area below the Fun Facts bullet.

Click the Insert tab on the Ribbon. Click the Equation button and select Insert New Equation.

Use the Bracket and Fraction commands on the Design tab under Equation Tools to enter $v = (1/3)lwh$.

Table 3-5: Available Equation Templates

Area of a Circle	$A = \pi r^2$
Binomial Theorem	$(x + a)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k}$
Expansion of a Sum	$(1 + x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \cdots$
Fourier Series	$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos\frac{n\pi x}{L} + b_n \sin\frac{n\pi x}{L} \right)$
Pythagorean Theorem	$a^2 + b^2 = c^2$
Quadratic Formula	$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$
Taylor Expansion	$e^x = 1 + \frac{x}{1!} + \frac{x^2}{2!} + \frac{x^3}{3!} + \cdots, \quad -\infty < x < \infty$
Trig Identity I	$\sin\alpha \pm \sin\beta = 2\sin\frac{1}{2}(\alpha \pm \beta)\cos\frac{1}{2}(\alpha \mp \beta)$
Trig Identity II	$\cos\alpha + \cos\beta = 2\cos\frac{1}{2}(\alpha + \beta)\cos\frac{1}{2}(\alpha - \beta)$