

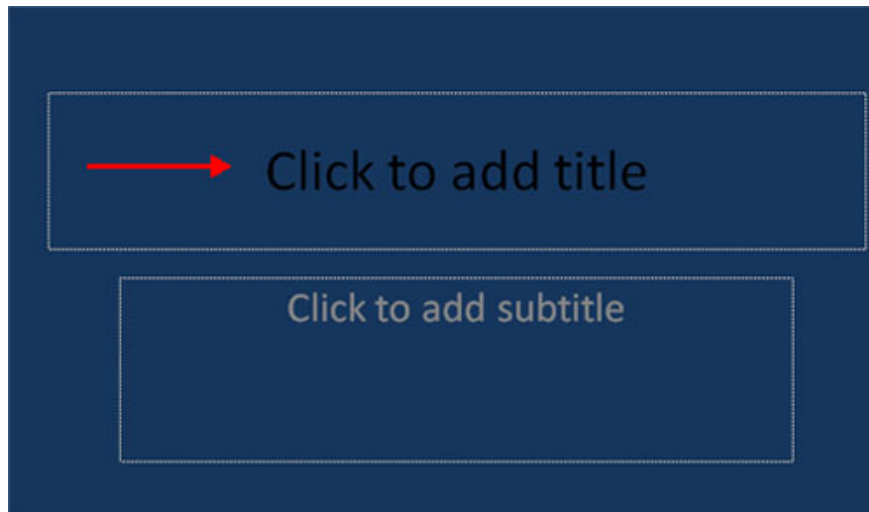
MS PowerPoint 2007 - Lesson 4: Working with content

You can enter the content for the presentation and perform some basic operations shown below.

TipsMake.com - Enter text

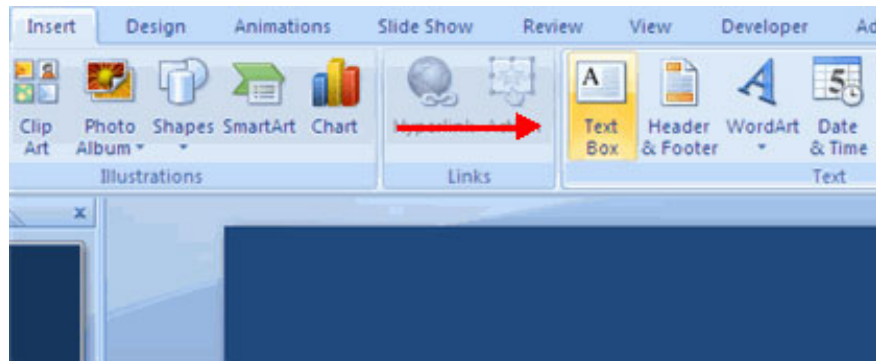
To enter text content:

- Select the slide you want to enter text
- Click a **textbox** to add text



To add a text box:

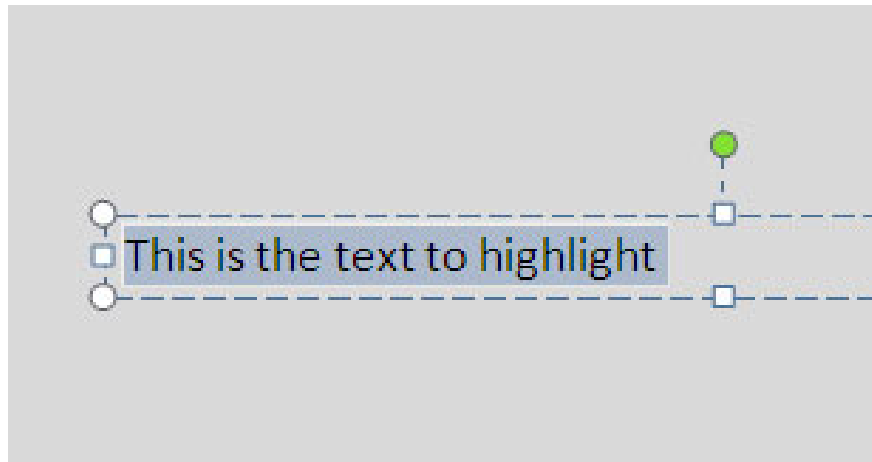
- Select the slide you want to set the text box
- On the **Insert** tab, click **Text Box**
- Click on the slide and drag the cursor to expand the text box
- And start typing content



Select text

To choose text:

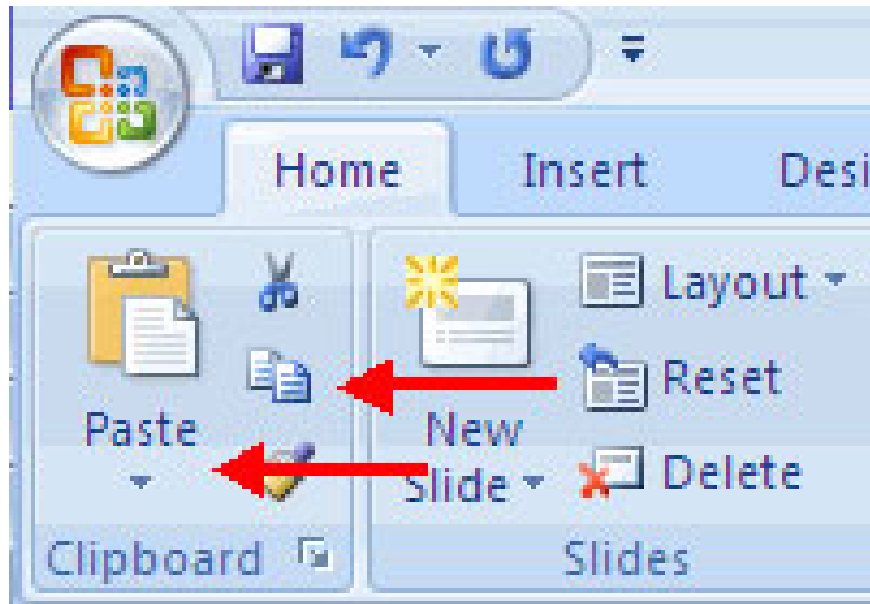
- Black out text



Copy and Paste

To copy and paste data:

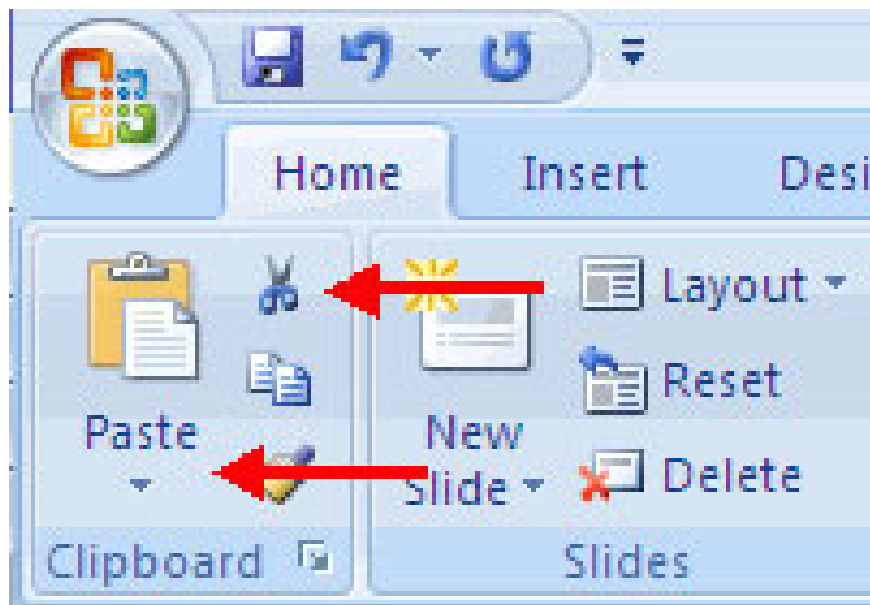
- Select the text you want to copy
- On the **Clipboard** group of the **Home** tab, click **Copy** (or press **Ctrl + C**).
- Select where you will paste the copied text
- On the Clipboard group of the Home tab, click **Paste** (or press **Ctrl + V**).



Cut and Paste

To cut and paste data:

- Select the text you want to cut
- On the **Clipboard** group of the Home tab, click **Cut** (or press **Ctrl + X**).
- Select where you want to paste the data
- Press **Ctrl + V**.



Undo and Redo

To undo or redo the actions you have taken:

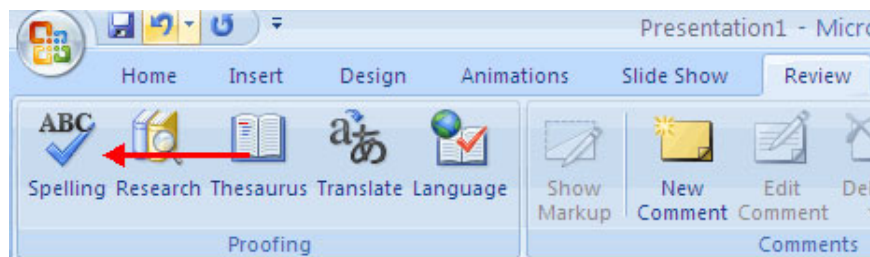
- On the Quick Access Toolbar
- Click **Undo** or **Redo**



Check for spelling errors

To check for spelling errors in a presentation:

- Click the **Review** tab
- Click the **Spelling** button



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