

# MS PowerPoint 2007 - Lesson 5: Format text in PowerPoint

In this lesson, you'll learn the basics of text manipulation, including how to insert, delete, select and move text, and how to work with text boxes.

It's important to know how to perform basic tasks with the text when working in PowerPoint 2007. In this lesson, you'll learn the basics of text manipulation, including how to insert, delete, select and move text, and how to work with text boxes.

## Format text in PowerPoint 2007

1. Insert text
2. Delete text
3. Select text
4. Adjust font size
5. Font format
6. Font color format
7. Insert the word art
8. Basic commands with text in Powerpoint
  1. Use Bold, Italic and Underline commands
  2. The commands are related to other fonts
  3. Align text
  4. Indent text
  5. Text direction
9. Text box
  1. Insert a text box
  2. Move the text box
  3. Resize the text box
10. Move text
  1. Copy and paste text
  2. Cut and paste text
  3. Drag and drop text
11. Practice!

## Insert text

1. Click the placeholder (section to enter content) or the text box where you want to insert the text. The insertion point will appear. If you are working with a placeholder, the default text in the placeholder will disappear.
2. Enter the text you want to enter.

## Delete text

1. Place the cursor next to the text you want to delete.
2. Press the **Backspace** key on the keyboard to delete the text on the left of the cursor.
3. Press the **Delete** key on the keyboard to delete the text to the right of the cursor.

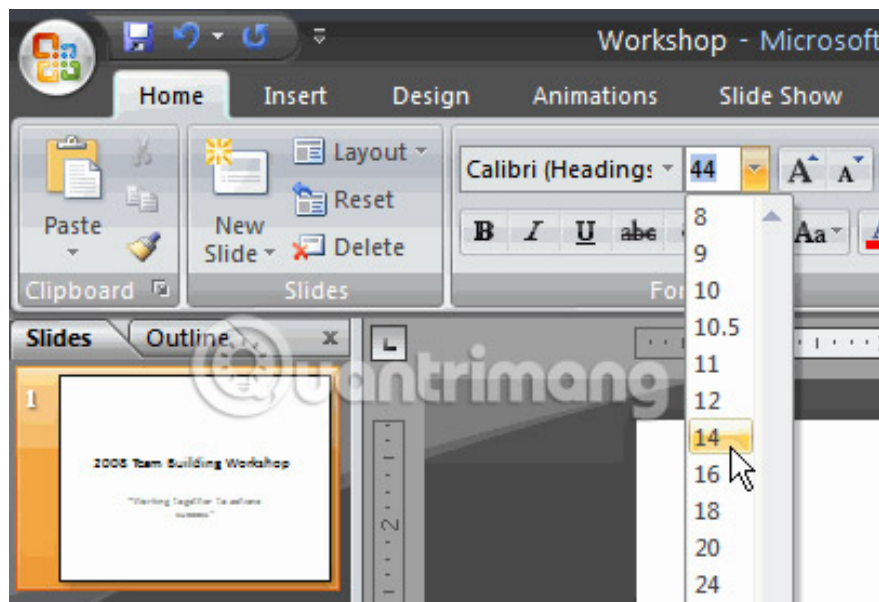
## Select text

1. Set the insertion point next to the text you want to select.
2. Click and hover over the text to select it.
3. Release the mouse. Text has been selected. A highlighted box will appear on the selected text.

When you select text or image in PowerPoint, the hover toolbar with formatting options will appear. This gives users easy access to formatting commands and saves a lot of time.

## Adjust font size

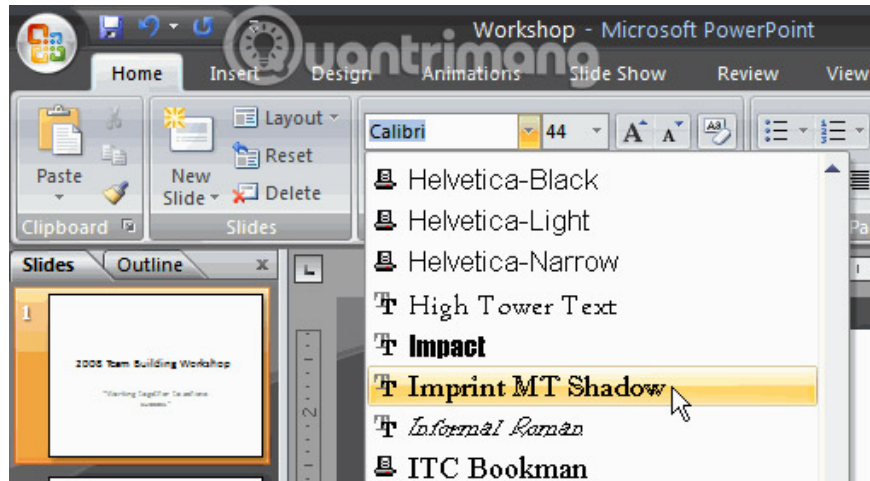
1. Select the text you want to modify.
2. Click the drop-down arrow next to the **Font size** box on the **Home** tab . Menu **Font size** will appear.
3. Move the cursor to select different font sizes. The **Live Preview** feature will be activated to help you preview how the font will appear in the slide.



1. Click the font size you want to use. The font size will change in the slide.

## Font format

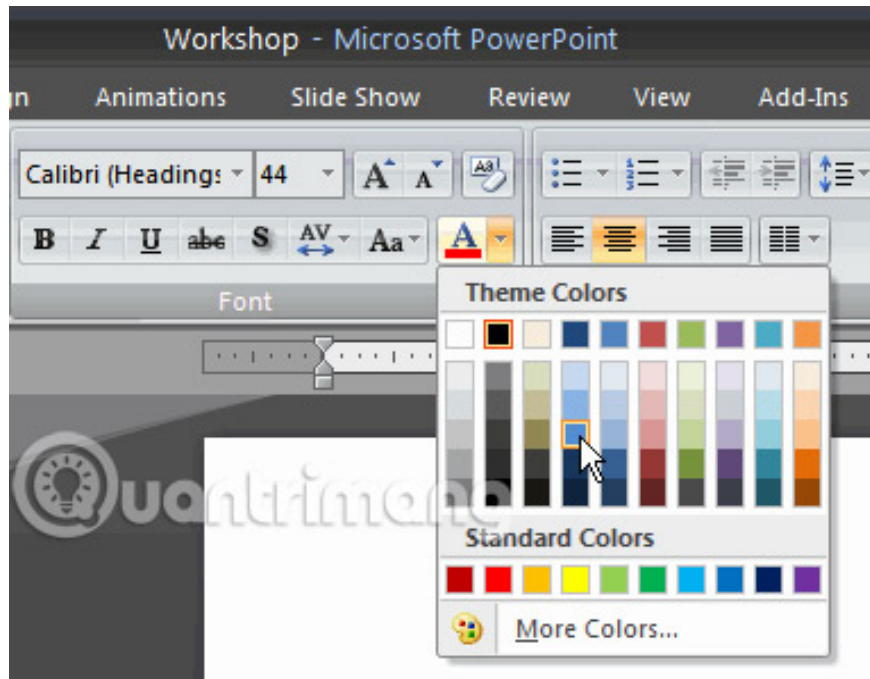
1. Select the text you want to modify.
2. Click the drop-down arrow next to the **Font style** box on the **Home** tab . The **Font Style** menu will appear.
3. Move the cursor to see different font styles. The **Live Preview** feature will be enabled to help you preview how the font will appear in the slide.



1. Click on the font style you want to use. The font style will change in the slide.

## Font color format

1. Select the text you want to modify.
2. Click the drop-down arrow next to the Font color box on the **Home** tab . The **Font color** menu will appear.
3. Move the cursor to select different font colors. The **Live Preview** feature will be activated to help you preview how the font color will appear in the slide.

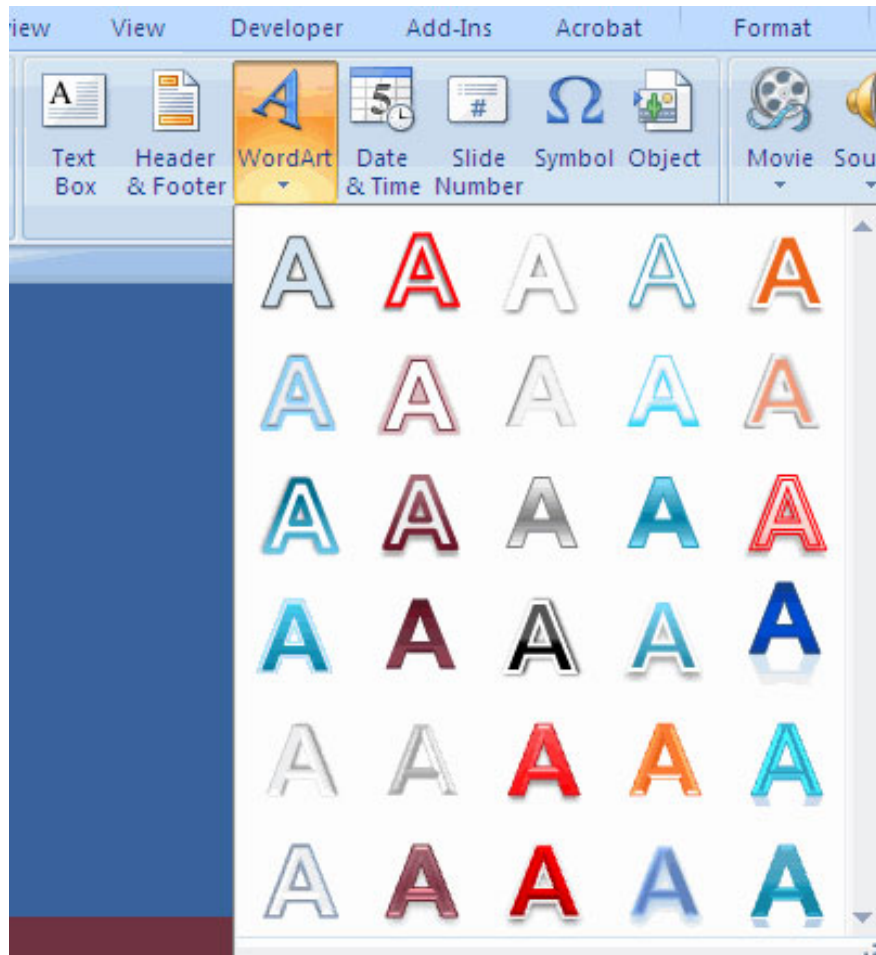


1. Click on the font color you want to use. Font color will change in the slide.

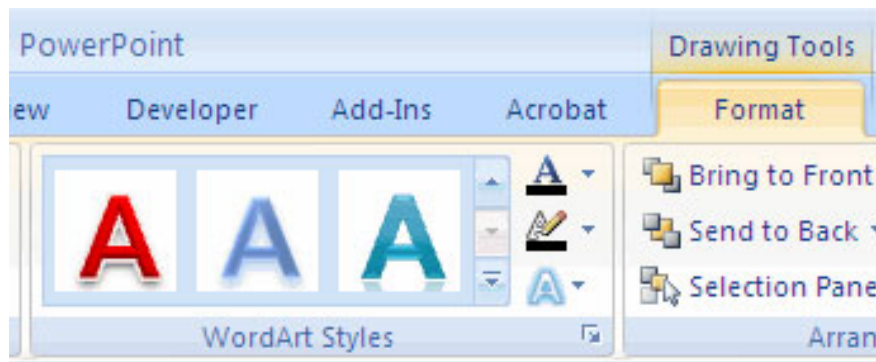
Your choice of colors is not limited to the drop-down menu that appears. Select **More Colors** at the bottom of the list to get more color options.

## Insert the word art

WordArt (art letters) are styles that can be applied to text to create a visual effect. To apply WordArt> select text> open the **Insert** tab> click the **WordArt** button> select WordArt:



To edit WordArt style, select WordArt, open the **Format** Tools tab, select **WordArt Fill** , **WordArt Outline** or **Text Effects** button :

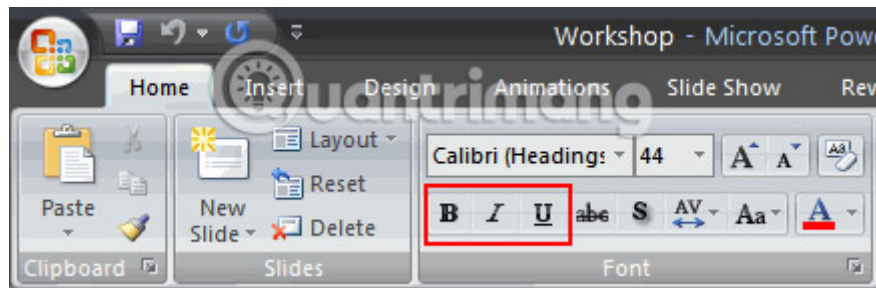


## Basic commands with text in Powerpoint

### Use Bold, Italic and Underline commands

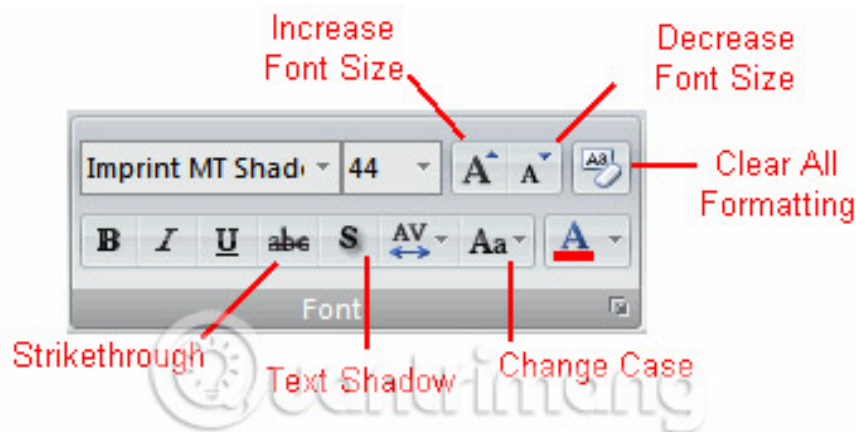
1. Select the text you want to modify.

2. Click the **Bold** command ( **B** ), **Italic** ( *I* ), or **Underline** ( U ) in the **Font** group on the **Home** tab .



1. Click the selected command again to delete the format.

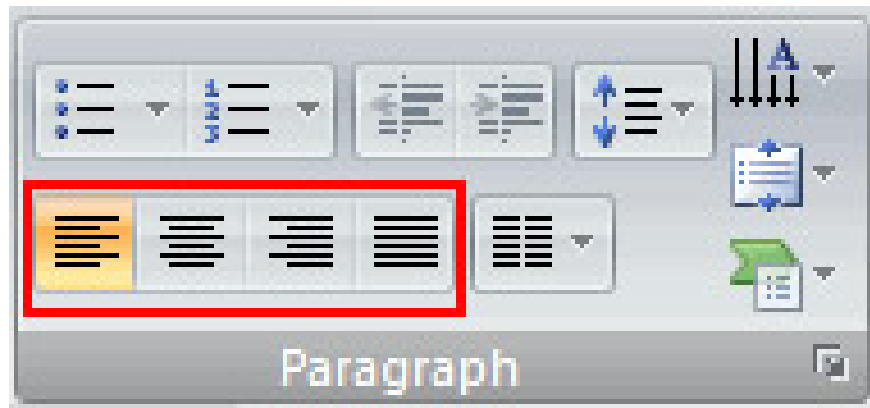
## The commands are related to other fonts



1. **Increase Font Size** : Increase the font size of selected text to the font size of the user.
2. **Decrease Font Size** : Reduce the font size of selected text to the font size of the user.
3. **Clear All Formatting** : Delete recent format changes.
4. **Strikethrough**: Create lines through text.
5. **Text Shadow**: Add shadows to text
6. **Change Case**: Allows you to try different capitalization options without having to delete and re-enter letters or words.

## Align text

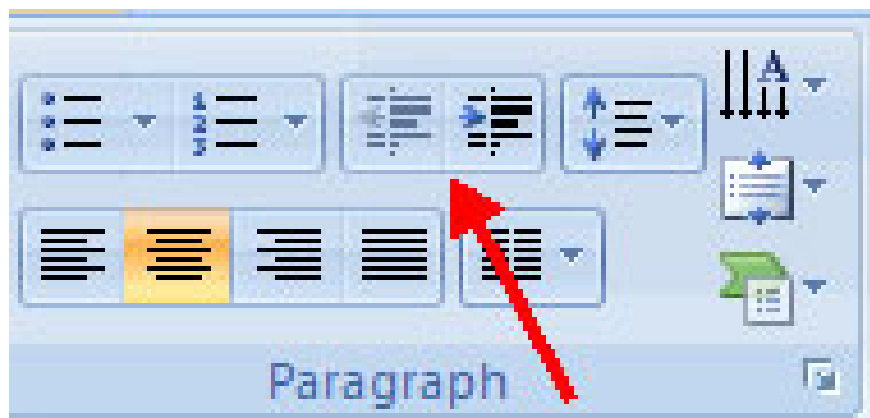
1. Select the text you want to modify.
2. Choose one of four options to align from the **Paragraph** group on the **Home** tab .
  1. **Align Text Left** : Align the selected text to the left margin.
  2. **Center**: Align the text so that it is equal to the left and right margins.
  3. **Align Text Right** : Align the selected text to the right margin.
  4. **Justify** : Align the right and left margins.



Alignment commands only work with placeholder text or text boxes where it is placed, not on slides.

## Indent text

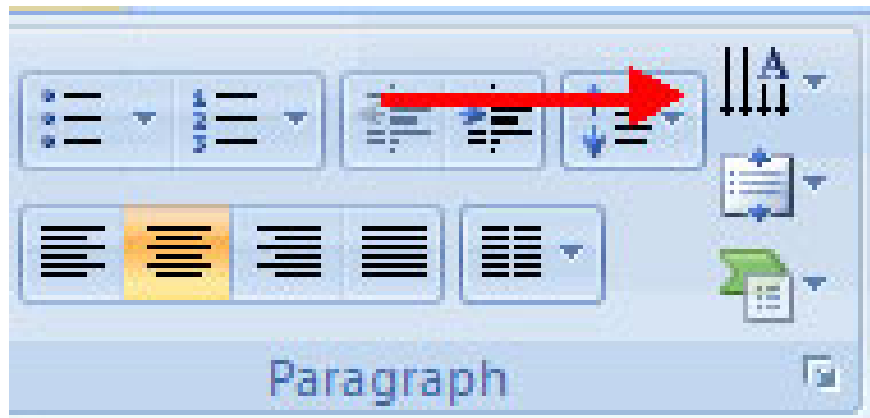
You can do the following steps to indent the text, click the **Indent** button to adjust the indentation level, click the Indent button repeatedly to increase the indent size. There are 2 indent and back buttons, depending on the situation you choose the button accordingly.



## Text direction

To change the text direction:

1. Select text
2. Click the **Text Direction** button on the **Home** tab
3. Choose the type you want.

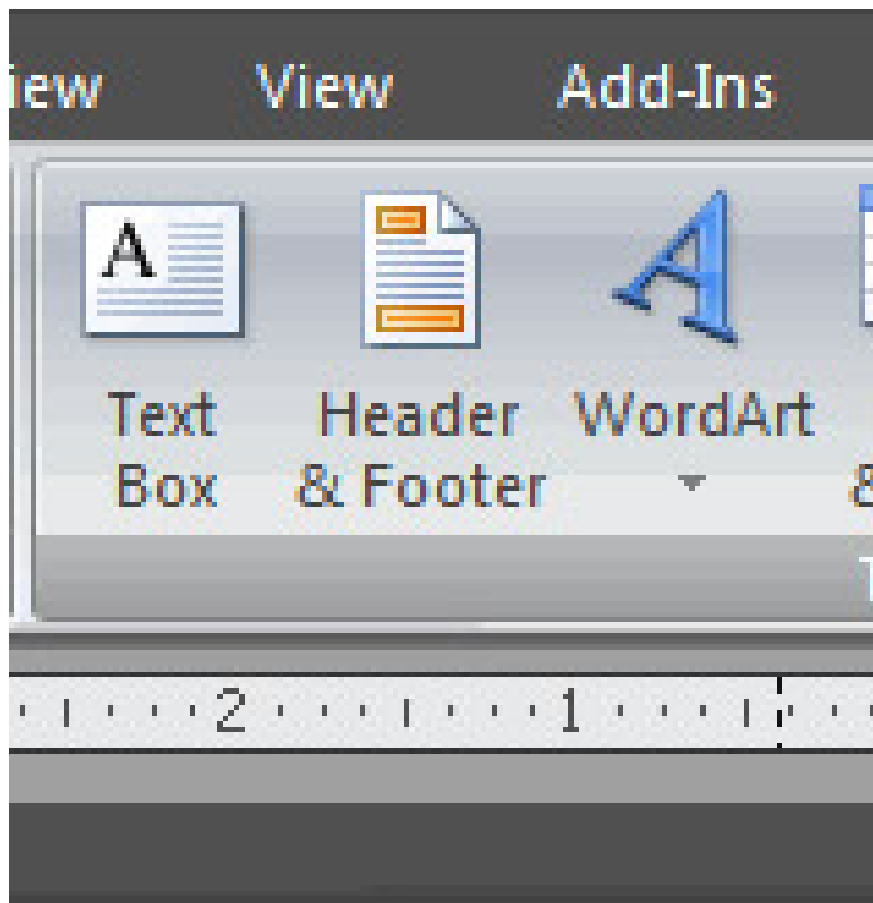


## Text box

In addition to inserting text into a placeholder, you can insert text into text boxes. The text box allows you to add a predefined layout so you can place text wherever you want on the slide.

### Insert a text box

1. Select the **Insert** tab on the **Ribbon**.
2. Click the **Text Box** command in the **Text** group .
3. Click and drag the cursor until the text box has the width you desire.



1. Release the mouse.

### **Move the text box**

1. Click on the text box. Your cursor will change to a cross with an arrow on each end.
2. Hold down the left mouse button and drag the text box to the desired position on the page.
3. Release the mouse.

## Resize the text box

1. Select the text box.
2. Click on one of the circular or one handle handles on the left or right in one of the four corners.
3. While holding down the mouse, drag the handle to adjust the size until the text box has the desired width.

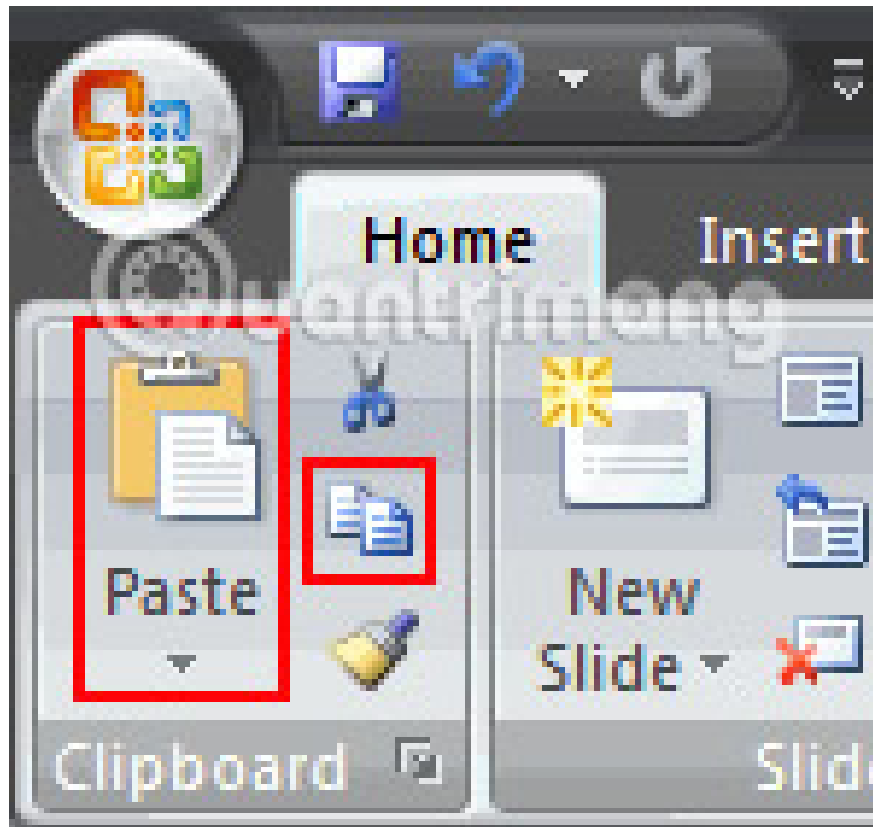


1. Click and drag the green circle to rotate the text box.

## Move text

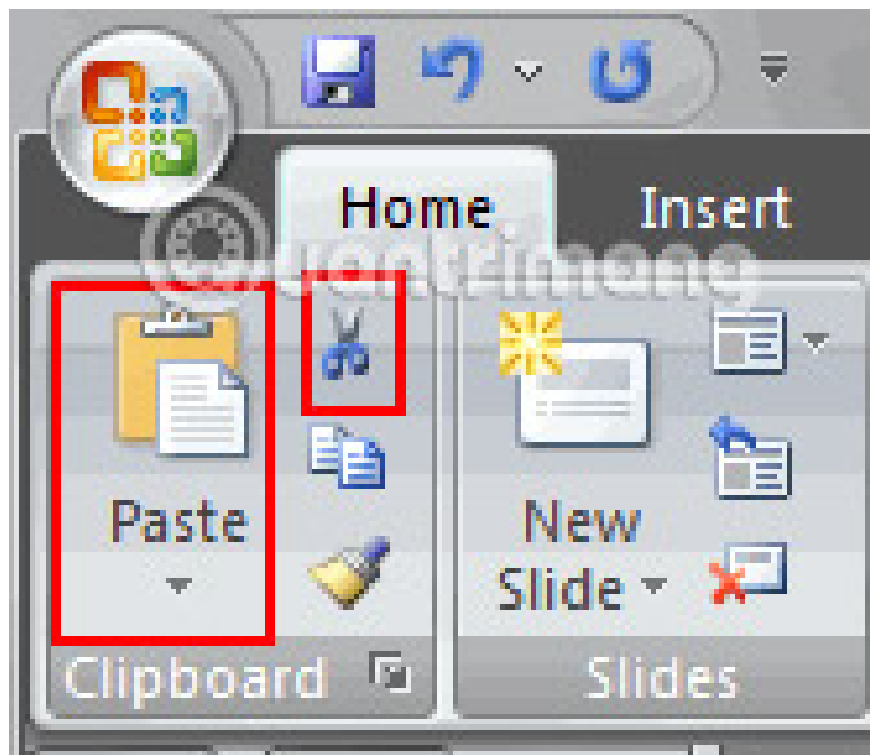
### Copy and paste text

1. Select the text you want to copy.
2. Click the **Copy** command on the **Home** tab .
3. Place your insertion point where you want the text to appear.
4. Click the **Paste** command on the **Home** tab . The text will appear.



## Cut and paste text

1. Select the text you want to cut.
2. Click the **Cut** command on the **Home** tab .
3. Place your insertion point where you want the text to appear.
4. Click the **Paste** command on the **Home** tab . The text will appear.



## Drag and drop text

1. Select the text you want to copy.
2. Click and drag the text to the position you want it to appear. The cursor will have a text box below to indicate that you are moving the text.
3. Release the mouse button and the text will appear.

## Practice!

Use the Workshop presentation or any other PowerPoint presentation you choose to complete this challenge.

1. Insert text on the slide.
2. Practice using **Bold**, **Italic** and **Underline** commands .
3. Change the font style of the title.
4. Change the font size of the title.
5. Change the color of the child titles.
6. Use the **Change Case** command on the slide title.
7. Practice using the **Increase Font Size** and **Decrease Font Size** command.
8. Insert a text box and add text to it.

>> Next article: MS PowerPoint 2007 - Lesson 6: Add content in PowerPoint

You finished reading the article "**MS PowerPoint 2007 - Lesson 5: Format text in PowerPoint**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.