

Text Formatting

PowerPoint offers an extensive array of text formatting tools that are very similar to those found in Microsoft Word. In this chapter you will look at ways to improve the appearance of text in your presentations. It will include adding sub-points, changing bullets, line spacing and spell checking tools.

Loading the Presentation

- 1 Load Microsoft PowerPoint and select OK to the PROJECT GALLERY screen, or close the current presentation.
- 2 Display the FILE menu and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

Creating Sub-Points

So far you have entered single bullets. When you have a paragraph of text as a point it is usually better for the viewer of your presentation to have that paragraph split into sub-points with bullets highlighting those sub-points. To illustrate this let's change the text in the BABY NURSERY TOURS slide to have sub-points.

A Entering the Text

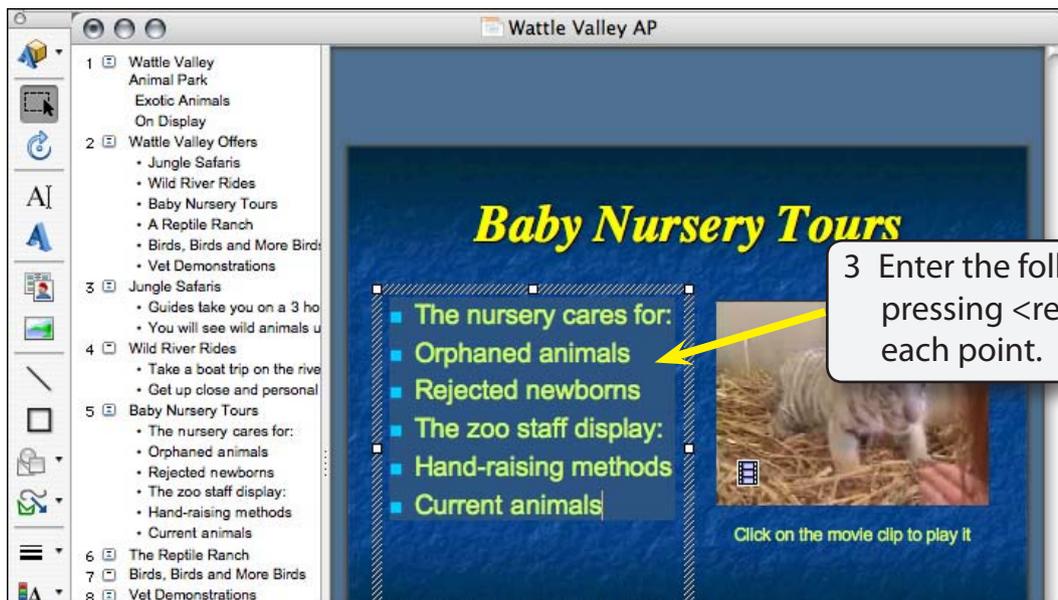
1 Set the screen to SLIDE 5.

2 Highlight all the text in the text frame.

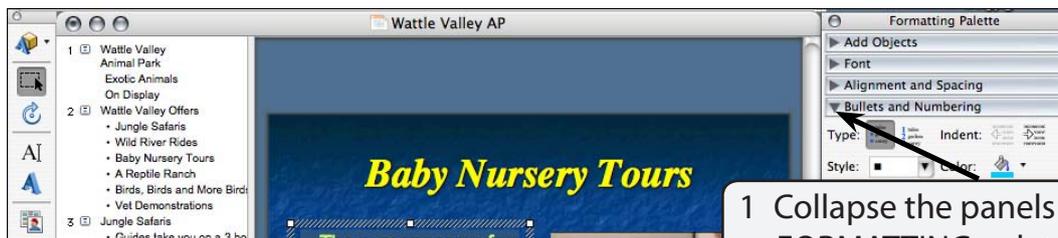
Baby Nursery Tours

- Tours of the Baby Nursery are available daily.
- Baby animals from one week to six months of age are hand-raised by our zoo staff.

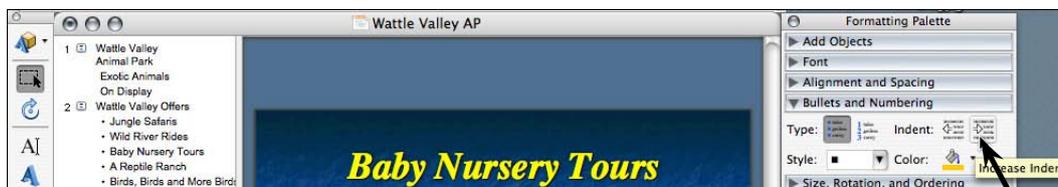
Click on the movie clip to play it



B Setting the Sub-Points



1 Collapse the panels in the FORMATTING palette and expand the BULLETS AND NUMBERING



2 Highlight points 2 and 3 then click on the INCREASE INDENT (or DEMOTE) button in the FORMATTING palette.

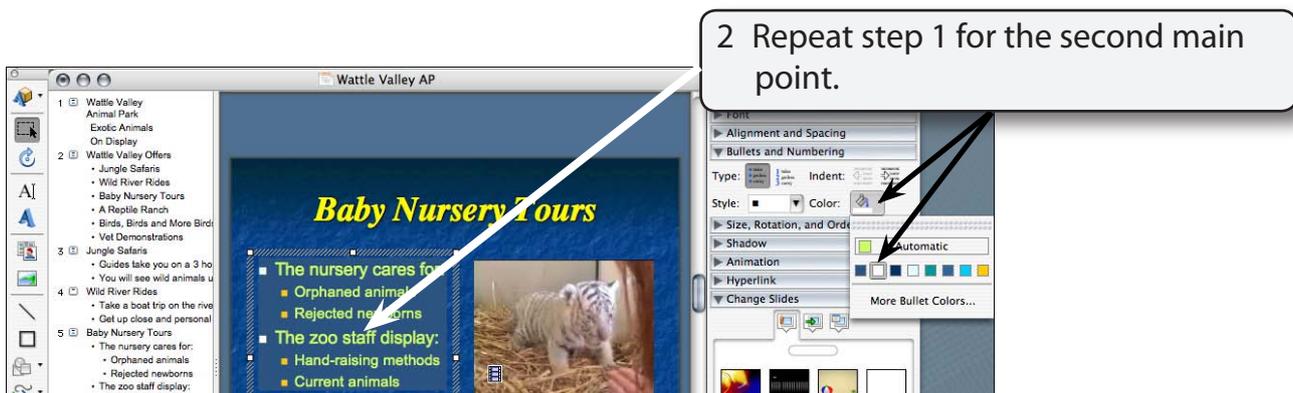
NOTE: Sub-points can be returned to normal points by selecting the DECREASE INDENT (or PROMOTE) button in the FORMATTING palette.



Bullet Formats

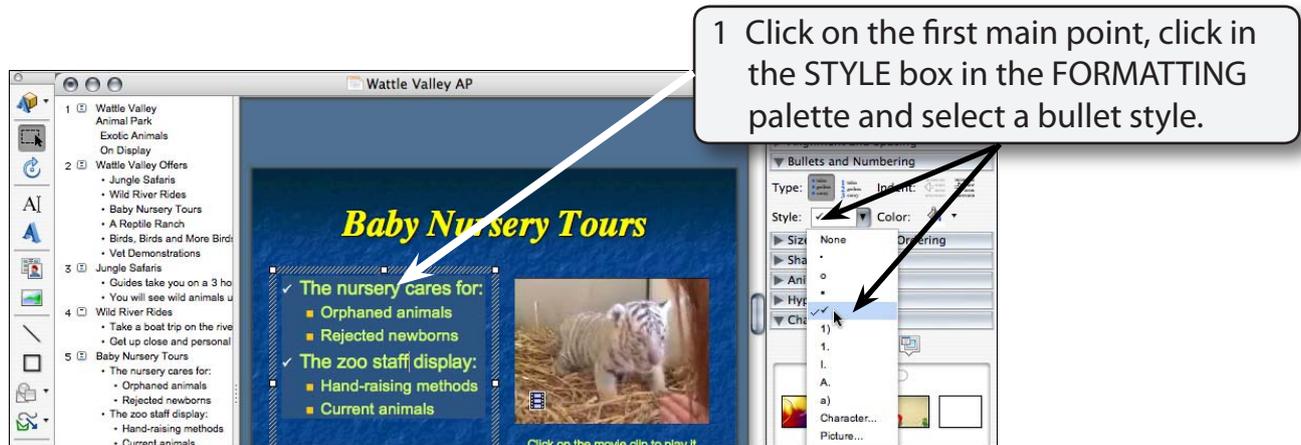
By default points are set to solid colour dot bullets and sub-points are set to different coloured bullets. You can change this.

A Changing Bullet Colours



NOTE: Both main points should now have white bullets.

B Changing Bullet Styles



NOTE:

- i You could have selected **FORMAT** menu - **BULLETS AND NUMBERING** and selected a bullet.
- ii Pressing **⌘+Y** is a shortcut to using the **EDIT** menu - **REPEAT BULLETS AND NUMBERING**.