

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 or close the current presentation.
- 2 Click on the OFFICE BUTTON and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

Creating Sub-Points

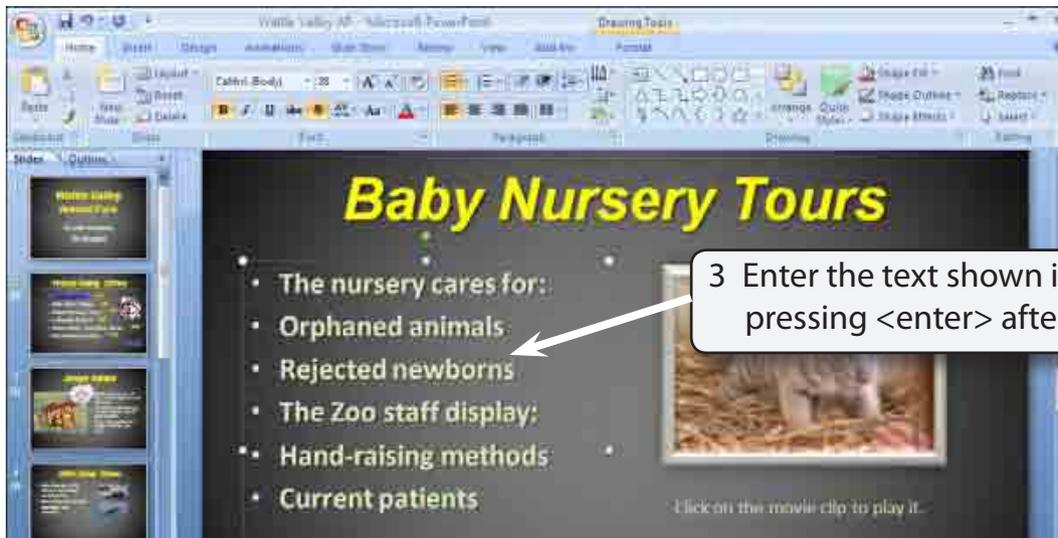
So far you have entered single bullets. When you have a paragraph of text as a point it is usually better for the viewer of your presentation to have that paragraph split into sub-points with bullets highlighting those sub-points. To illustrate this let's change the text in the BABY NURSERY TOURS slide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

A Entering the Text



1 Set the screen to the BABY NURSERY TOURS slide (SLIDE 5).

2 Highlight all the text in the left placeholder.



B Setting the Sub-Points



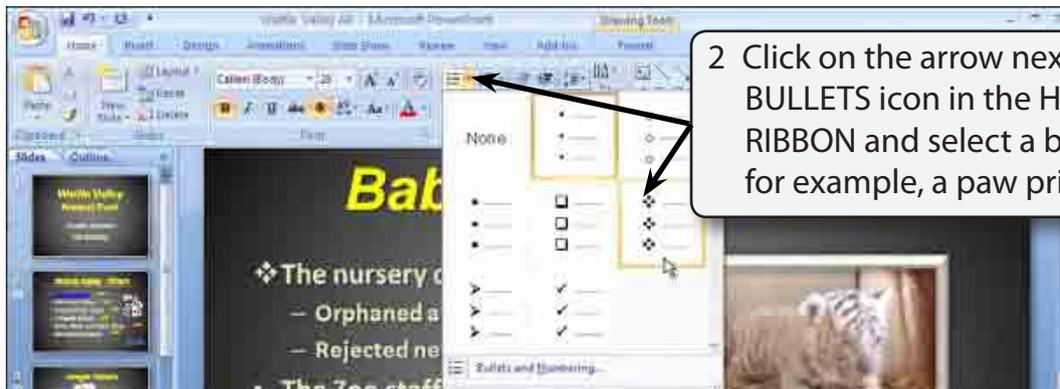


- NOTE:**
- i Pressing the TAB key again would set the points to a third level sub-point.
 - ii Sub-points can be returned to normal points by highlighting them and pressing SHIFT+TAB.

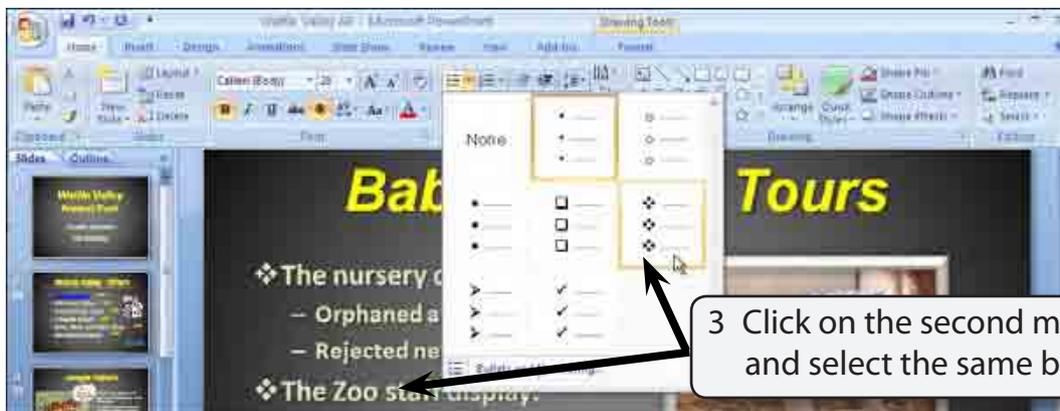
Bullet Formats

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





2 Click on the arrow next to the BULLETS icon in the HOME tab of the RIBBON and select a bullet format, for example, a paw print.



3 Click on the second main text point, and select the same bullet format.

NOTE:

- i Once you have set a bullet format you can click on the BULLET icon itself to apply the previous bullet.
- ii You can also press CTRL+Y as a shortcut to repeat a previous step.