

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 Display the FILE menu and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

Creating Sub-Points

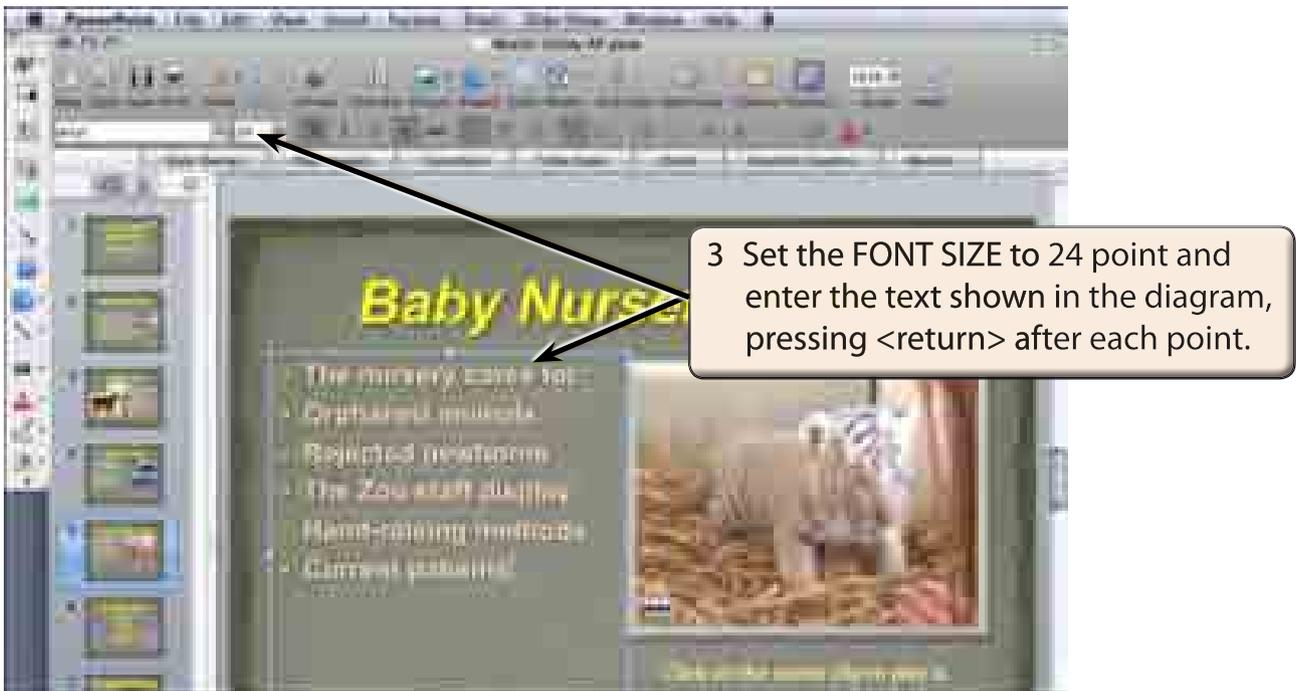
So far you have entered single bullets. When you have a paragraph of text as a point it is usually better for the viewer of your presentation to have that paragraph split into sub-points with bullets highlighting those sub-points. To illustrate this let's change the text in the BABY NURSERY TOURS slide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

A Entering the Text

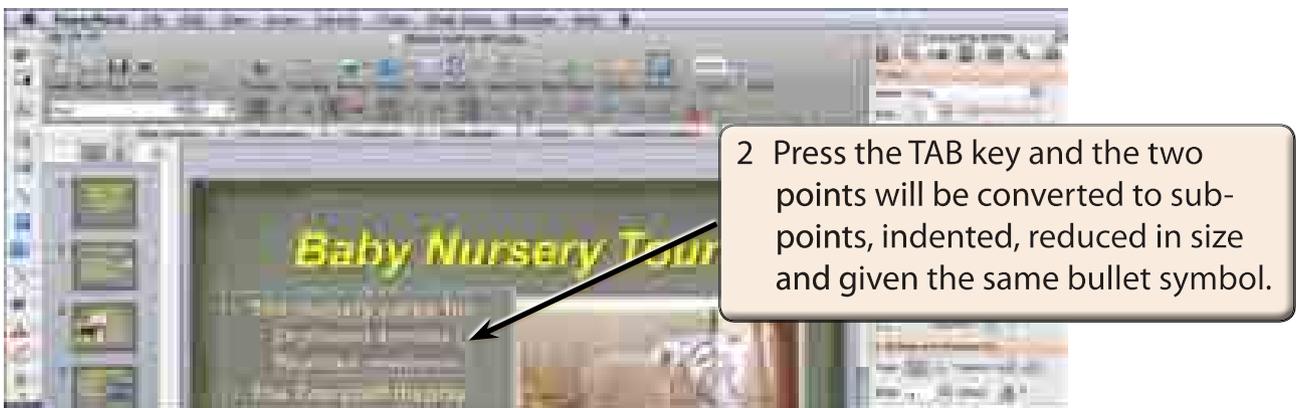


The screenshot shows a PowerPoint slide titled "Baby Nursery Tours" in yellow text. Below the title is a list of text in a placeholder box on the left, and a photograph of a baby in a nursery on the right. Two callout boxes provide instructions: one pointing to the slide title and another pointing to the text in the left placeholder.

- 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





3 Highlight the last two points and press the TAB key to convert them to 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. You can change this.



1 Click anywhere in the first text point:
The nursery cares for:

2 In the BULLETS AND NUMBERING panel of the FORMATTING PALETTE click on the arrow next to the STYLE box and select a bullet (e.g. a tick).



NOTE: You can also press **COMMAND+Y** as a shortcut to repeat a previous step.

Custom Bullets

You can set your own symbols as bullets.



2 Display the **FORMAT** menu and select **BULLETS AND NUMBERING**.