



## Lecture 11

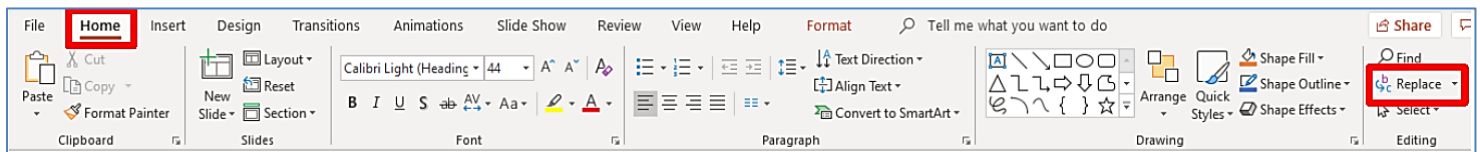
### Microsoft Office PowerPoint ( MS PowerPoint )

#### 1. Format Slide

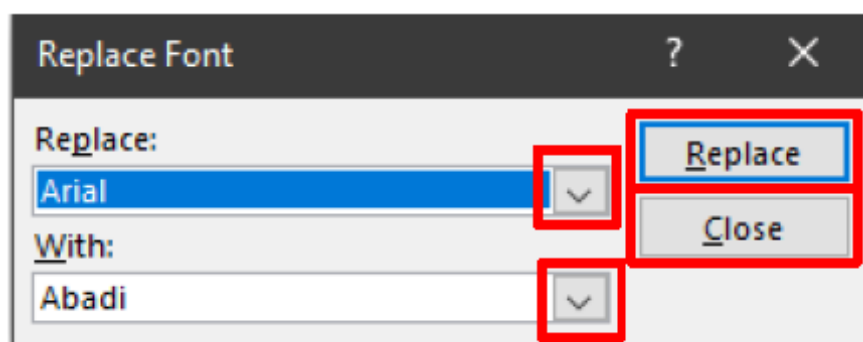
You can change the format appearance of text and slides in the Slide View as well. Formatting can be applied to all slides at the same time as in the Master View or only on an individual slide.

##### A. Replace Font

Use the **Replace** command to change the font throughout a presentation.



1. Go to **slide two**.
2. Click on the **Text Placeholder** (bulleted list) border.
3. On the **Home** ribbon, click on the drop-down arrow next to the **Replace** button, located in the **Editing** group, and then select the **Replace Font** option.
4. The **Replace Font** window will appear.

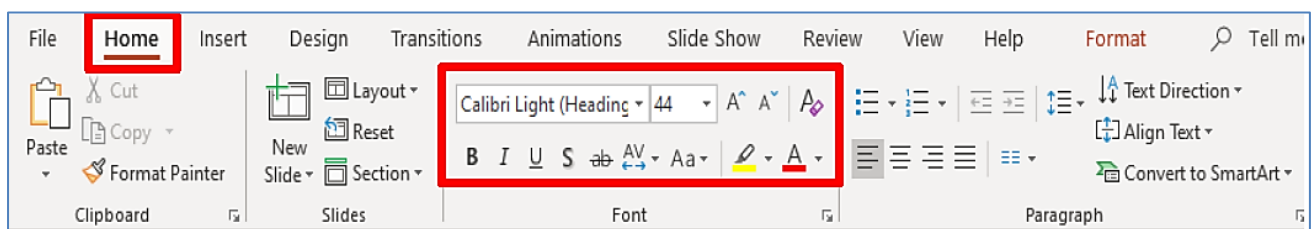






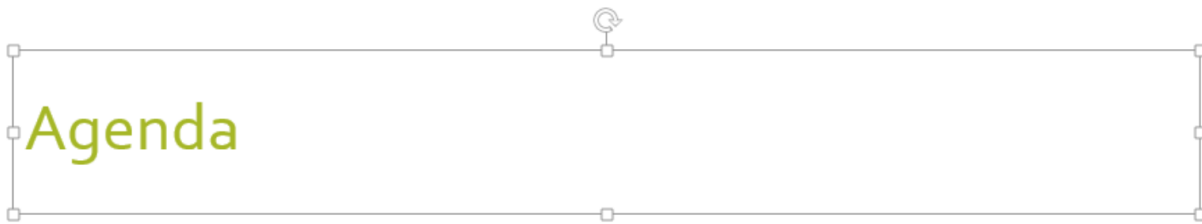
5. In the **Replace** box, click on the drop-down arrow and select the **Font** you want to replace.
6. In the **With** box, click on the drop-down arrow and select the desired **Font**.
7. Click on the **Replace** button to change all slides.
8. Click on the **Close** button.
9. View your change.

## B. Format Text

Text appears on each slide in a format consistent with the template. You can add or change any text attribute such as bold or italics on any given slide by making the change on the slide. The **Font** button commands are located on the **Home** ribbon in the **Font** group.



1. Go to **slide one**.
2. Select the **Title Placeholder**, and click on the **Italic**  button in the **Font** group.
3. Use the **Font Size**  button to change the point size to a higher number.
4. Go to the **next slide**. Notice that the title text on this slide has not been affected.

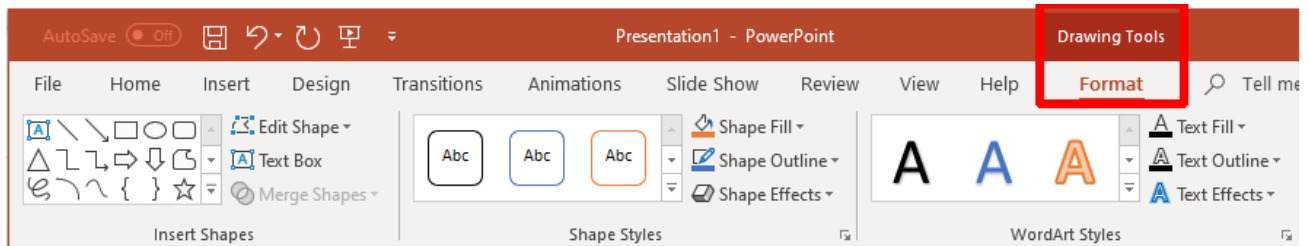


5. Go to **slide two**, click on the **Font Color** button, located in the **Font** group, to select a different color.



### C. Format Placeholder

You can resize or add color and lines to a placeholder, as well as changing the text to a different style and color.

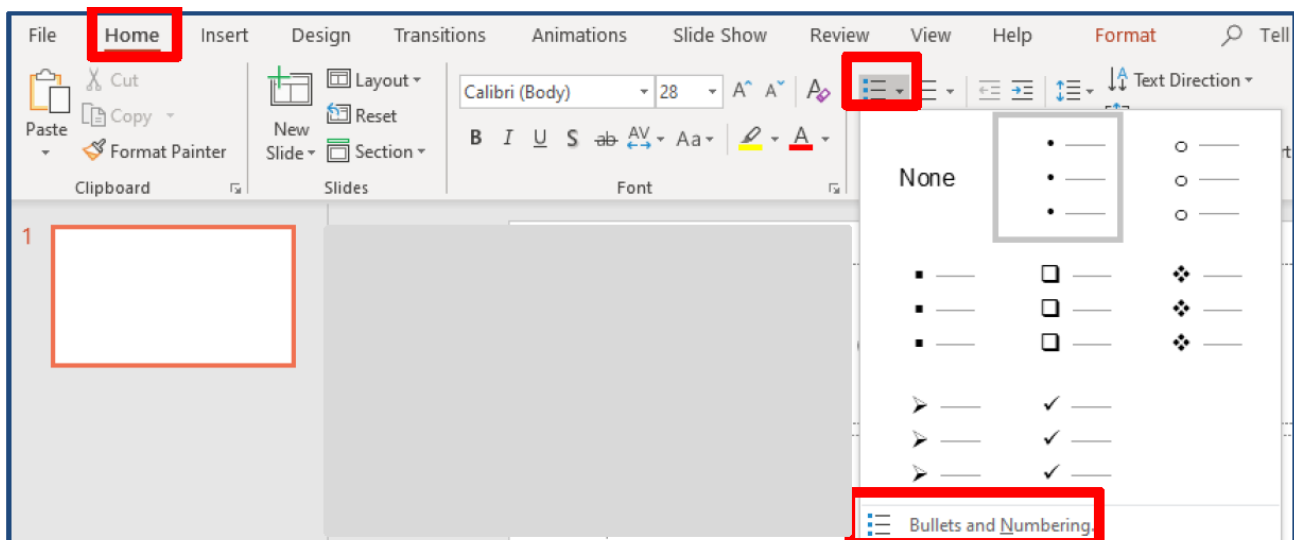


1. On **slide two**, select the **Text Placeholder**.
2. On the **Drawing Tools** ribbon, click on the **Format** tab. View the different formatting options within the groups.
3. In this exercise the instructor will guide you through several formatting options for your placeholder.

## D. Change Bullets

PowerPoint allows you to change the style, color, and size of bullets. You can apply the new bullet style to a single bullet, a bulleted list, or for an entire presentation. To change a single bullet, click the cursor anywhere in the line corresponding to the desired bullet. To change multiple bullets/lines, use the mouse to select the bulleted items you want to change, or select the Text Placeholder to change all bullets within the placeholder.

1. Go to **slide three**.
2. Click anywhere in the first line of **Computer-based training (CBT)**.
3. Select the **Home** tab, click on the drop-down arrow next to the **Bullets** button.
4. The **Bullets** panel will appear and then you have the option to select one of the bullet styles that appear.

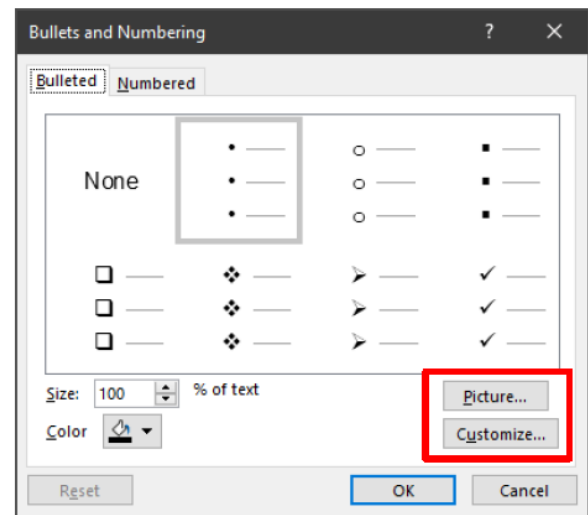


5. More bullet options are available by clicking on the **Bullets and Numbering** option, located at the bottom right-hand side of the window



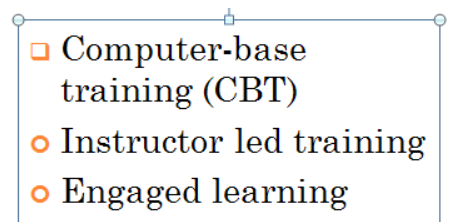
(On the **Bullets and Numbering** window, you have **Bulleted** and **Numbered** tab choices.).

6. The **Picture** and **Customize** buttons will appear on the bottom of the **Bullets and Numbering** window.



7. Clicking on the **Picture** button provides an array of picture bullets to select. Clicking on the **Customize** button will allow you to choose a variety of **Symbol** windows with each window having multiple symbols to select as bullet options.

8. In this exercise you will select a square-shaped bullet style and then click **OK**.



9. Notice the bullet changed only on line one.

10. Change the bullet style for the remaining lines of text by selecting the desired indented lines of text.

11. Select the **Home** tab, click on the drop-drop arrow next to the **Bullet** button.

12. The **Bullet** panel will appear.

13. Click on a different bullet style or the same style on line one.