

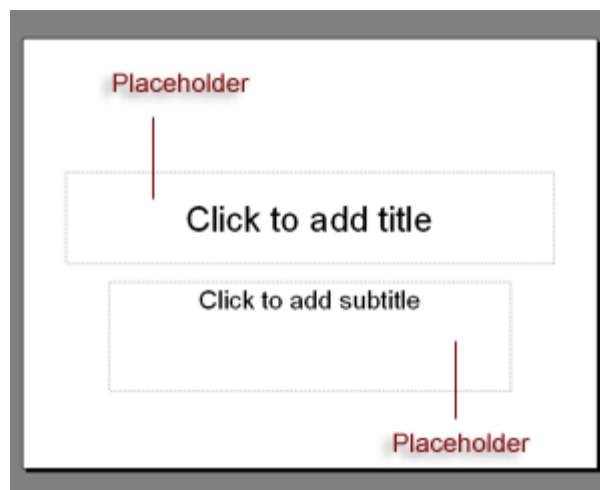
CHAPTER THREE: EDITING PRESENTATIONS

This Chapter Will Include:

- Adding Text to Slides
- Selecting Text
- Editing and Deleting Text
- Adding Slides
- Applying Templates
- Using the AutoContent Wizard
- Adding Slides to an Existing Presentation
- Copying, Deleting, and Rearranging Slides
- Copying and Pasting Text

Adding Text to Slides

When you open a new presentation or blank slide, it will appear like this:



Each slide contains two **placeholders**, one for a title and one for entering general information. You can adjust the width or height of each placeholder by clicking the **sizing handles** and dragging them in a direction.

Monetary Losses

- Approximately two months after acquiring these new stores, we were forced to close Humanitarian Homonyms.
- The products sold at Humanitarian Homonyms have been incorporated into the Palindromes, Inc. umbrella and are now sold at all store locations.
- 73% of employees were let go. The rest were offered positions at available stores.

To move the location of placeholders entirely, click and drag anywhere along the border of a placeholder. This will move everything inside, including text.

To enter text, simply click on a placeholder. This will turn your mouse into a blinking cursor where you can type as much as necessary.

Selecting Text

Selecting text can help you edit or delete large blocks of text at once. Here is a list of ways to select text:

Action	Result
Drag the cursor	Selects any text you drag the cursor across
Double-click anywhere in a word	Selects the word
Triple-click anywhere in a paragraph	Selects the paragraph
Click a bullet	Selects the bullet text and the text of any sub-level bullets
Press SHIFT+Left Arrow or SHIFT+Right Arrow	Selects the character to the left or right of the cursor
Press SHIFT+Up Arrow or SHIFT+Down Arrow	Selects the text between the cursor and the character directly above or below the cursor
Press SHIFT+Home or SHIFT+End	Selects the text between the cursor and the beginning or end of the line
Press CTRL+SHIFT+Left Arrow or CTRL+SHIFT+Right Arrow	Selects the text between the cursor and the beginning or end of a word
Press CTRL+SHIFT+Up Arrow or CTRL+SHIFT+Down Arrow	Selects the text between the cursor and the beginning or end of the placeholder
Press CTRL+SHIFT+Home or CTRL+SHIFT+End	Selects the text between the cursor and the beginning or end of the placeholder
Select the first item using one of the above methods, hold CTRL , then select additional text	Selects multiple lines of text that are not adjacent
Click a slide icon on the Outline tab	Selects all text on the slide
Press CTRL+A	Selects all text in the placeholder

A **paragraph** is defined as any portion of text separated from surrounding text by at least one **hard return**. A hard return is designed by pressing the **Enter** key at the end of a line.

Editing and Deleting Text

There are several ways to edit and delete text. Remember these rules when modifying text:

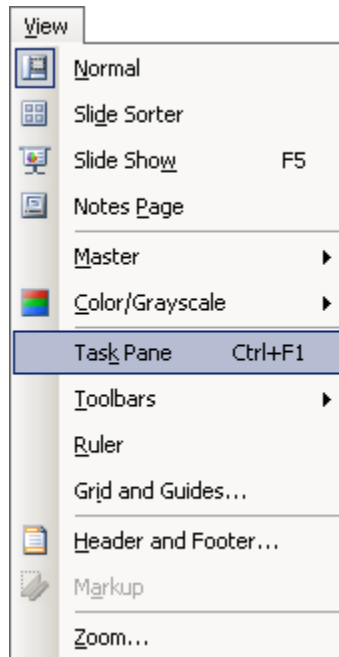
- Once text is selected, any text typed will replace the selected text.
- Pressing the **Backspace** key once deletes one character behind the cursor.
- Pressing the **Delete** key once deletes one character in front of the cursor.
- If a large block of text is selected when the Backspace or Delete keys are used, the entire selected text will be deleted.
- Text will be inserted whenever the cursor is. If the cursor is placed between two characters, the text you type will appear between those characters.
- You can combine the Backspace or Delete keys with the keyboard actions listed above to delete greater amounts of text.

Adding Slides

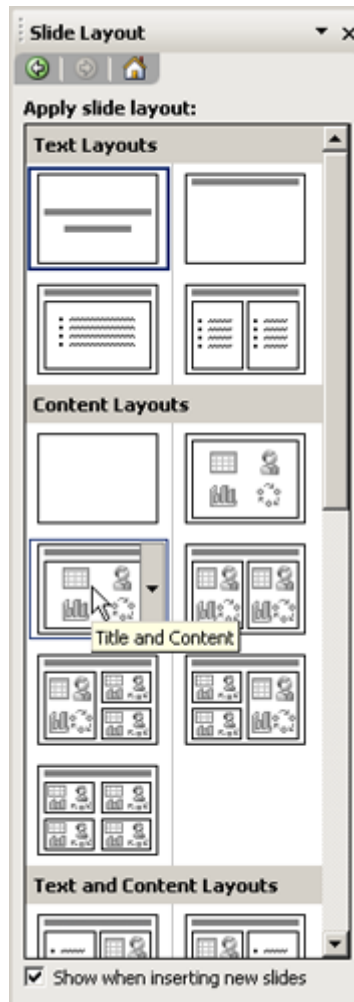
To add slides, click the **New Slide** button on the **Formatting Toolbar**. There are many different slide styles that can be applied when a slide is added. By default, the **Title and Text** slide layout will be applied to a new slide.

To use a different layout, follow these steps:

1. Open the **Slide Layout Task Pane** by going to **View** on the **Menu toolbar** and selecting **Task Pane**.



2. If the Slide Layout view does not open in the task pane, click on the **Other Task Panes** button at the top (next to the X for closing the task pane) and select Slide Layout from the list.
3. There are four types of slide layouts to select a variety of styles from.
 - a. **Text Layouts:** Contain placeholders for titles and bulleted lists
 - b. **Content Layouts:** Contain placeholders for features such as tables, charts, pictures, and diagrams
 - c. **Text and Content Layouts:** Contain placeholders for text and content
 - d. **Other Layouts:** Contain placeholders for a combination of features in the other categories
4. To see the name of a particular slide, hover your mouse over the slide and the name will appear.
5. Clicking on the slide will add a new slide with the specific layout applied.

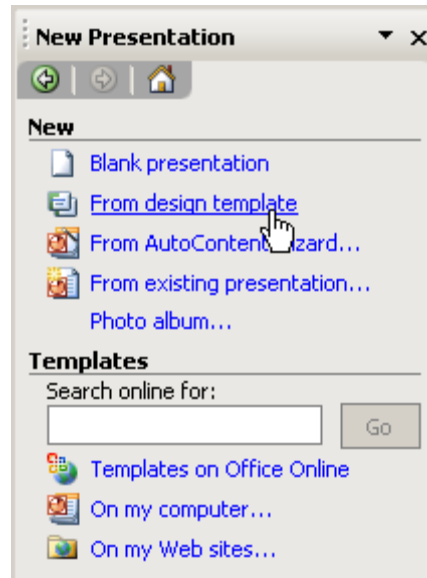


Applying Templates

PowerPoint contains several built-in templates which can be applied to your presentation to give it a professional look.

To apply templates to a new presentation, follow these steps:

1. Go to **File** in the **Menu toolbar** and click **New**.
2. When the **New Presentation Task Pane** opens, click on **From Design Template**.



3. This will open a new presentation with the **Slide Design Task Pane** open.
4. Scroll through the list until you find the design you want. Clicking on the thumbnail will apply it to all slides in your presentation.

To apply templates to a previously existing presentation, follow these steps:

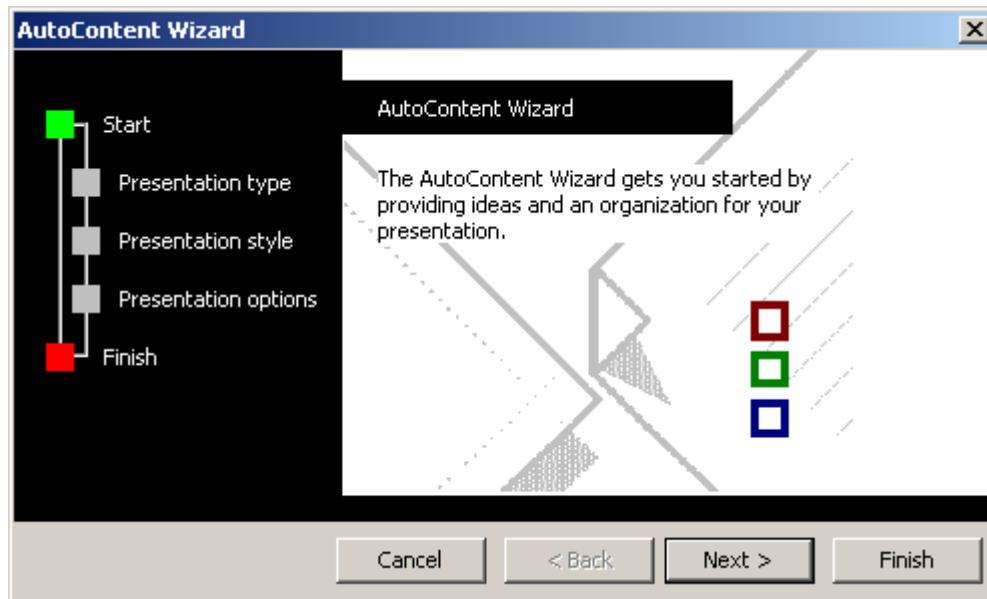
1. Open the presentation you want to apply the template to and make sure the Slide Design Task Pane is still open.
 - a. If it has been closed, click on **View** in the **Menu toolbar** and select **Task Pane**. If the Slide Design view does not open in the task pane, click on the **Other Task Panes** button at the top (next to the X for closing the task pane) and select Slide Design from the list.
2. Clicking on a slide will apply it to your entire presentation.

Using the AutoContent Wizard

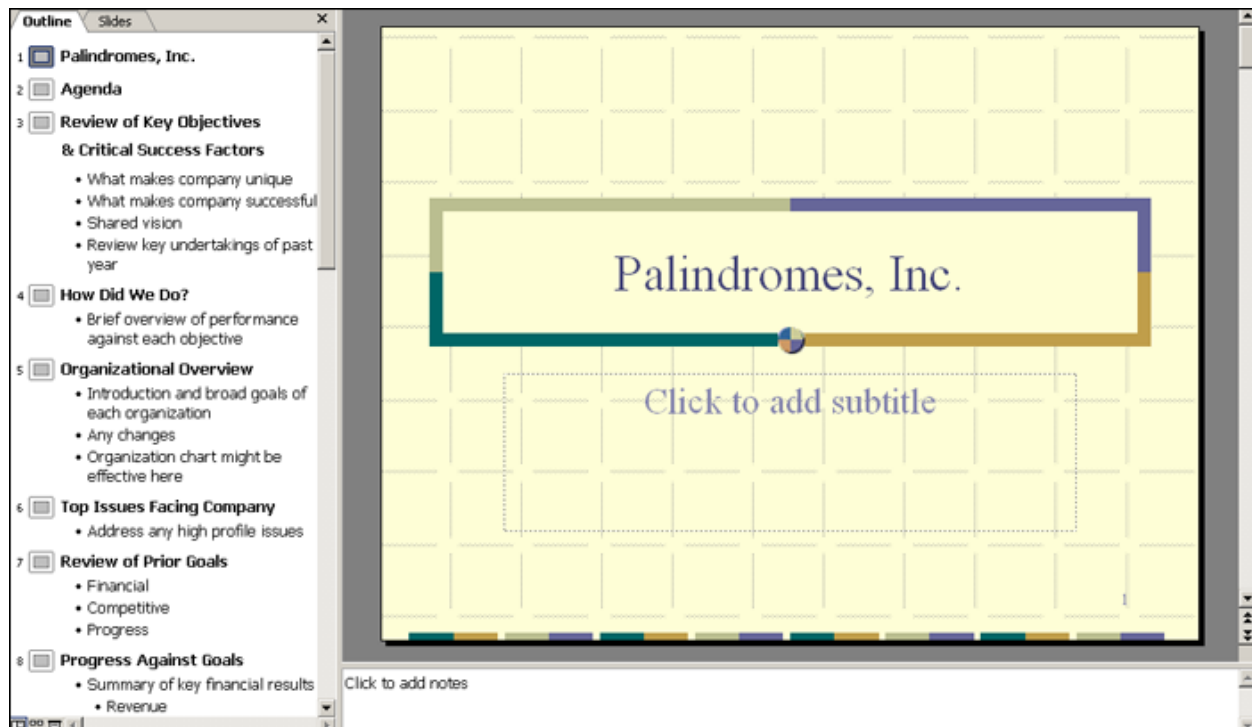
The **AutoContent Wizard** is useful when you are unsure about which template to apply to your presentation. You can use the wizard to create an outline for your presentation, and modify it as needed.

To use the AutoContent Wizard, follow these steps:

1. Open the **New Presentation Task Pane** by clicking on **File** in the **Menu Toolbar** and selecting **New**.
2. Choose **From AutoContent Wizard** from the list.
3. In the **AutoContent Wizard Dialog Box**, click **Next** on the first screen.



4. On the next screen, scroll through the lists and choose the template that fits your needs.
5. Continue filling out the fields for customizing your presentation.
6. When you are finished, click **Finished**. Your new presentation will open with suggested text for each slide.



7. If there is a slide you do not want, you can click on the appropriate slide icon in the Outline section of the **Outline/Slides Pane** and press the **Delete** key. You can also modify as much of the presentation as you want, including the next and design layout.

Adding Slides to an Existing Presentation

You can add new slides anywhere in a presentation. A new slide will take on the same format that the currently selected slide has. For example, if you insert a slide after the third slide in a presentation, it will have the same format as the third slide.

To insert new slides, follow these steps:

1. Make sure you are in **Normal View** and scroll down to the slide you want your new slide to be inserted after.
2. Click **New Slide** on the **Formatting Toolbar**. This will add a new slide after the one you were just viewing. Note that in the Outline/Slides Pane, the slides have renumbered themselves to fit the new slide.

Copying, Deleting, and Rearranging Slides

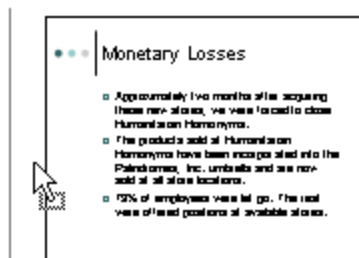
You can copy, delete, and rearrange slides using either the **Slide Sorter View** or the **Outline/Slides Pane** in **Normal View**.

To use the Slide Sorter View, follow these steps:

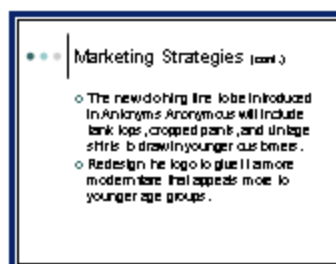
1. Make sure you are in **Slide Sorter View**.
2. When you select a slide and hold the mouse down, your cursor will appear like this:



3. If you hold the mouse down and move it to either the left or right, notice that a long, thin line appears to the left of the slide. This line indicates where the slide will be moved to.

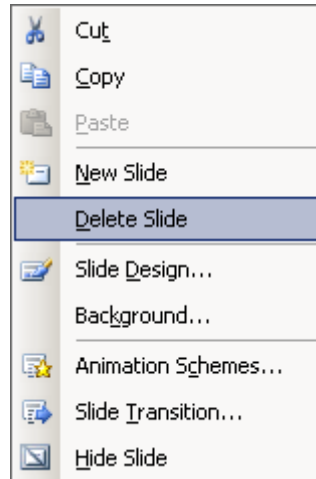


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4. Move the mouse in any direction so that the line is between two other slides and release it. Notice that the slide you selected has moved between the two slides. The slides after this one will shift to the right and renumber themselves.
5. To delete slides, simply select the slide or slides you want to delete and press the **Delete** key.
 - a. You can also right-click the slide and select **Delete Slide** from the menu that appears.



6. To duplicate a slide, select the slide you want to copy and press **CTRL+D**. This inserts a duplicate of the slide directly after it. You can duplicate a slide as many times as necessary.

To use the Outline/Slides Pane, follow these steps:

1. Make sure you are in **Normal View** and that the **Slides** tab of the **Outline/Slides Pane** is selected.
2. When you select a slide and hold the mouse down, your cursor will appear like this:



3. If you hold the mouse down and move it up or down, notice that a long, thin line appears to the left of the slide. This line indicates where the slide will be moved to.
4. Move the mouse up or down so that the line is between two other slides and release it. Notice that the slide you selected has moved between the two slides. The slides after this one will shift down and renumber themselves.
5. To delete slides, simply select the slide or slides you want to delete and press the **Delete** key.
 - a. You can also right-click the slide and select **Delete Slide** from the menu that appears.
6. To duplicate a slide, select the slide you want to copy and press **CTRL+D**. This inserts a duplicate of the slide directly after it. You can duplicate a slide as many times as necessary.

Copying and Pasting Text

Using the **cut**, **copy**, and **paste** functions, you can move text in a slide from one location to another, or even move text from one presentation to another. There are three methods for moving text: using the **cut**, **copy**, and **paste** functions on the Standard toolbar, using the **Office Clipboard**, or using the **drag-and-drop method**.

To use the Cut, Copy, and Paste Functions:

1. To **cut** a selection of text, highlight the area you want to cut and do one of three things:
 - a. Right-click on the area and select **Cut** from the menu that appears
 - b. Find the **Cut** command on the **Standard toolbar** and click it
 - c. Go to **Edit** on the **Menu toolbar** and select **Cut**
2. To **copy** a selection of text, highlight the area you want to copy and do one of three things:
 - a. Right-click on the area and select **Copy** from the menu that appears
 - b. Find the **Copy** command on the **Standard toolbar** and click it
 - c. Go to **Edit** on the **Menu toolbar** and select **Copy**
3. To **paste** a selection of text, move the cursor to where you want the pasted text to appear and do one of three things:
 - a. Right-click select **Paste** from the menu that appears
 - b. Find the **Paste** command on the **Standard toolbar** and click it
 - c. Go to **Edit** on the **Menu toolbar** and select **Paste**

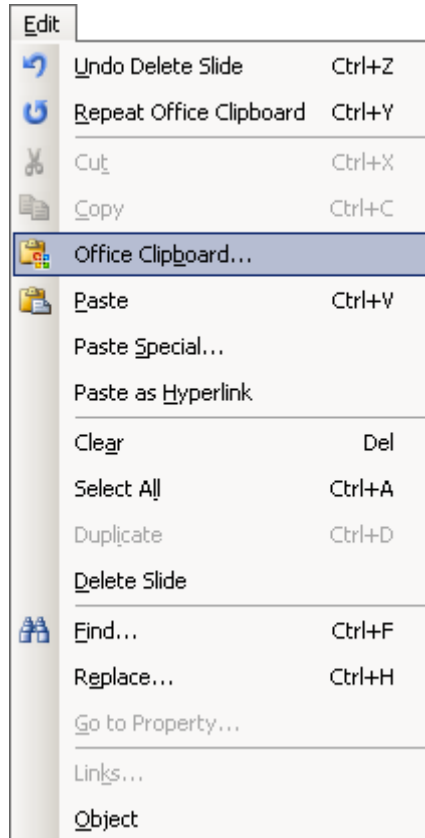
To use the Office Clipboard:

The Office Clipboard is a toolbar on the right side of the screen that stores multiple items that have been copied. You can use the clipboard to paste items or to remove them from the copied list.

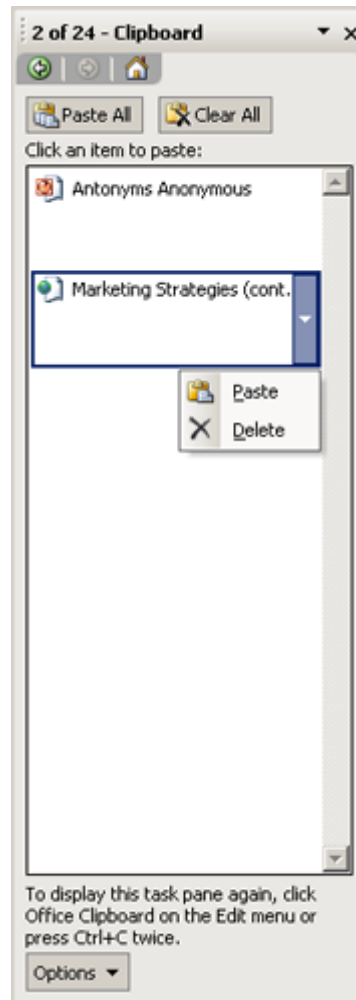


To use the Office Clipboard, follow these steps:

1. Open the Office Clipboard by going to **Edit** on the **Standard Toolbar** and selecting **Office Clipboard**.



2. Use one of the methods above to copy a selection of text. Once the Office Clipboard pane is open, any copied text will appear there.
3. In the Office Clipboard pane, hover your mouse over one of the copied items. By clicking on the item, you can paste the text into the placeholder wherever your cursor is.
 - a. If you have not selected a location in a placeholder where you want pasted text to appear, clicking on the item in the Office Clipboard will paste the text in a new placeholder.
4. When you hover your mouse over the item in the Office Clipboard, you should notice that an arrow appears to the right of the item. Click on the arrow to reveal a drop-down list with the **Paste** and **Delete** commands.



1. To remove the copied item from the clipboard, click the **Delete** command.
2. To paste all the items in the clipboard, select the **Paste All** button at the top of the clipboard.
3. To delete all the items from the clipboard, select the **Clear All** button at the top of the clipboard.

To use the Drag-and-Drop Method:

The drag-and drop method allows you to click and drag text from one location in a placeholder to another location in the same placeholder. You can also copy text using this method. In some cases, this can be faster than cutting or copying text using the previous methods.

To move text using the drag-and-drop method, follow these steps:

1. Select the text you wish to move.
2. Click anywhere in the selected text and hold the mouse down. The cursor and mouse pointer will change to reflect your intended action.
3. While continuing to hold the mouse button down, move the pointer in any direction. This moves your cursor; wherever you move the cursor is where the text will move to.
4. Once you have the cursor where you want the text to be, release the mouse and your text will move to where the cursor is.

To copy text using the drag-and-drop method, follow these steps:

1. Select the text you wish to copy.
2. Click anywhere in the selected text and press **CTRL**. The cursor and mouse pointer will change to reflect your intended action.



3. While continuing to hold the mouse button down, move the pointer in any direction. This moves your cursor; wherever you move the cursor is where the text will copy to.
4. Once you have the cursor where you want the copied text to appear, release the mouse and your text will copy to where the cursor is.