

Using Text Boxes in PowerPoint

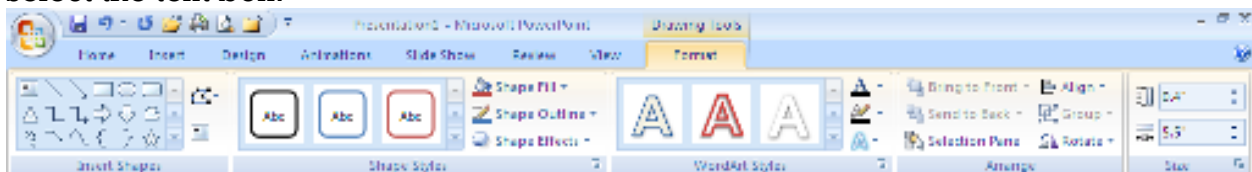
Text boxes are a useful formatting tool that allow text to be placed, and easily moved, anywhere on a page.

Inserting a Text Box

1. Click on the *Insert* tab on the *Ribbon*, and click on the *Text Box* command in the *Text* group.
2. Your mouse pointer should now be an upside down cross. This is the text box drawing tool. Position the drawing tool on the page where you would like the upper left corner of the text box to be. Click and drag diagonally down and to the right to “draw” the text box on the screen. You should see a rectangle opening up as you are drawing. Let go of the mouse button when the text box is the desired size.
3. Your text box is ready to have text typed into it. Remember that formatting text inside a text box works that same way as changing text in Word. First, you must select the text and then you can make changes to it using the *Home* tab on the *Ribbon* or the *Mini Menu*.

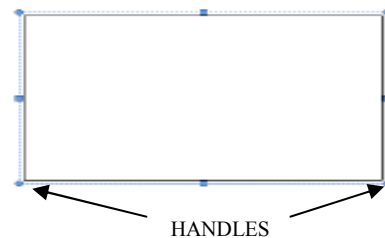
The Drawing Tools Ribbon

In PowerPoint only, the *Drawing Tools* tab should come up on the *Ribbon* as soon you select the text box.



Sizing the Text Box

1. Position your mouse pointer over one of the handles and notice that the mouse pointer changes to a double-headed black arrow.
2. Using this new mouse pointer, click, hold down the left mouse button, and drag the mouse away from the text box to increase the size or drag toward the center of the box to decrease the size.
3. Release the left mouse button when finished.



Remember: Use the top, bottom, left, or right handles to increase or decrease the text box in one direction only. To keep the original proportions of the text box, use the corner handles.

Moving the Text Box

1. Place the mouse pointer exactly on the outline of the text box somewhere in between the handles, NOT on a handle. Your mouse pointer should become a four-headed black arrow.
2. Click, hold down the left mouse button, and drag to move the text box to the new area. A dotted box will follow your mouse movement indicating the text box's new location. Release the left mouse button when finished moving.


Formatting Text Inside the Text Box

Remember that changing the way the text inside the text box looks is done the same way you would have formatted text in Word.

1. Make sure you have selected the text inside the text box that you would like to change.
2. With the text selected, click on the *Home* tab on the *Ribbon*
3. Use the commands available in the *Font* and *Alignment* groups to make the desired alterations to the text: font, size, color, underline, alignment, etc.

Changing the Background and Lines of the Text Box

You have the option of changing the background or fill color in your text box as well as the outline around the text box. Your text box must always be selected first. To do this, click once on the text box. You can tell when it is selected because you will be able to see the handles. You will use the *Shape Styles* group on the *Drawing Tools* tab on the *Ribbon* to make these changes.

- **To Change the Fill Color Inside the Text Box:**
 1. Make sure the text box is selected and that you are on the *Drawing Tools Format* tab on the *Ribbon*
 2. In the *Shape Styles* group, click on the *Shape Fill* command.
 3. Select a *Color*, *Picture*, *Gradient*, or *Texture* from the drop down menu.
- **To Change the Outline Color of the Text Box:**
 1. Make sure the text box is selected and that you are on the *Drawing Tools Format* tab on the *Ribbon*
 2. In the *Shape Styles* group, click on the *Shape Outline* command.
 3. Select a *Color*, *Weight*, and/or *Dashes* from the drop down menu.
- **Using the Format Shape Dialog Box:**
 1. Make sure the text box is selected and that you are on the *Drawing Tools Format* tab on the *Ribbon*
 2. In the *Shape Styles* group, click on the dialog box launcher.

 3. When the *Format Shapes* dialog box opens, select an item to work on from the list on the left side of the dialog box and then make your selections in the window on the right side of the dialog box.

