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Advanced text editing

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1 min

✓ **Video:** Format characters
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Practice Assignment: Knowledge check: Advanced text editing
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Adding graphics

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Exercise: Formatting characters

Note: You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

How to complete this exercise

To complete this exercise, you will need access to Microsoft PowerPoint.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#)

Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

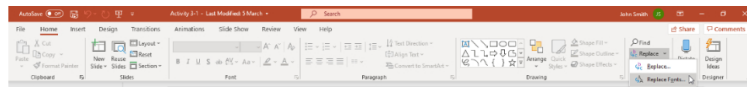
Let's get started!

A colleague needs your help! They have a product overview presentation that needs a new look. You will begin this task by formatting the characters in the presentation.

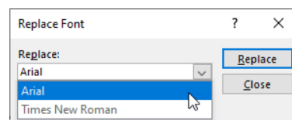
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Formatting characters](#)

2. First, let's update the fonts throughout the presentation. Click **Home** → **Replace** → **Replace Fonts**:

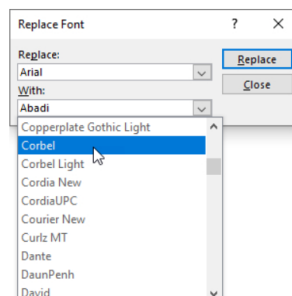


3. The Replace Font dialog box will open. Click the Replace menu and click **Arial**:

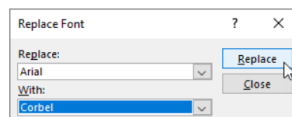


(If Arial is already selected, skip to the next step.)

4. Click the With menu and click **Corbel**:



5. Click **Replace**:

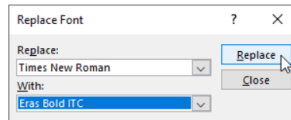


6. The replacement will be completed. Now, choose to replace the **Times New Roman** font:





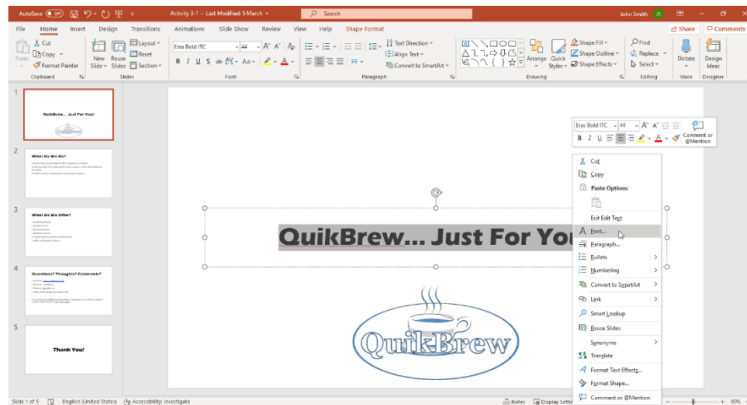
7. Choose **"Eras Bold ITC"** from the With menu. Click **Replace**:



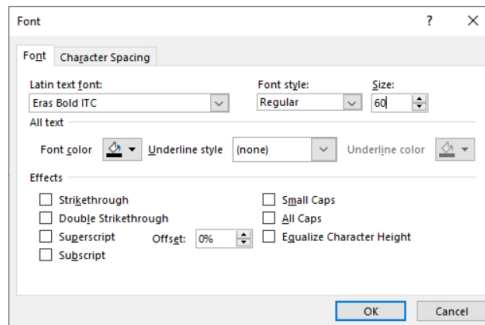
8. The replacement will be completed. Click **Close**:



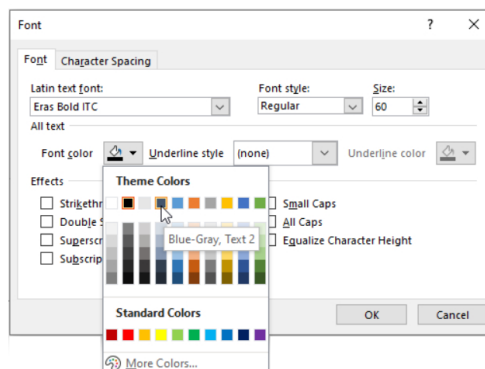
9. Now, let's format the title. Ensure that you are viewing slide 1. If the word QuikBrew has a red underline, right-click on the word and then choose **"Ignore All"**. Select all the text. Right-click the selection and click **Font**:



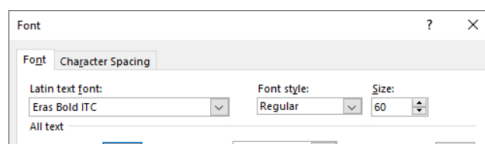
10. The Font dialog box will open. Increase the size to 60 by typing in the appropriate field:

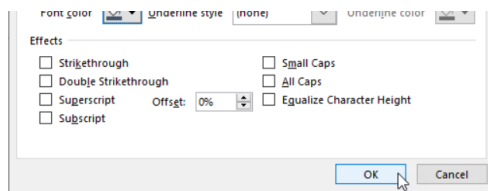


11. Click the **Font color** menu and choose **Blue-Gray, Text 2**:

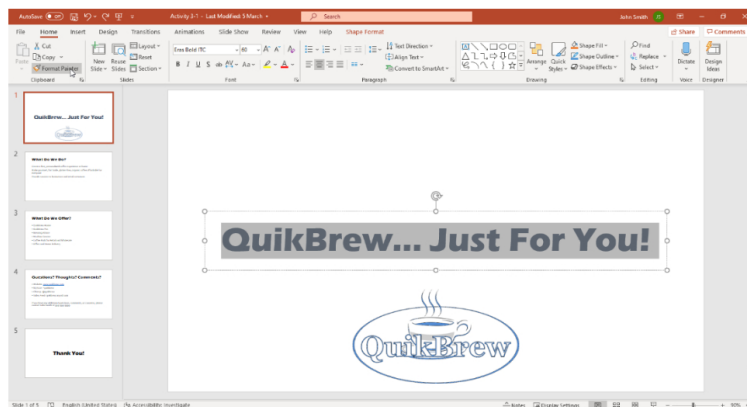


12. Click **OK** to apply your changes:

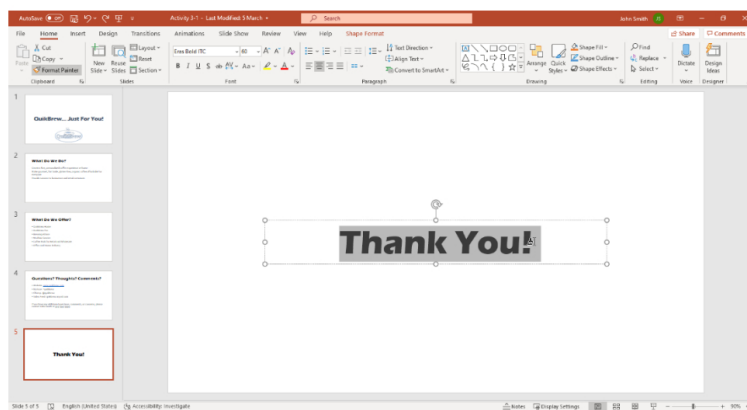




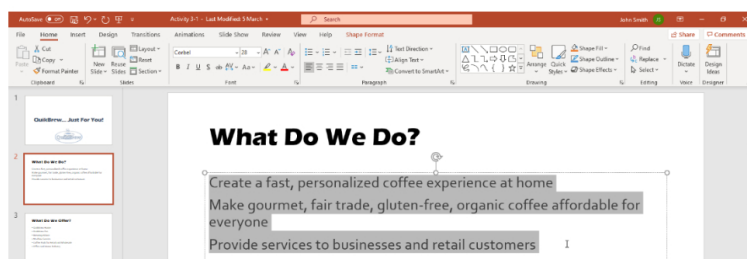
13. With the newly formatted title selected, click **Home** → **Format Painter**:



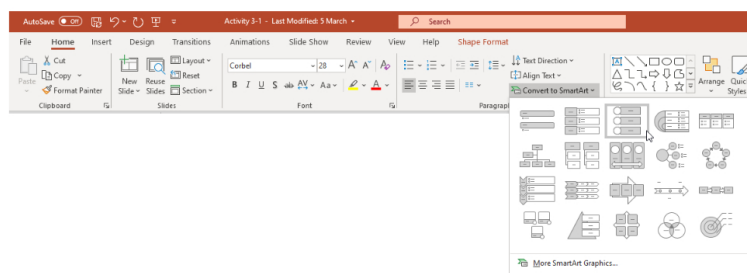
14. Click slide 5 and select the entire title:



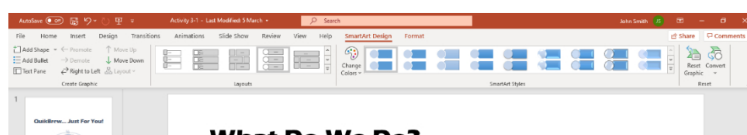
15. The formatting will now be applied. We have one more task to complete. Click slide 2 and select the bulleted list:

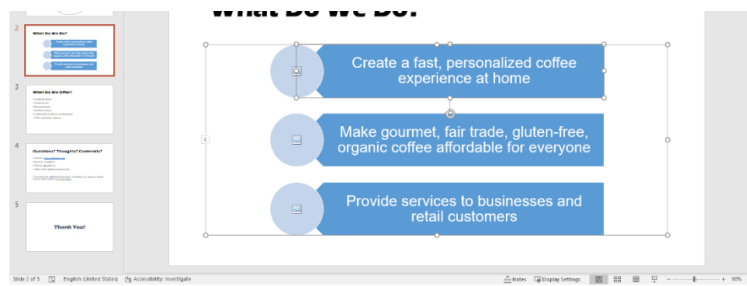


16. Click **Home** → **Convert to SmartArt** → **Vertical Picture Accent List**:



17. The list will be turned into a SmartArt diagram:





18. Save your presentation as Activity 3-1 Complete. Close Microsoft 365 PowerPoint to complete this activity.

19. Now, you can check out an example of a completed document in the link below:

[Exercise: Formatting characters](#) [↗](#)

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