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Welcome to the course

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Entry-level: Developing a PowerPoint presentation

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Exercise: Editing text

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!

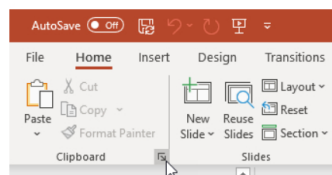
Let's get started!

A co-worker has begun adding text to your annual report presentation. Now, you need to modify this text and make it more suitable for your audience.

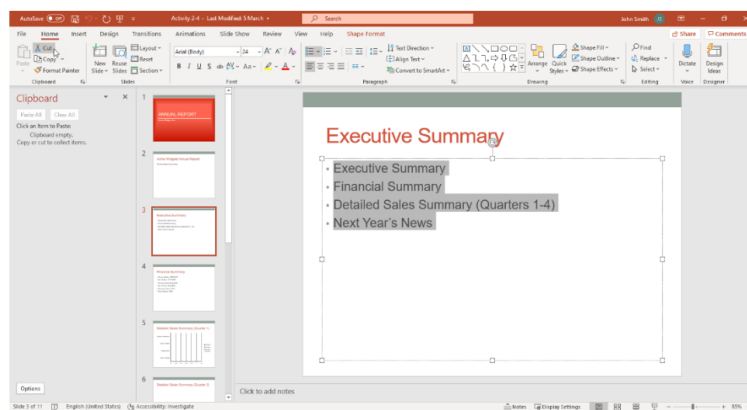
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Editing text](#)

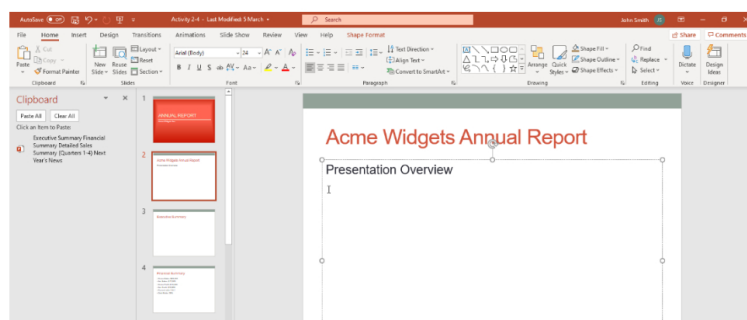
2. Our first task is to move some text from **Slide 3** to its proper place on **Slide 2**. Let's use the clipboard to help us with that. Click the option button in the Clipboard group on the Home tab:

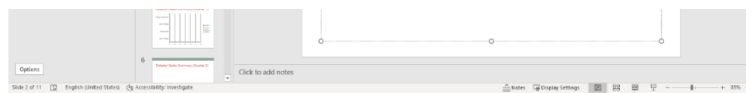


3. Next, click **Slide 3** in the Slides pane. Use your cursor to select the four bulleted items and click **Home** → **Cut**:

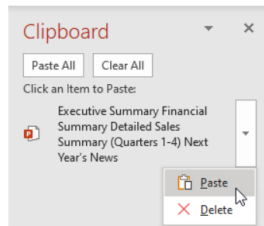


4. Click **Slide 2**. Click inside the content text box and place your cursor under the **Presentation Overview** text:

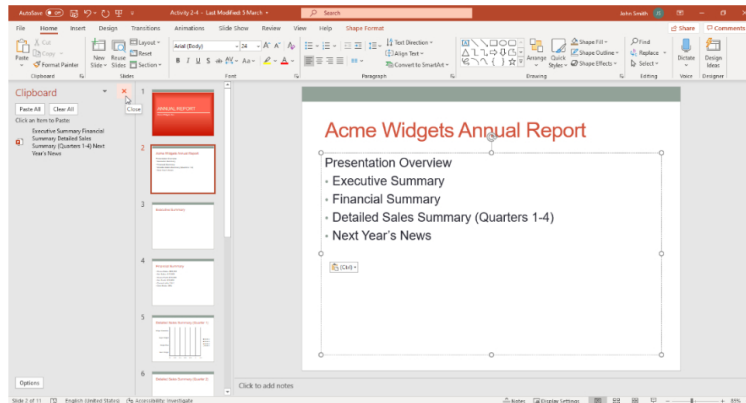




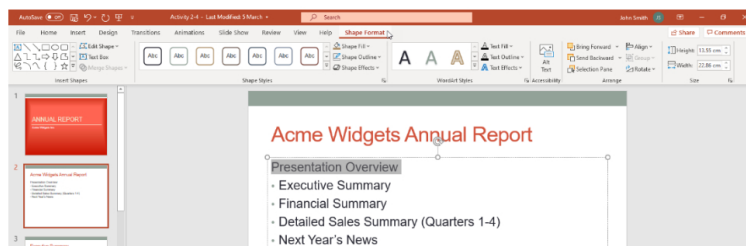
5. Now, click the cut item on the **clipboard** to **paste** it here:



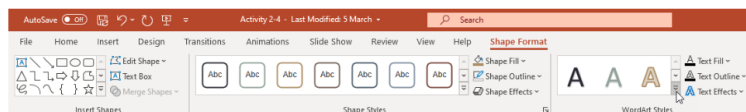
6. The text will be pasted. Click the **X** in the top right-hand corner of the Clipboard task pane to close it:



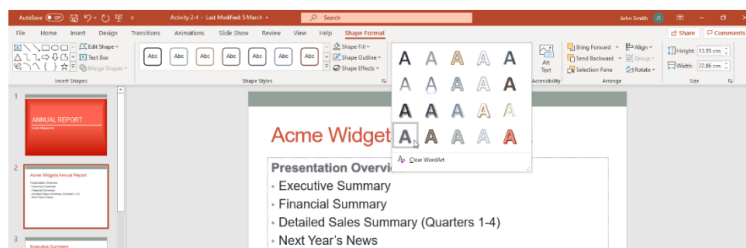
7. Now, select the **Presentation Overview** title. Let's apply some special formatting to this sub-title. To begin, click the **Shape Format** tab:



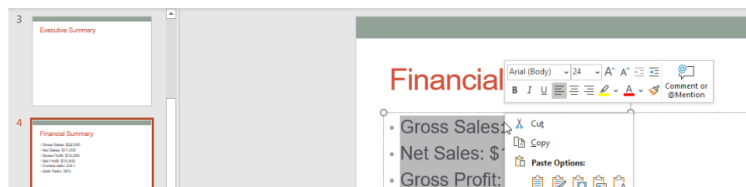
8. Click the **More** arrow in the WordArt styles gallery to expand it:

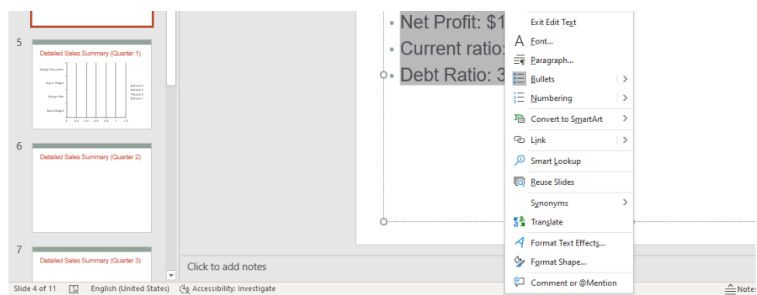


9. Move the mouse over the different styles that are available and the selected text will show a preview. To apply, **click any style** you like:

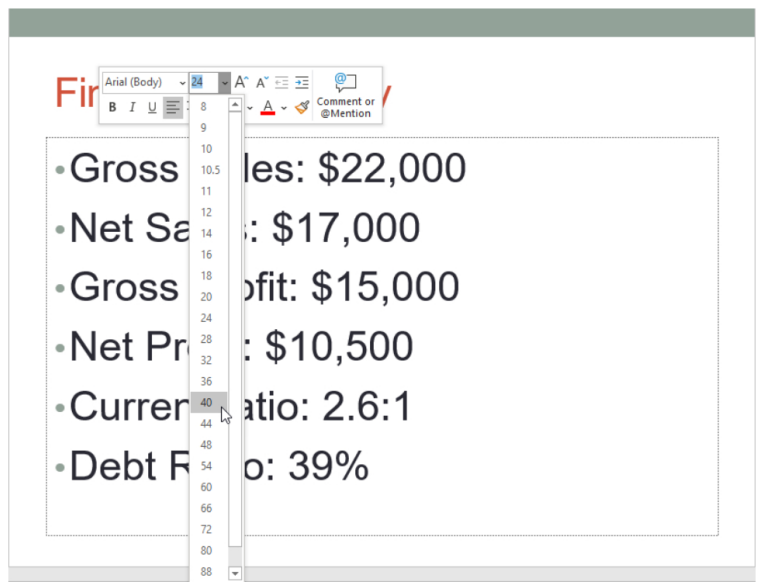


10. Click **Slide 4**. Select the **bullets** on this slide and then **right-click the selection**:

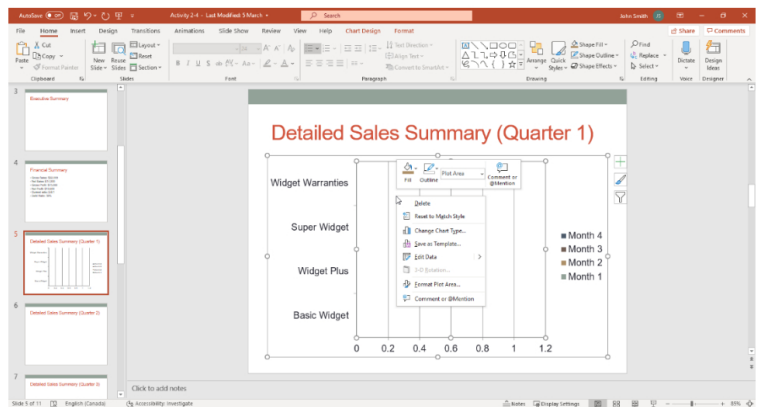




11. Click the **Font Size** menu on the mini toolbar and click **40**. Notice how the size is previewed:



12. Now, click **Slide 5**. **Right-click the chart** on this slide. Notice the different commands on both the right-click menu and the mini toolbar:



13. Save your presentation as **Activity 2-4 Complete**. Close Microsoft 365 PowerPoint to complete this activity.

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

[Completed Exercise: Editing text](#)

Mark as completed

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