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Advanced text editing

✓ **Video:** Module introduction - Advanced text editing
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✓ **Video:** Format text boxes
3 min

✓ **Reading:** Exercise: Formatting text boxes
10 min

✓ **Practice Assignment:** Knowledge check: Advanced text editing
15 min

Adding graphics

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Exercise: Formatting text boxes

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!

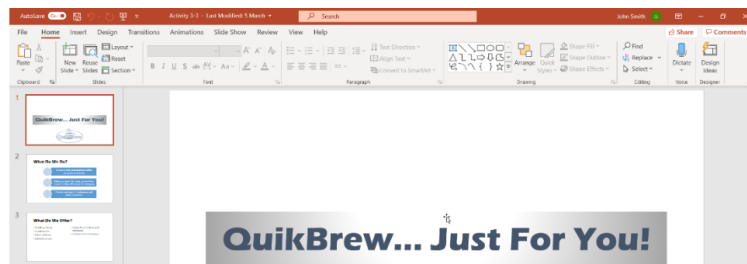
Let's get started!

Your manager has reviewed the product overview presentation that you and your colleague have been working on. She has a few suggestions to improve the appearance of the title slide.

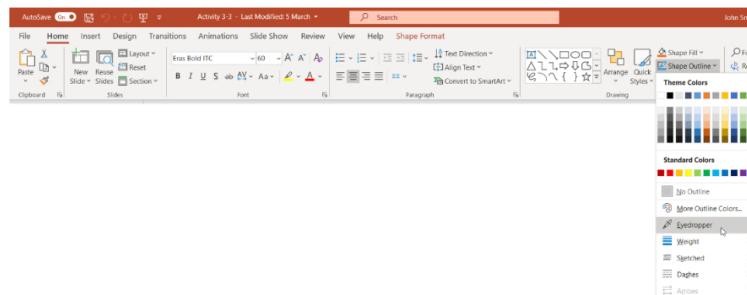
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Formatting text boxes](#)

2. Click the text box on the title slide to select it:



3. On the Home tab, click **Shape Outline** → **Eyedropper**:



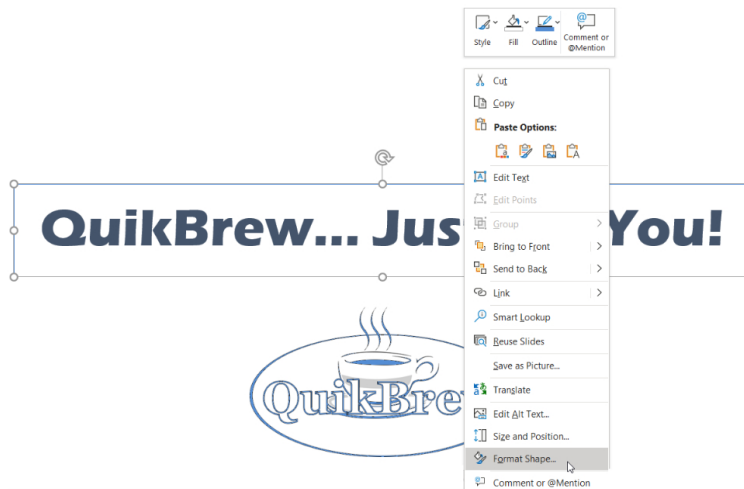
4. Place your cursor over a blue section of the QuikBrew logo on the first slide. Click when the correct color is shown:



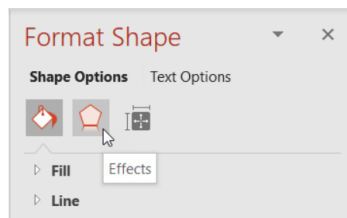
5. The outline color will be applied. Now, right-click the border of the text box to display the mini toolbar. Click **Fill** → **No Fill**:



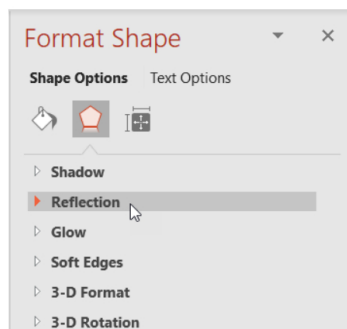
6. The final element that we have been asked to add is a custom effect. Right-click the edge of the text box and click **Format Shape**:



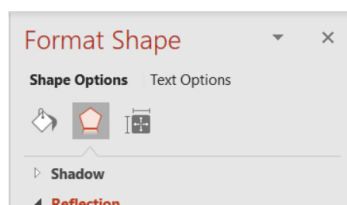
7. Click the **Effects** category:

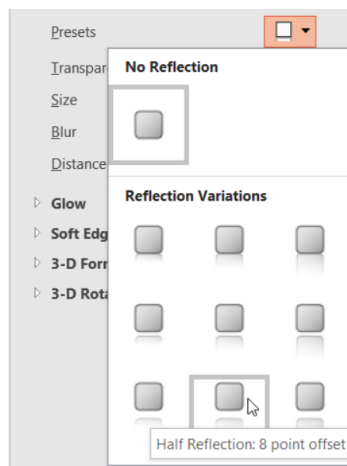


8. Click the **Reflection** sub-category:



9. Click the **Presets** menu and choose the style shown below:





10. Check out your new text box!

QuikBrew... Just For You!

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

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

[Completed Exercise: Formatting text boxes](#)

Mark as completed

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