



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

LEARNING ACTIVITY SHEET
SPECIAL PROGRAM IN ICT 7
OFFICE PRODUCTIVITY 7
Second Quarter, Week 5 & 6

Working with Text

BACKGROUND INFORMATION FOR LEARNERS

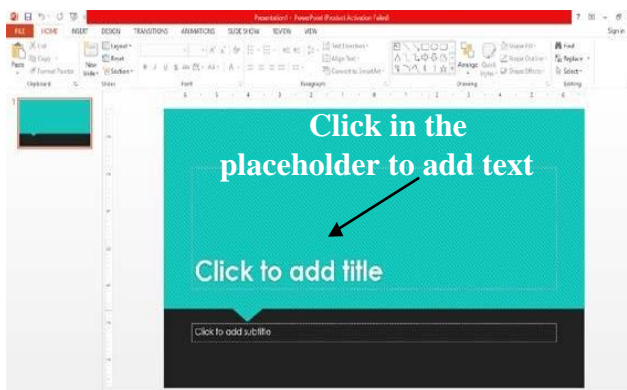
The *Microsoft PowerPoint 2013* editing tools make editing a presentation as easy as 1-2-3. Editing includes working with text like entering, selecting, editing, replacing, cutting, copying and pasting; using undo and redo commands; finding and replacing text; and such as when changing a PowerPoint or phrase throughout the presentation.

How to Add Text to Microsoft PowerPoint Slide

Learn the basics of working with text through adding text to slides using placeholders, text boxes, and/or shapes.

To add text using Placeholders

1. Select the text placeholder or box.
2. Type the text in the placeholder.



To add text using Text box

1. Click *Insert tab >Text Box* button from *Text group*.
2. Click and drag over the area in the slide where to insert the text box.
3. Type the text.

To add text using Shape

1. Click *Insert tab >Shapes* button from *Illustrations group*.
2. Click and drag over the area in the slide where to place the shape.
3. Type the text want to add to the selected shape.

Editing Text

To see the most editing tools in PowerPoint, just take a look at the ribbon's Home tab. Before moving or arranging text, it must be *selected*.

To select text

Click anywhere in the text, it ends up creating a text insertion cursor and whichever text to type will show up after the text insertion cursor. This does not select any text. To select text, the following are the options:

1. Highlight the text before or after the text insertion cursor by dragging in the direction you want.
2. Press Ctrl + A to select all the text.
3. Double-click anywhere in the text to select the entire word within which it has been doubleclicked.
4. Triple-click anywhere in the text to select the entire sentence or bulleted list level within which it has been triple-clicked.

To copy and move text

PowerPoint allows *copying* text that is previously on a slide and *paste* it into a different place to save time. If wish to *move* text, *cut and paste* or *drag and drop* the text.

To copy and paste text

1. Select the *text* to copy> *Home tab* > click the *Copy command*.
2. Place the insertion point where to appear the text. Click *Home tab* > *Paste command*.
3. The copied text will appear.

To cut and paste text

1. Select the *text* to move then click the *Cut* command.
2. Place the insertion point where to appear the text then click the *Paste* command.
3. The text will appear in the new location.

Use the *cut*, *copy*, and *paste* commands using keyboard shortcuts. *Ctrl+X* to cut, *Ctrl+C* to copy, and *Ctrl+V* to paste.

To drag and drop text:

1. Select the *text* to move then click and drag the text to the desired location.
2. The text will appear in the new location.

USING FIND AND REPLACE

PowerPoint can search the presentation using the *Find* feature allowing to change the words or phrases quickly using the *Replace* feature.

To find text

1. *Home tab*>click *Find command*.
2. A dialog box will appear then enter the *text* want to find in the *Find what:* field, then click *Find Next*.
3. The text will be automatically selected if it is found.
4. Click *Find Next* to find additional occurrences. If not any is found, dialog box will appear. Click *OK*.
5. When finished, click *Close* to exit the dialog box.

FYI: Access the Find command by pressing **Ctrl+F**.

To replace text

1. *Home tab*>click the *Replace command*.
2. Type the text want to find in the *Find what:* field.
3. Type the text want to replace it with in the *Replace with:* field> click *Find Next*.
4. The text will be automatically selected if it is found.
5. If wanted to replace it, select one of the *replace* options. *Replace* will replace single occurrences, and *Replace All* will replace all occurrence.
6. The selected text will be *replaced*.

UNDO AND REDO CHANGES

The *Undo* command undoes anything such as to move blocks, to format text, to create and delete text, and to format. Two ways to use the Undo command:

1. Press **CTRL+Z** or
2. *Quick Access Toolbar*> Click *Undo command button*.

If undoing something that did not meant to, using the *Redo* command it set things back to the way they are. Use also Redo command to restore the typing. The two picks are:

1. Press **CTRL+Y** or
2. *Quick Access Toolbar*> Click *Redo command button*.

LEARNING COMPETENCIES

1. To enter and select text
2. To edit text

ACTIVITIES

ACTIVITY 1

Directions: Answer the attached Google Form in our Google Classroom

ACTIVITY 2

Instructions: Familiarize yourself with the following activities:

*To add text to slides using **placeholders**, **text boxes**, and **shapes***

- a. To **select text** using different options*
- b. To **copy-move**, **copy-paste**, **cut-paste**, and **drag-drop text***
- c. To **Find and Replace text***
- d. To **delete text***
- e. To **Undo** and **Redo** changes in presentation*

REFLECTION: Type your answer in the Private Comment Section of our Google Classroom

- Why is it necessary to get acquainted to the different PowerPoint tasks such as working with text and editing text?

REFERENCES

<https://support.microsoft.com/en-us/office/powerpoint-for-windows-training-40e8c930-cb0b-40d8-82c4-bd53d3398787>

<https://edu.gcfglobal.org/en/powerpoint2013/>

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ACTIVITY 2

Directions: Modified True or False. Write **TRUE** if the underlined word/s is correct otherwise give the word/s that make the sentence correct. Write your answer on the space provided before the number.

- _____ 1. Selecting text is less important to learn as basic in working with text.
- _____ 2. Using text boxes is one of the options in deleting text in MS PowerPoint slide.
- _____ 3. Pressing Ctrl + Z has the same effect with clicking Redo command button.
- _____ 4. With PowerPoint, the user can exercise the “cut and paste” to move a paragraph, and the “copy and paste” to copy the block of text to a new location.
- _____ 5. Press Ctrl+F to access the Find command.

ACTIVITY 3

Directions: Identify what activities/commands in PowerPoint should be done in each situation below. Write your answer on the space provided before the number

- _____ 1. Tyron do typing and copying in his presentation when he suddenly press a key that did not meant to.
- _____ 2. Anna is working with longer presentation. She wants to change quickly the words or phrases in her presentation and it can be difficult and time consuming for her to locate a specific word or phrase.
- _____ 3. Shekinah is practicing to have multiple copies of text to different locations in her presentation.
- _____ 4. You want to add some shapes with text in your presentation slides.
- _____ 5. Mr. Dy is a businessman and he wants to share his business ideas and proposal to investors through slides and slide layouts.