

MS PowerPoint

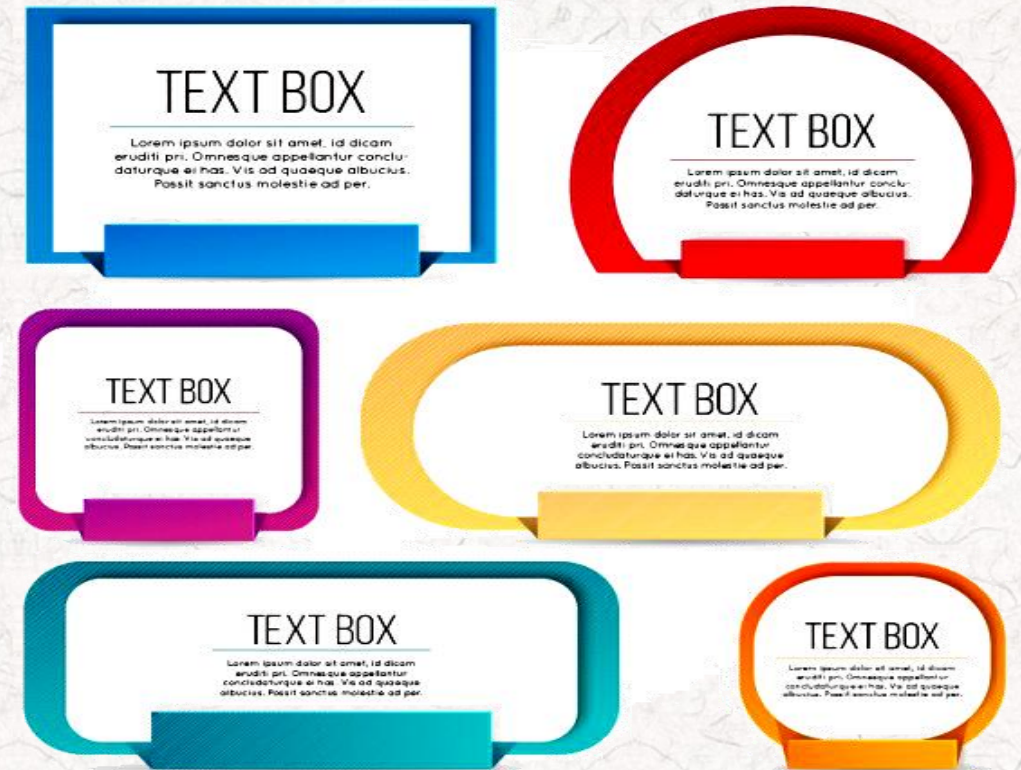
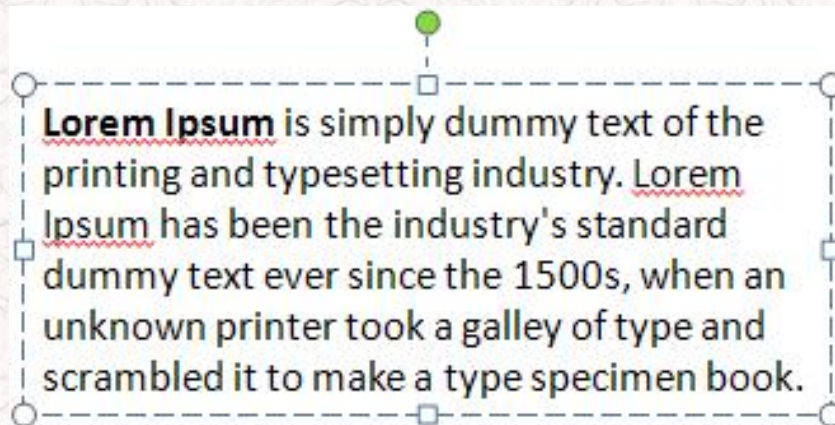



Class V
lab 20



Adding A Text Box

Click Insert > Text > Text Box
to write something

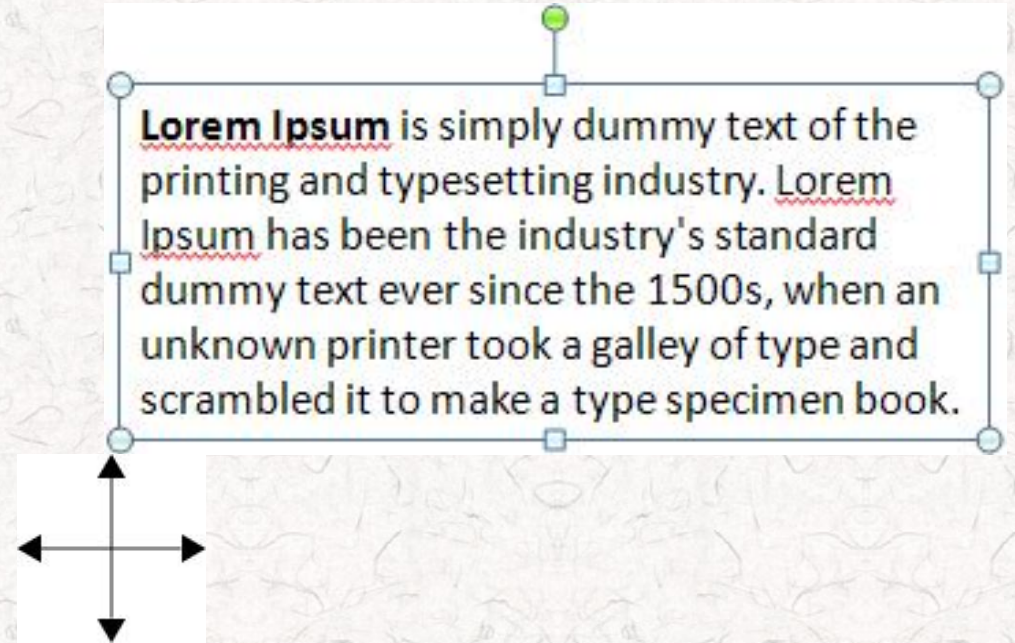


designed by  freepik.com



Moving A text box

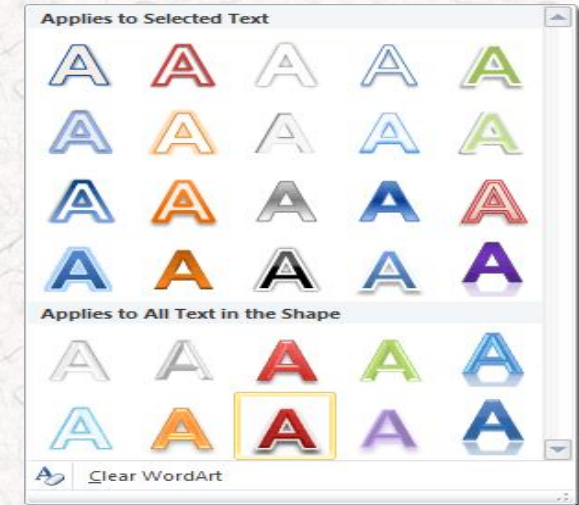
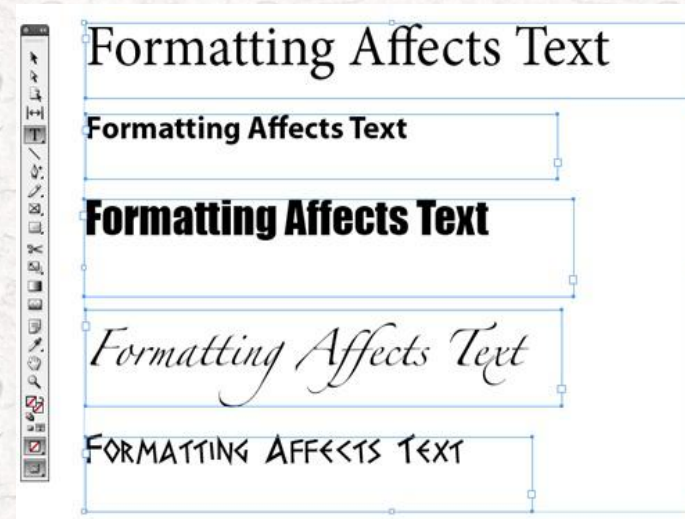
select the text box as a whole then drag and drop to move





Format Text

To format some text, first of all select it. Change format as you desire



This is my subtitle

**THANK
YOU!**