Create

Text Basics

Use IT+

Contents

Introduction

If you're new to PowerPoint, you'll need to learn the basics of **working with text**. In this lesson, you'll learn how to **cut**, **copy**, **paste**, **format**, and **find and replace** text.

PowerPoint allows you to **copy** text that is already on a slide and **paste** it elsewhere, which can save you time **"Copy the text still remains"**. If you want to **move** text, you can **cut and paste** or **drag and drop** the text.

Before you can move or arrange text, you'll need to **select** it.

Open up PowerPoint slides located in your Use IT Plus Folder.

To select text

Female	30 lbs.
Whippet	5 yrs. old
Likes: Long walks on the beach	
Dislikes: Drama	

- Click next to the text you want to select, drag the mouse over the text to highlight, then release your mouse. The text will be **selected**. Select the text in slide 4.

Female	30 lbs.
Whippet	5 yrs. old
Likes: Long walks on the beach	
Dislikes: Drama	

- Right Click on what you have highlighted and select cut.
  Then underneath Dislikes walks on the beach, left click to place your insertion point and then right click and select paste from the menu.

Whippet	5 yrs. old
Likes: Long walks on the beach	
Dislikes: Drama	
Female	30 lbs.

- Female 30lbs would have now been moved to the bottom.

You can access the **cut**, **copy**, and **paste** commands by using keyboard shortcuts. Press **Ctrl+X** to cut, **Ctrl+C** to copy, and **Ctrl+V** to paste to save time going up to the clipboard on the ribbon.
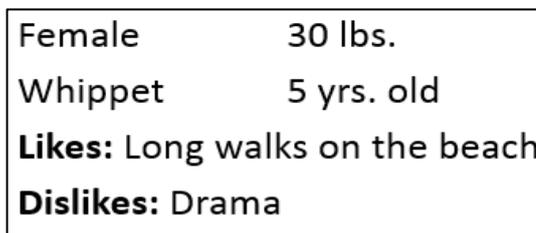
To drag and drop text

1. Select the **text** you want to move, then click and drag the text to the **desired location**.
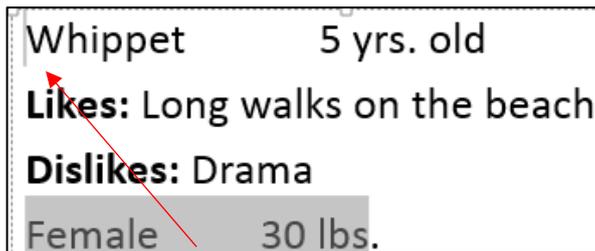
2. Be careful where you place the line, you may by accident place the line in **the** middle of the text and the first line will merge with the text from below.

    Tip: If you do this remember the handy undo

3. The text will appear back up the top again.

Formatting and aligning text

Formatted text can draw your audience's attention to specific parts of a presentation and emphasize important information. In PowerPoint, you have several options for adjusting your text, including **size** and **color**. You can also adjust the **alignment** of the text to change how it is displayed on the slide.

By now you should be familiar with Microsoft Word, PowerPoint is very similar when formatting and aligning text.

Tip: Any command or symbol you hover over with the pointer of your mouse after a split second a brief description of what that symbol does will appear.

Have a look around choose a slide and change the text about to your liking. Once finished click undo.

Using Find and Replace

When you're working with longer presentations, it can be difficult and time consuming to locate a specific word or phrase. PowerPoint can automatically search your presentation using the **Find** feature, and it allows you to quickly change words or phrases using the **Replace** feature.
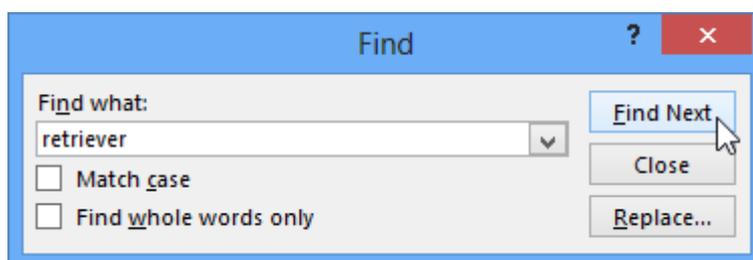
To find text

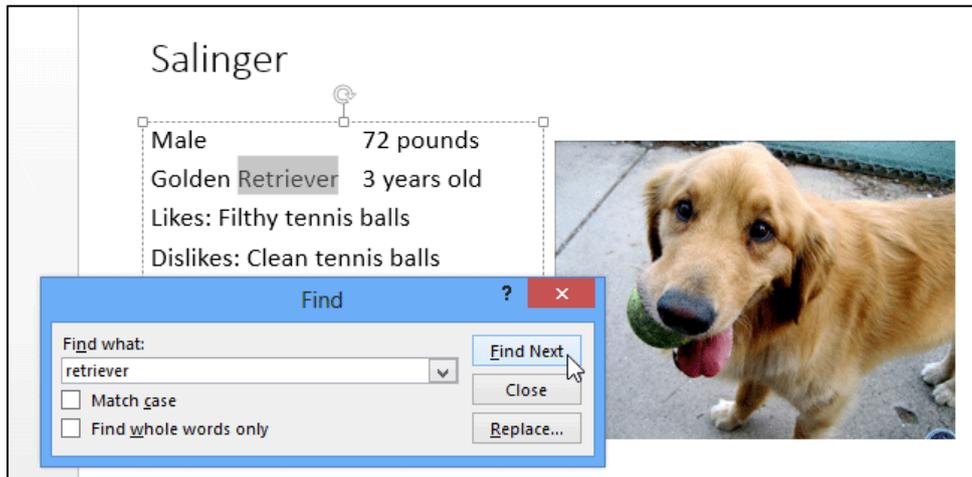In our example, we'll use the **Find** feature to look for specific dog breeds in our presentation.

1. From the **Home** tab, click the **Find** command.
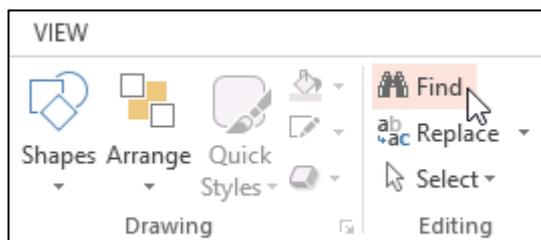
2. A dialog box will appear. Enter the **text** you want to find in the **Find what:** field, then click **Find Next**.

3. If the text is found, it will be selected.

4. Click **Find Next** to find further instances. If none are found, a dialog box will appear. Click **OK**.


5. When you are finished, click **Close** to exit the dialog box.

You can also access the Find command by pressing **Ctrl+F** on your keyboard.
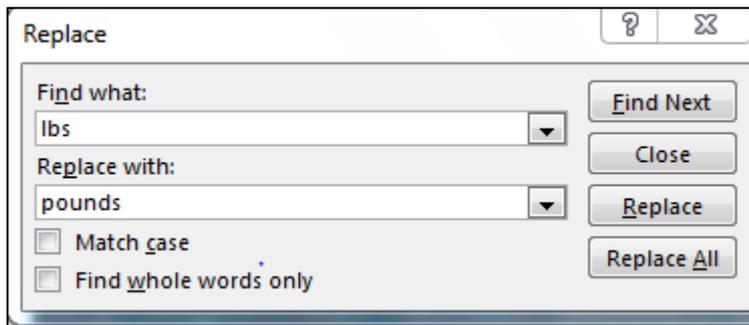
To replace text

At times, you may discover that you've repeatedly made a mistake throughout your presentation—such as misspelling someone's name—or that you need to exchange a particular word or phrase for another. You can use the **Replace** feature to make quick revisions. In our example, we'll replace with word **pounds** with the abbreviation **lbs.**

1. From the **Home** tab, click the **Replace** command.
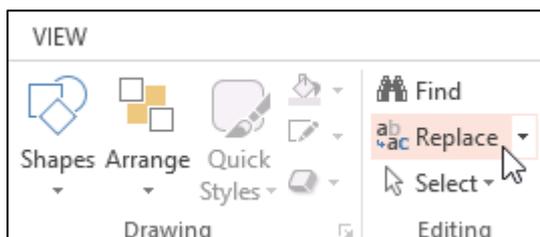
2. A dialog box will appear. Type the text you want to find in the **Find what:** field.

3. Type the text you want to replace it with in the **Replace with**: field, then click **Find Next**.

4. If the text is found, it will be selected. Review the text to make sure you want to replace it.

5. If you want to replace it, select one of the **replace** options. **Replace** will replace individual instances, and **Replace All** will replace every instance. In our example, we'll use the **Replace** option.

6. The selected text will be **replaced**. PowerPoint will move to the next instance of the text in the presentation. When you are finished replacing text, click **Close** to exit the dialog box.

7. You'll need to be careful when using the **Replace All** option. In the example below, changing the word **Pounds** to **lbs.** would have been incorrect in this context. You can click **Find Next** to skip to the next instance without replacing the text.