**FORMAT PRESENTATION**

Formatting refers to the process of changing the text, layout, and design of a slide. The easiest way to complete most of the formatting is in the Slide pane.

**Change Font Effects**
- Scroll to the **Slide** in the presentation where the changes are to be made.
- Select the text in the **Placeholder**.
- On the **Home Tab** in the **Font Group**, click the **Font Type** list arrow.
- Change the **Font Type** to a different font.
- Click the **Font Size** list arrow and change the size to a larger size, such as **40 point**.
- Change the **Color** of the **Font**.
- Add any other **Font Effects** that you feel are appropriate.

![Font effects example](image)

**Align Text**
- Click the **Placeholder** where the **Text** is to be aligned. Make sure the border is a solid line; not a dotted line.
- On the **Home Tab** in the **Paragraph Group**, click the **Alignment** button that is to be used to align the text (see illustration below).

![Alignment options](image)

**Change Line Spacing**
- Click the **Slide** in the presentation where the spacing is to be changed.
- Select the **Content Placeholder**. Make sure the border is a solid line; not a dotted line.
- On the **Home Tab** in the **Paragraph Group**, click the **Line Spacing** button (see illustration above).
- Select the spacing from the list of options.

**Modify Slide Layout**
- Select **Slide** in the presentation where the **Layout** is to be changed.
- On the **Home Tab** in the **Slides Group**, click the **Layout** list arrow (see illustration at right).
- Click the **Slide Layout** that is to be used.