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
 forbid Scroll to the Slide in the presentation where the changes are to be made.
 forbid Select the text in the Placeholder.
 forbid On the Home Tab in the Font Group, click the Font Type list arrow.

 forbid Change the Font Type to a different font.
 forbid Click the Font Size list arrow and change the size to a larger size, such as 40 point.
 forbid Change the Color of the Font.
 forbid Add any other Font Effects that you feel are appropriate.

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

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

Modify Slide Layout
 forbid Select Slide in the presentation where the Layout is to be changed.
 forbid On the Home Tab in the Slides Group, click the Layout list arrow.
 forbid Click the Slide Layout that is to be used.

NOTE: Changes can also be made to the entire presentation by using the Slide Master. For information on how the Slide Master works, click the Slide Master document on the PowerPoint 2016 page.