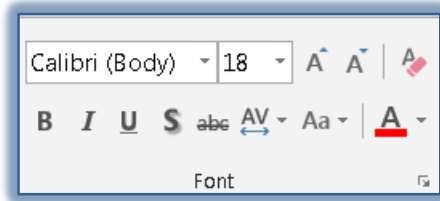


FORMAT PRESENTATION

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.

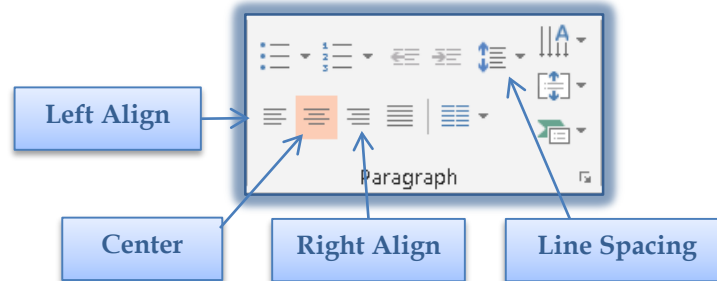
Change Font Effects

- ✚ 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.



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).



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.

