**Placeholders**

- Placeholders are boxes that display when a new slide is created.
- All layouts except the Blank slide layout contain placeholders.
- Depending on the particular slide layout selected, placeholders display for the slide title, body text, charts, tables, SmartArt, media clips, and clip art.
- These placeholders are used to input text, to insert graphics, charts, tables, or other objects into a PowerPoint presentation.
  - Text placeholders are used to input title information, body text, and bulleted lists. The information from these placeholders are what appear in Outline view.
  - Graphic elements are placed in chart placeholders, table placeholders, SmartArt placeholders, and clip art placeholders.
- When the Placeholder is selected, Handles will appear around the edges of the Placeholder.
- These Handles are used to resize the placeholder.

**Slides with Examples of Placeholders**

**Placeholder with Handles**

- Click to add title
- Click to add subtitle

- Click to add text