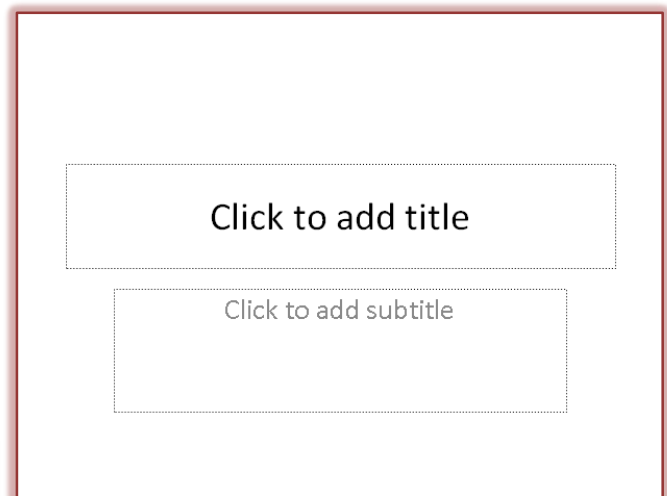
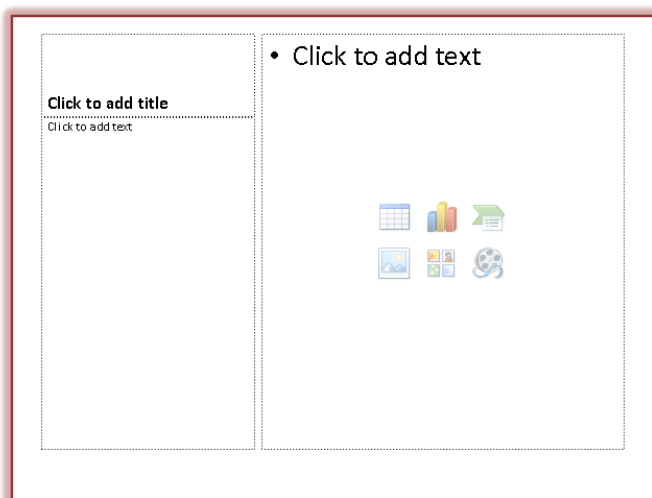


## PLACEHOLDERS

- ✦ 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

