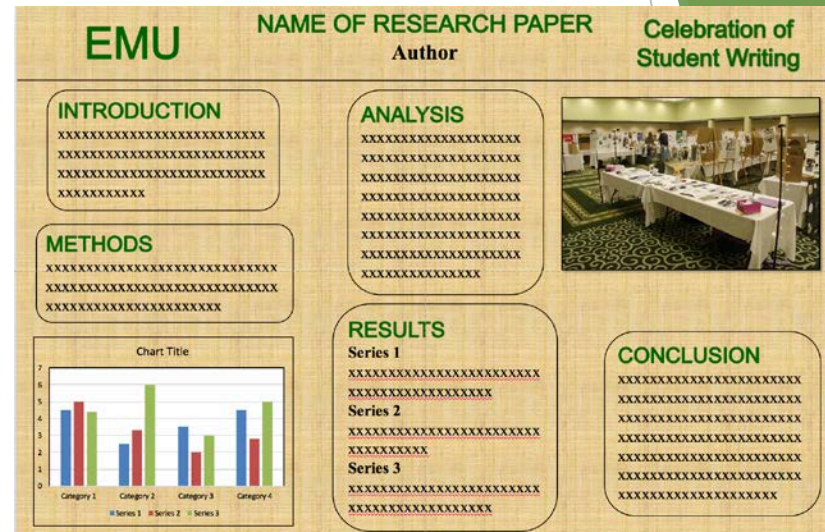


Inserting/Formatting Text Boxes in Microsoft PowerPoint 2015 for Mac OS.



Let's Continue. . .

You've opened up a New Document, gone through the Page Setup, and Formatted a Background for your poster. Now you want to insert text. Knowing how to format and align text boxes will help you create a clean and organized presentation. These directions will walk you through the steps in Inserting a Text Box and show you how to Align them using Microsoft PowerPoint 2015 for Mac. If you have an earlier version of PowerPoint, look for a tutorial for that specific version online.



Go to Step 1. . .

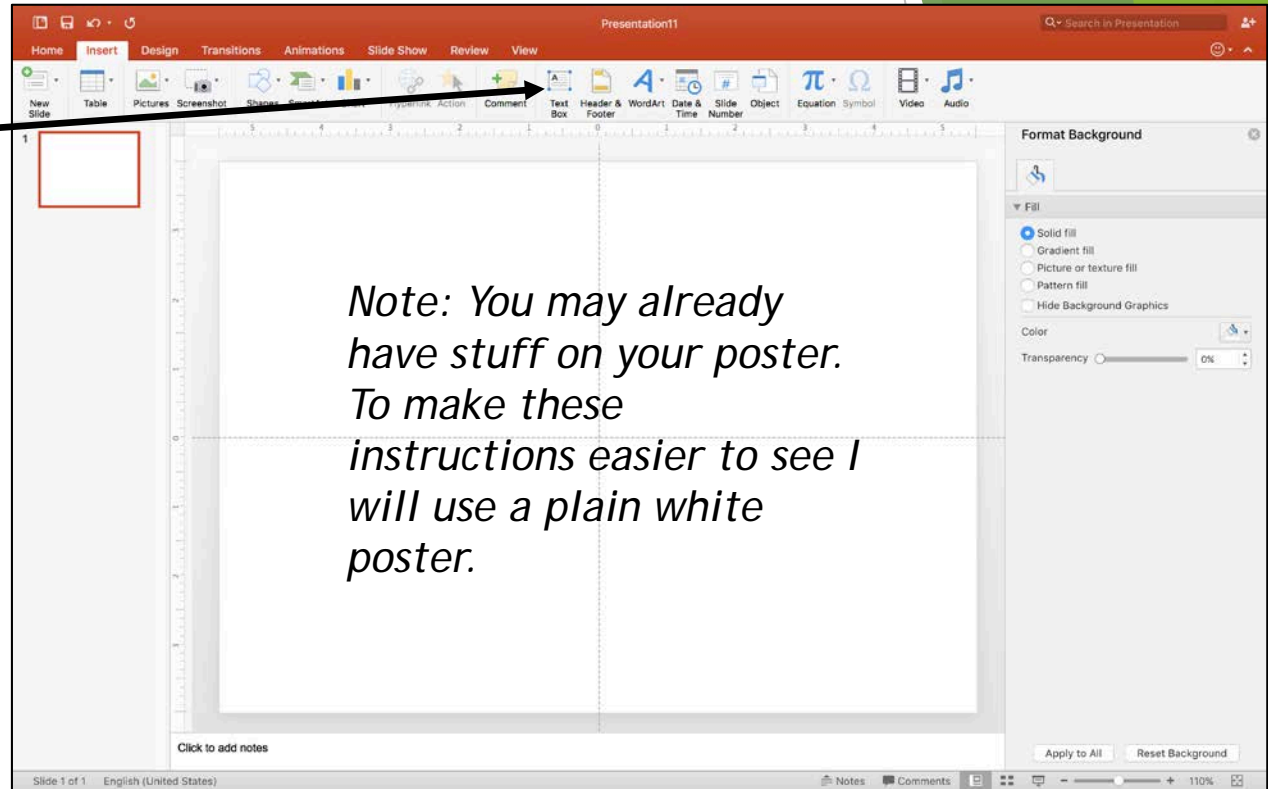
Step 1: Click the Text Box button

- Click the Text Box button in the Insert Tab

OR

- You can find the same button in the Home Tab.

After you do this, an uppercase “A” inside a box should follow your cursor.



Go to Step 2. . .