Inserting & Formatting a Text Box in PowerPoint 2013 for PC

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Preview Sample Result
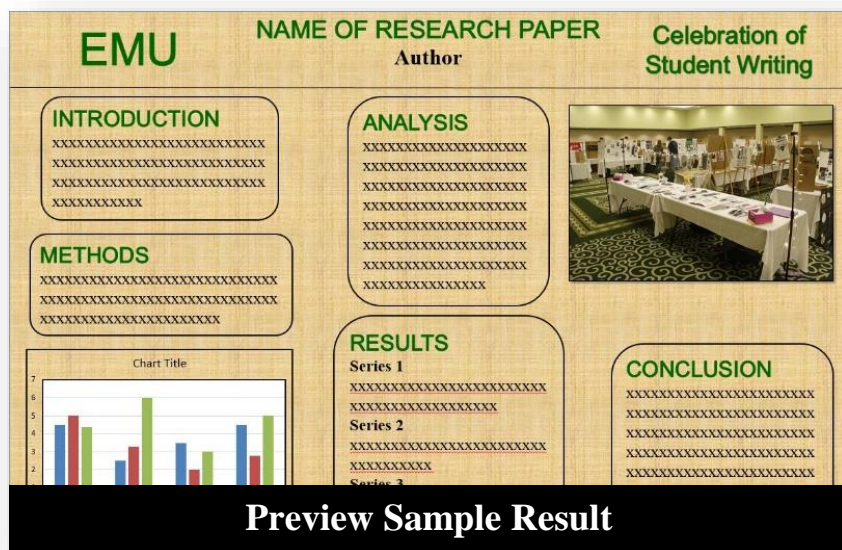
When to Use These Instructions

To insert and format a text box in PowerPoint 2013 on a PC.

The screenshots depicted throughout will reflect the 2013 version of PowerPoint. If you have a different version of PowerPoint, the visual on your screen may be slightly different, but you should still be able to navigate the steps.
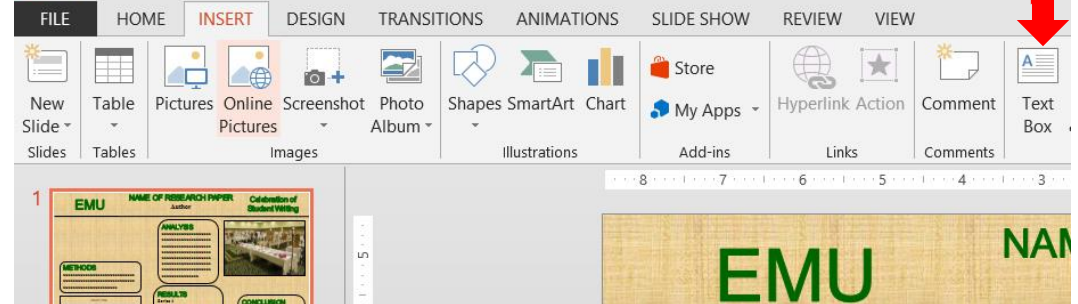
1. Have a document open in PowerPoint

- The PowerPoint document shown on the right is an example of what a poster document might look like. The starting document on your screen may look different.
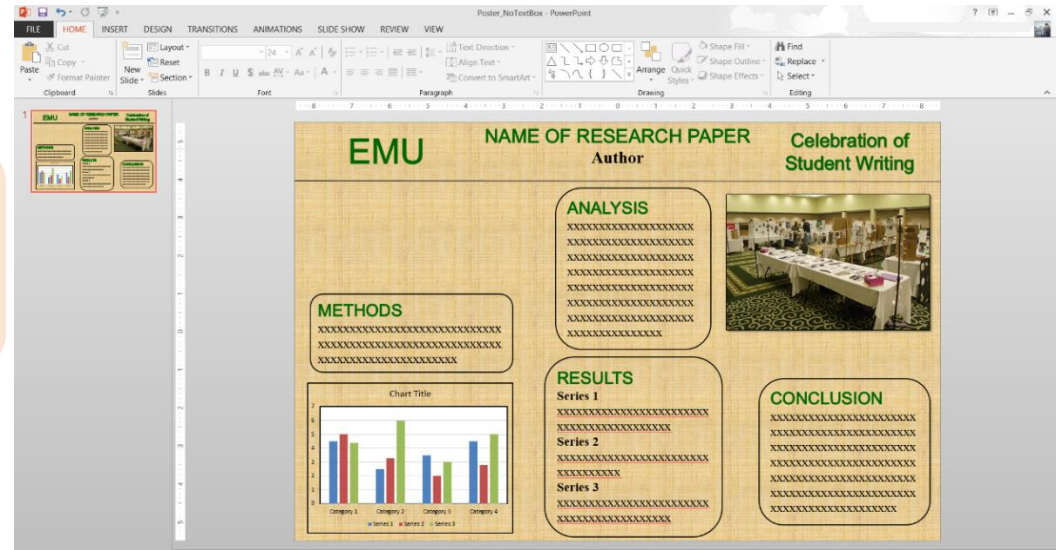
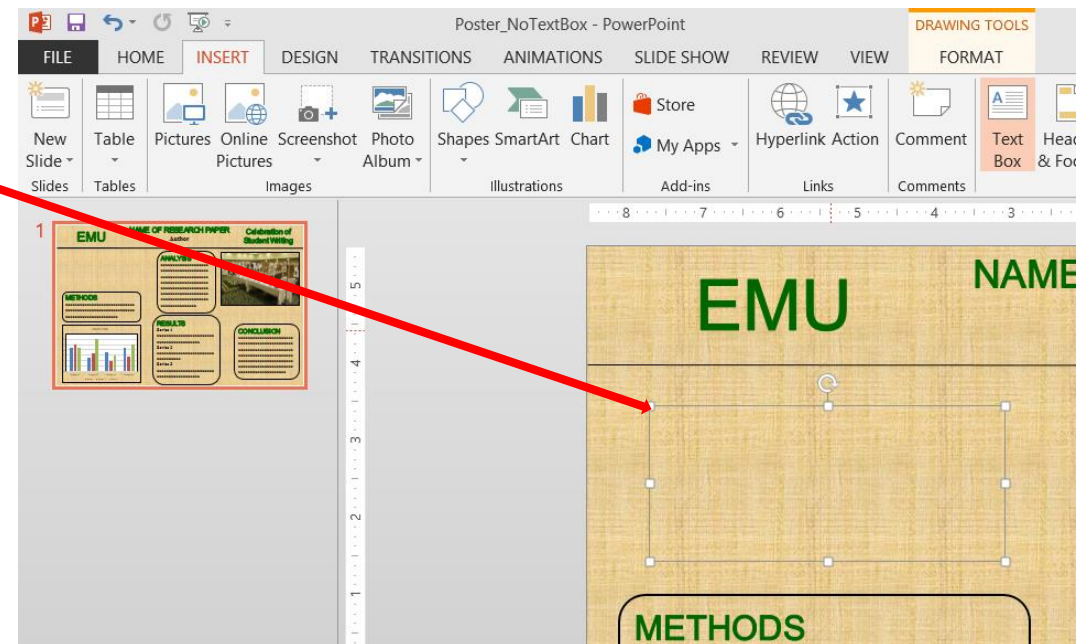2. Click on the **Insert** Tab
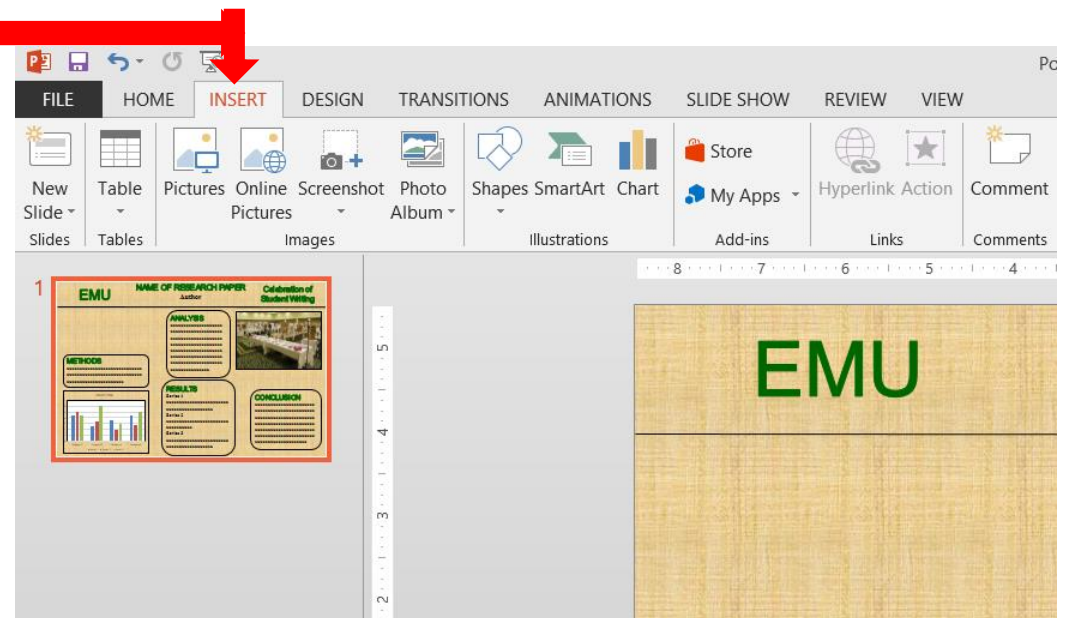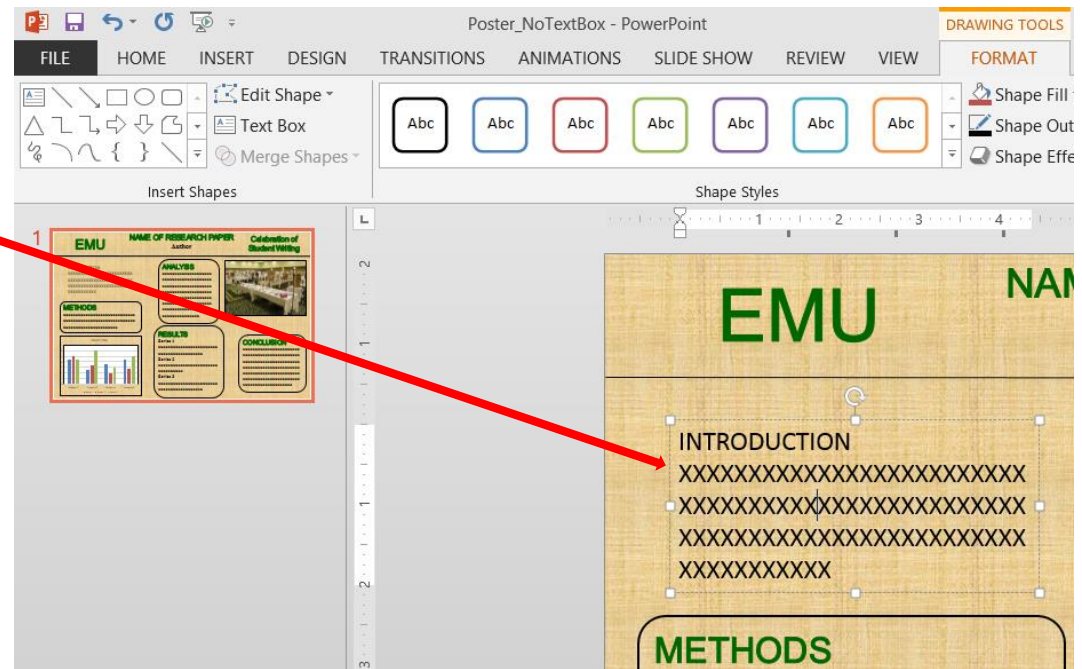
3. Click on **Text Box**

4. Draw a text box somewhere on your document

▪ To draw a text box, do the following:
- o Click and hold.
- o Drag down and across to create a box.
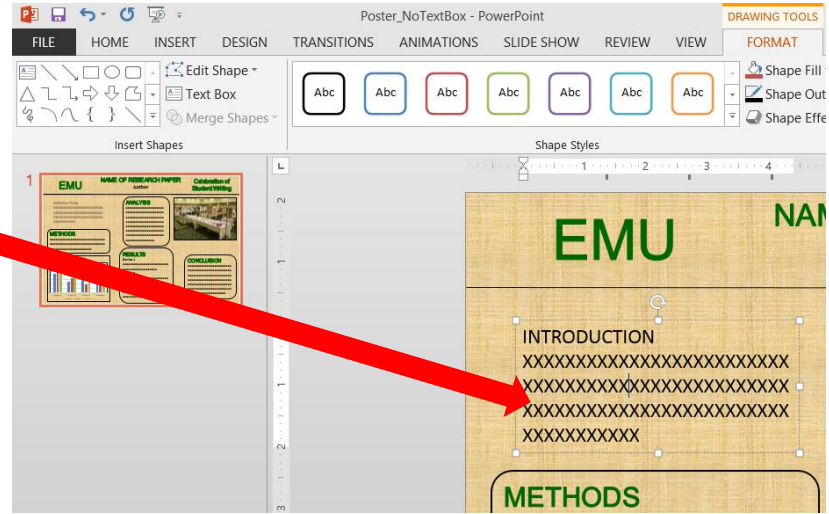
5. Double-click inside the text box and type inside it

- For example, make the heading of the text box "Introduction" and make the body "Xs."

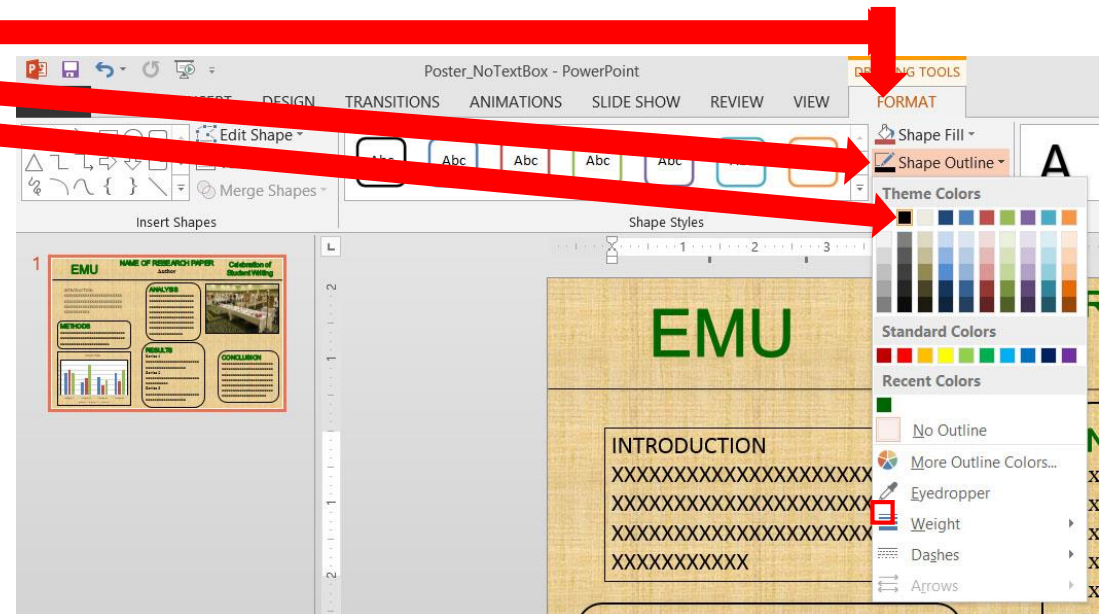You have now inserted a text box with text. The next steps will show you how to format the text box.

▪ You must have recently clicked inside or selected the text box to be able to format it.
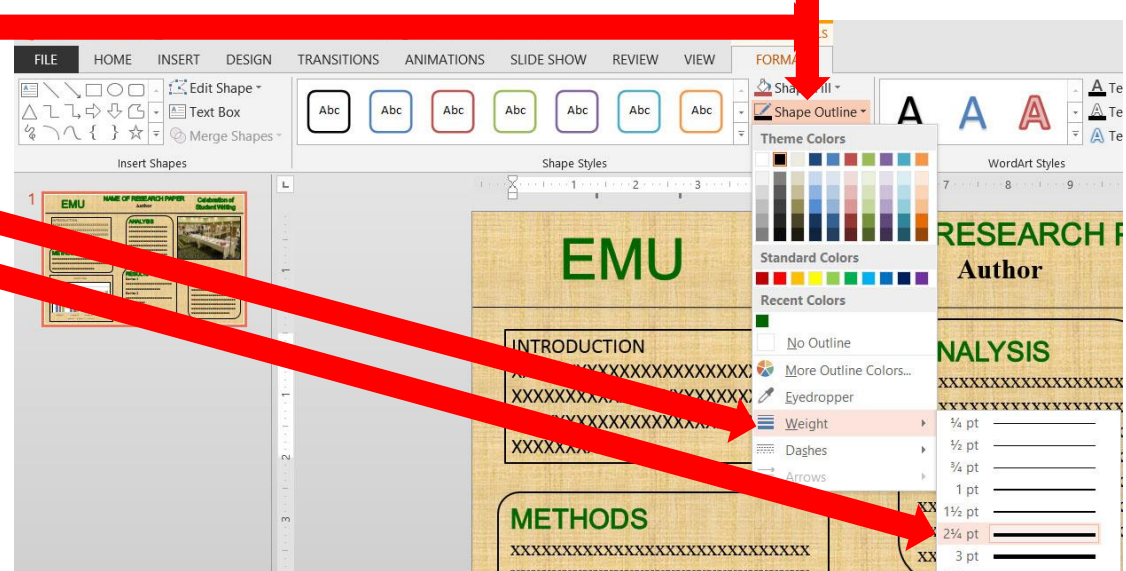
6. **Click** inside the textbox

7. To format your text box:
   - click on the **Format Tab,**
   - click on **Shape Outline**, and then
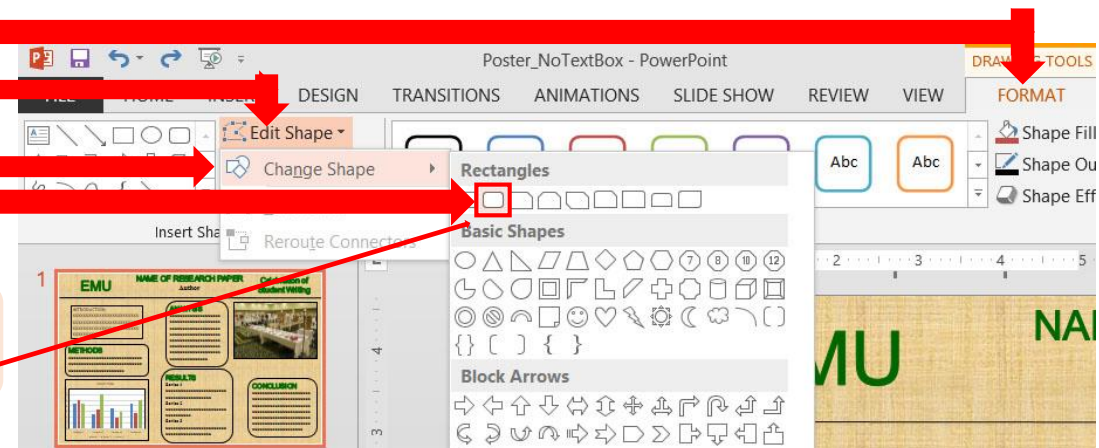   - click on **Black** from the drop-down menu

8. Click on **Shape Outline** again, click on **Weight**, and then click **2 ¼ pt**

You have now outlined your text box.

9. To change the shape of your text box:
   - click on the **Format Tab**
   - click on **Edit Shape**,
   - click on **Change Shape,** and then
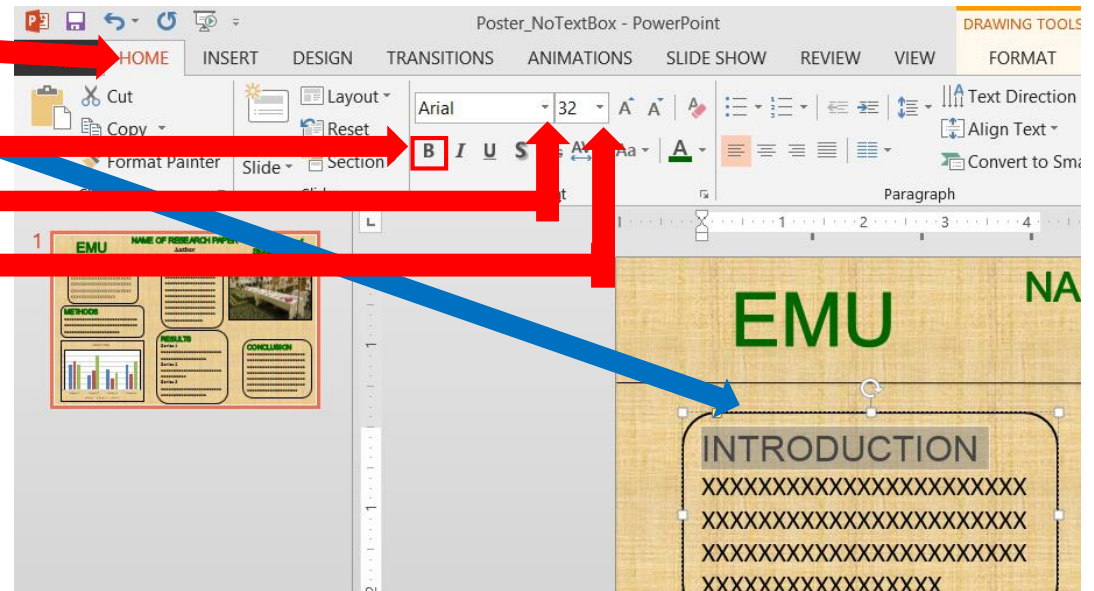   - click on **Rounded Rectangle**

   ▪ If you hover your cursor over the different Shapes, the name of the shape will appear.
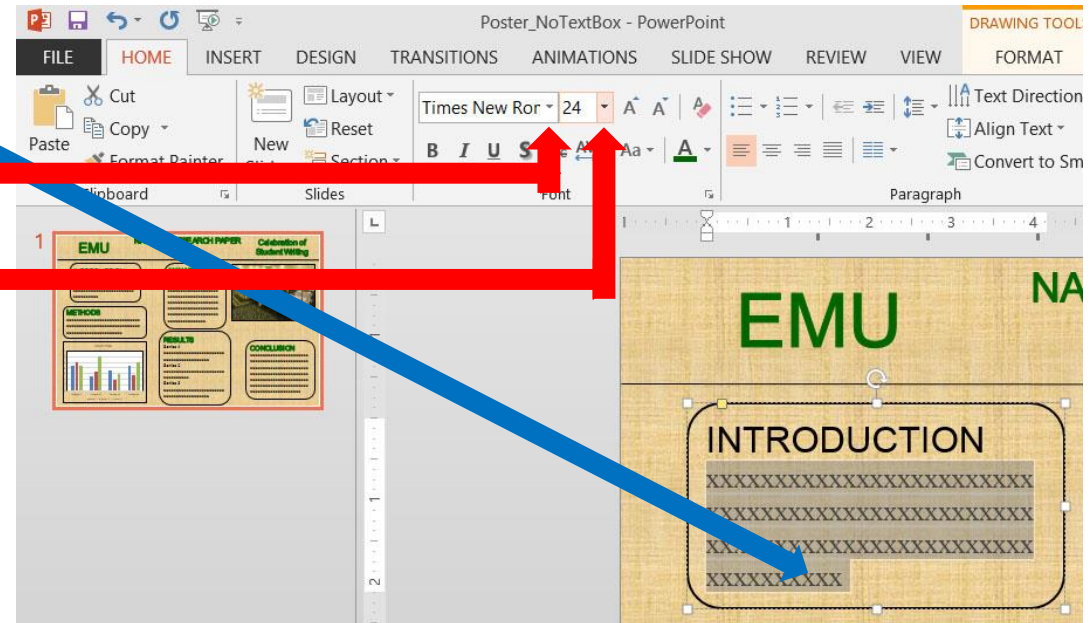
You have now formatted the shape of your text box.

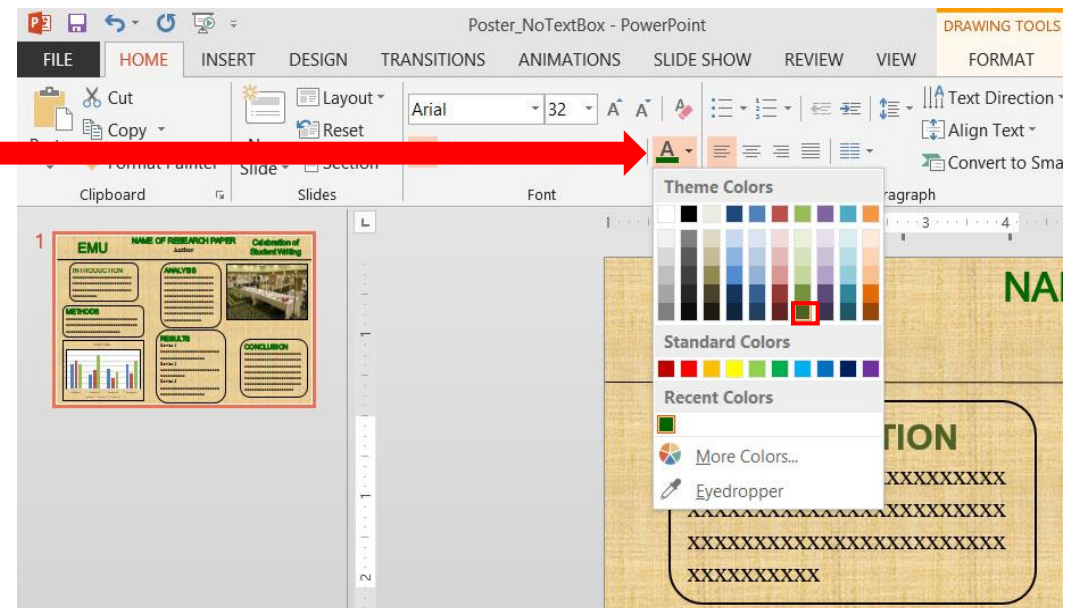10. To format the text inside your text box:
   - click on the **Home** Tab,
   - highlight the "Introduction" heading,
   - **bold** it,
   - change the **font style** to Arial, and
   - change the **font size** to 32

11. Highlight the "Xs" in the body of the text box,

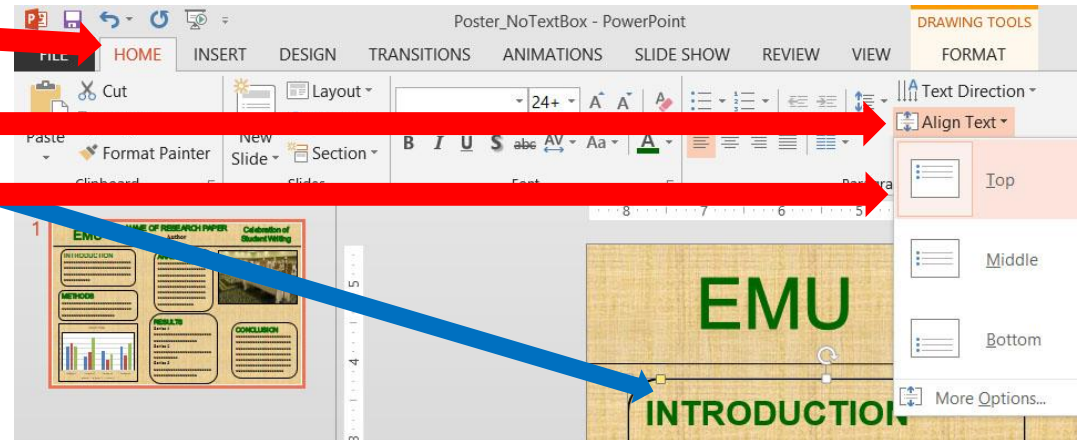change the **font style** to Times New Roman, &

change the **font size** to 24

12. Highlight the "Introduction" heading once again, change the **font color** to a dark green

13. Click on the **Home Tab**,
    click on the text box,
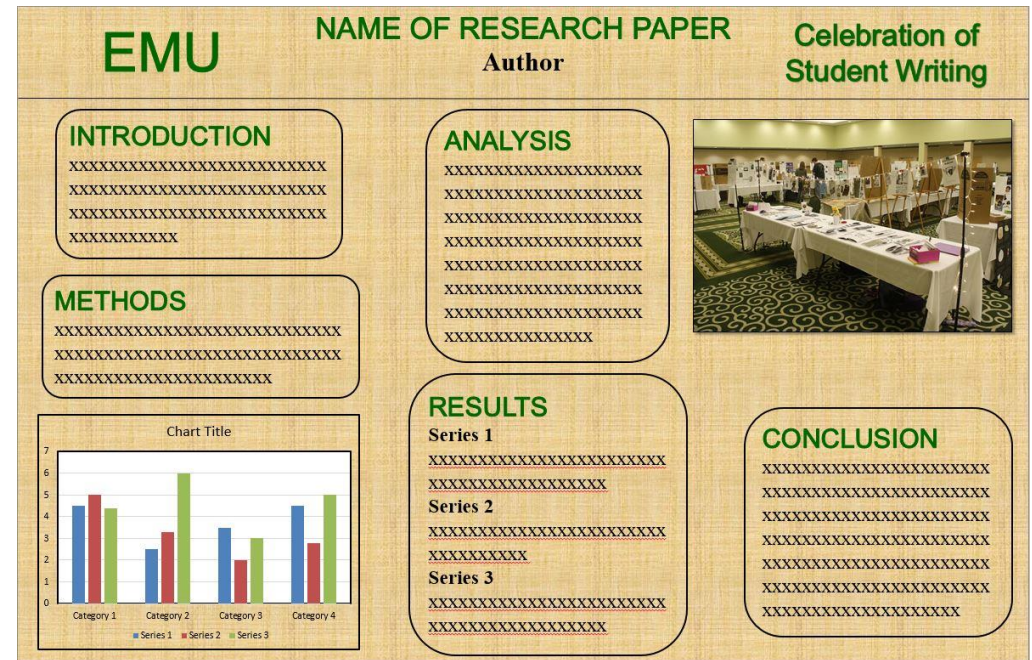   click on **Align Text**, then
    click on **Top**

> ▪ This will make the text in the text box start from the top of the box.

You have now formatted the text inside your text box.

14. Look at your newly inserted and formatted text box

- The PowerPoint document shown on the right is an example of what a poster document might look like. The ending document on your screen may look different.

You have successfully inserted and formatted a textbox in PowerPoint