

Microsoft Office 2007

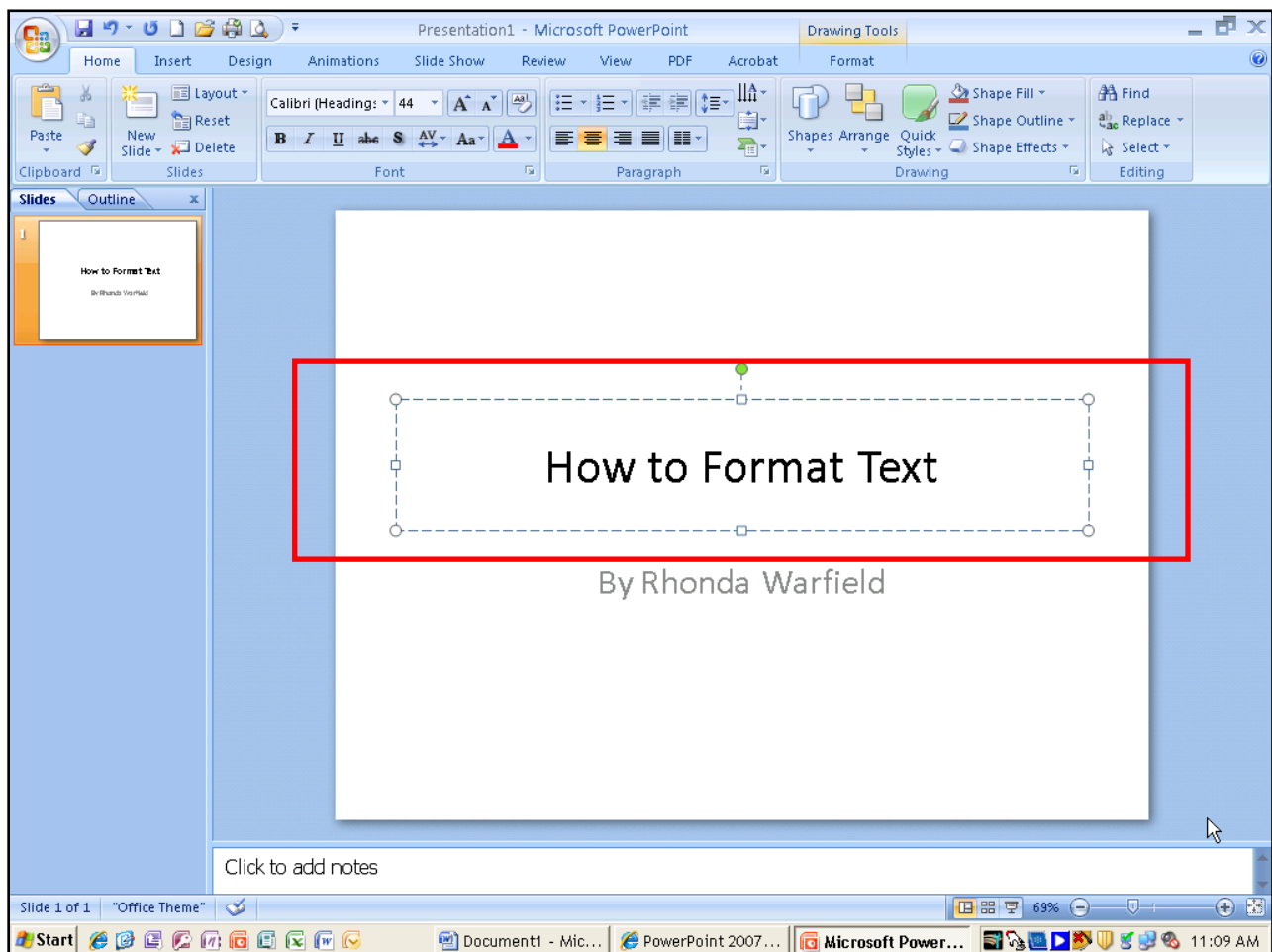
Changing the Font and Font Size in PowerPoint Using the Placeholder

There are three ways to “Select All” text in PowerPoint.

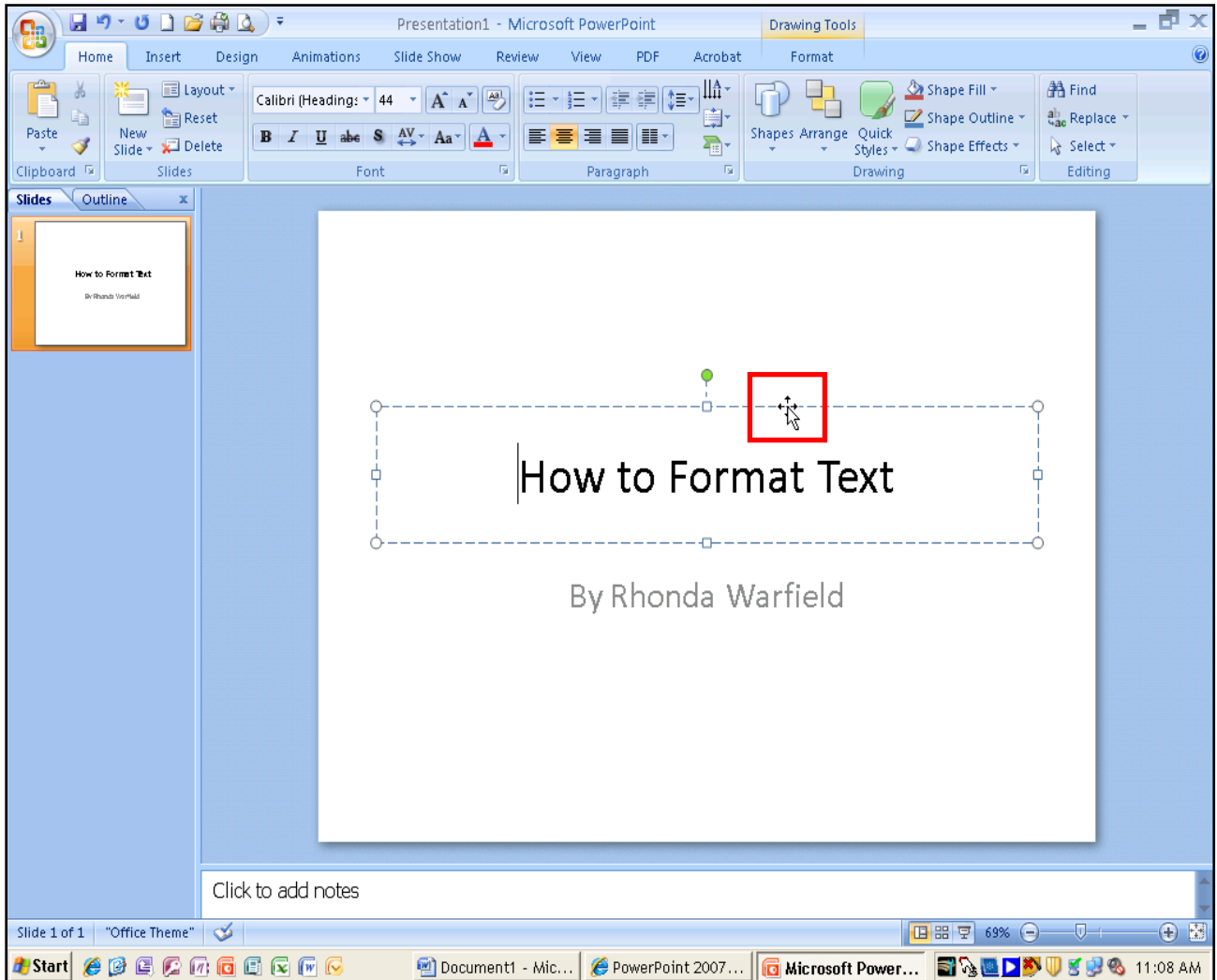
1. Left click and highlight the text.
2. Hold down the Control Key (Ctrl) and type the letter A. The Control Key is located to the left and right of the Spacebar.
3. Select the Placeholder.

This **Low Threshold Activity** will cover how to change the **Font** and **Font Size** using the **Placeholder**.

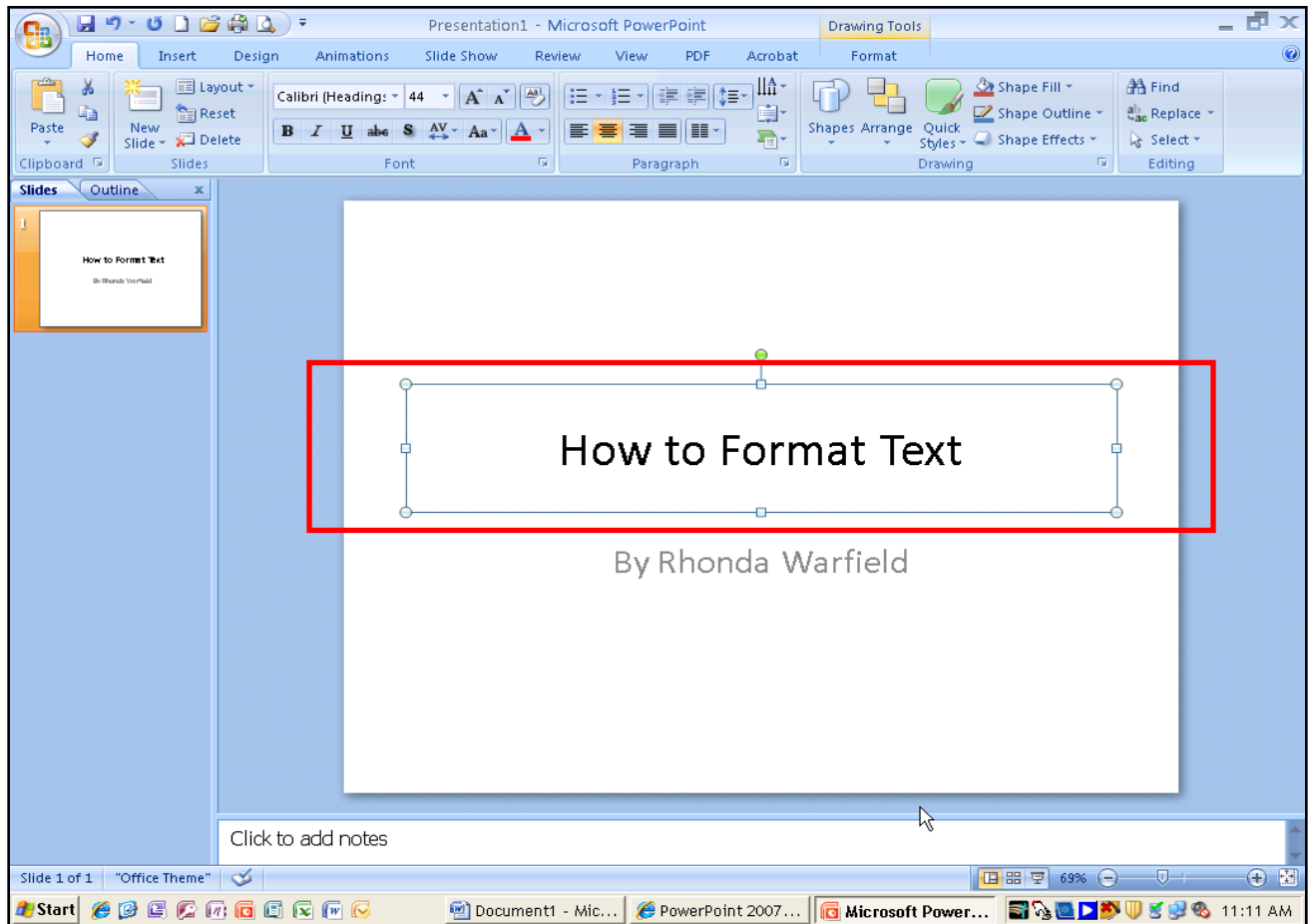
1. Notice that the title “How to Format Text” has a dashed box surrounding it. This box is called the **Placeholder**.



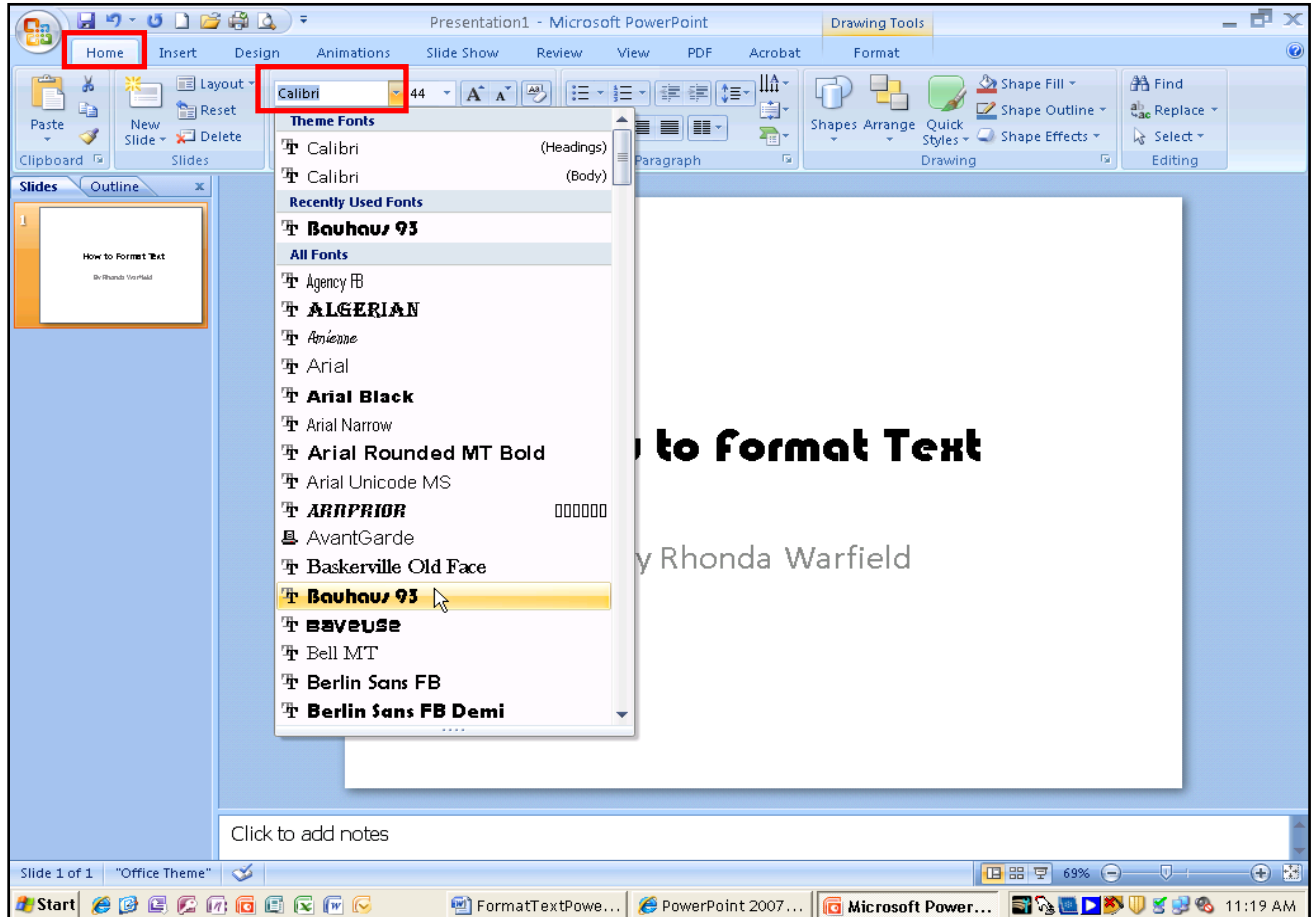
2. Roll the mouse over the dashed border of the **Placeholder**. The cursor changes to a double arrow.



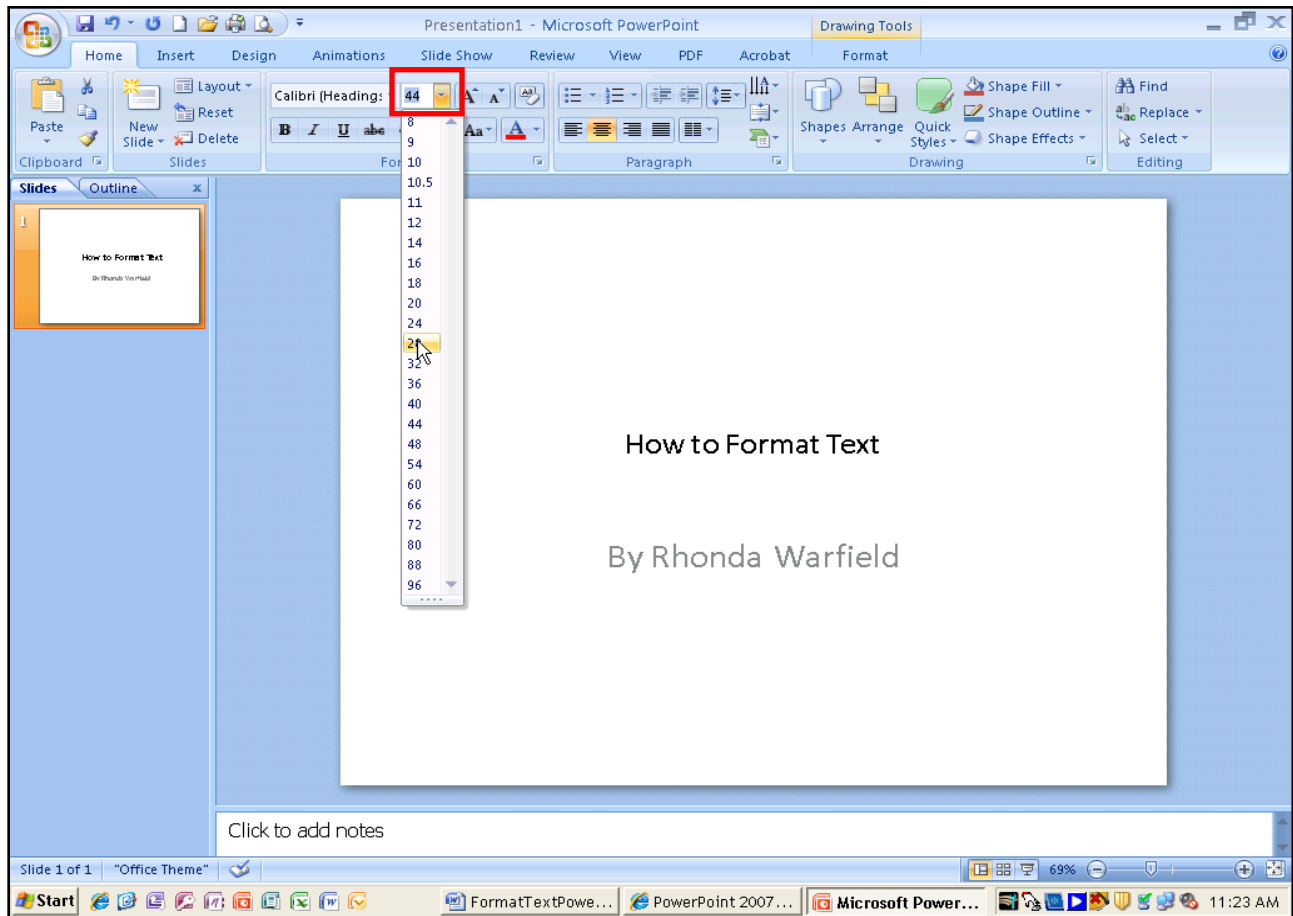
3. **Click** on the dashed border. The dashed border of the **Placeholder** changes to a solid line. When the **Placeholder** changes to a solid line any changes you make to the text will affect all text within the **Placeholder**. You can also live preview changes before making your selection.



4. To change the font, on the **Home Tab**, click the down arrow to the right of the font box. Roll your mouse up and down to preview the different font choices. Notice that all text within the **Placeholder** changes. To change the font, click on the font that you want.



5. To choose a different font size, on the **Home Tab**, click on the down arrow to the right of the font size box. Roll your mouse up and down to preview different font sizes. Notice that the text size changes. To change the font size, click on the font size (number) that you want.



Your feedback is important to me – what did you think of this LTA? Please take a minute and fill out a short survey at the following link:

<http://CTLSilhouette.wsu.edu/surveys/ZS36378>

Thank you!