

Input Text

- Click in the title box of the slide of interest and type the desired text.



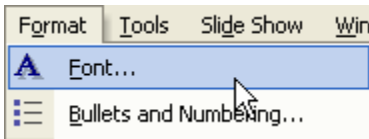
-Next, click in the bullet text box and type the desired bullet point text



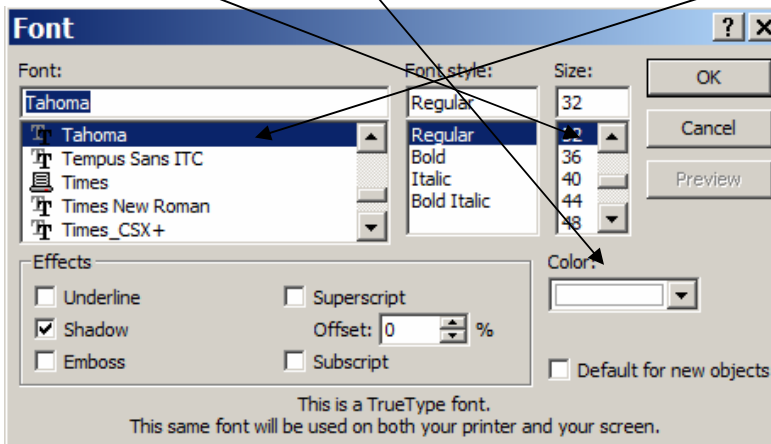
Change Font Size/Style/Color

|Format| Font

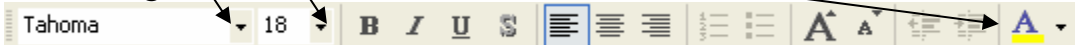
-To change the font size or style, highlight the text and then click on the format menu and choose "Font".



-A font dialog box will appear as displayed below. Change the font type, font size, and font color here.



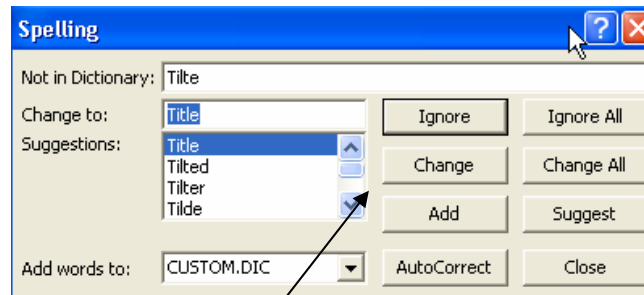
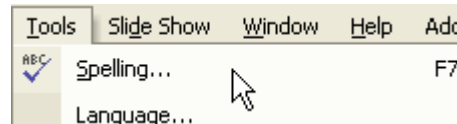
-The font style, size, and color can also be changed using the buttons on the formatting toolbar.



Check Spelling

(Tools Menu)

-To check spelling in the presentation navigate to the first slide and click on Tools>Spelling...



-Click on the appropriate button for either replacing or ignoring words that the spell checker does not recognize.