

Project 3-1: Text Boxes

This exercise involves creating a new document from a template and adding/editing several text boxes.

1. Launch PowerPoint and create a new presentation using the Berlin template. Save your document as **project_3-1_textbox**.
2. Fill in **Text Box Test** (title) and **Lesson 3** (subtitle) on the title slide.
3. Add a blank slide, and add a text box to it. Add two paragraphs of text to the text box.
4. Experiment with resizing the text box to change the word wrapping. Open the **Format Pane** (right click text box) and adjust the **AutoFit** options in its **Text Options > Text Box** tab.

5. Experiment with multi-column text and turning off text wrap entirely (**Text Options > Text Box > Wrap text in shape**).

Note the efficient use of space in a two-column format.

6. Experiment with adding text boxes in other shapes and proportions to the slide deck. Alter the backgrounds of your text boxes with **Format Shape > Shape Options > Fill commands**.

7. When you're comfortable with the text box editing controls, save and close your document.

Project 3-2: WordArt and Text Style

Here you'll try out several Style Options for newly-created WordArt.

1. Open the project file 3-2-source. Save your document as `project_3-2_wordart`.
2. Add a new slide with layout **Title and Content**, entitled **WordArt Samples**.
3. Add five lines of bulleted text (varying bullet levels) to slide 4's text area.
4. Select the final bulleted line and apply a WordArt Style (**Drawing Tools > Format > WordArt Styles gallery**) to the text. Try out several different WordArt Styles for the five lines of text.

Note that WordArt Styles are character-level formatting – several styles can be applied to a single line of text.

5. Select the slide title and manually choose **Text Fill**, **Text Outline**, and **Text Effects options (Drawing Tools > Format)**, along with a **Shape Style** for the slide title's text box.
6. Feel free to experiment further with these tools. When you're finished, save and close your document.