

EDITING TEXT

Text editing in PowerPoint is done the same as it is when using Word. It is possible to move, copy, or delete existing text; replace text with new text; and undo any changes that have been made. Some editing methods require that text be selected before performing a specified action.

Selecting Text

Text may be selected in any view in PowerPoint, except Slide Show view. When text has been selected, it is possible to make changes in the text or to delete the text. To select text, complete the directions below:

- ❖ **One word** - Double click the word.
- ❖ **Just a few words** - Click with the left mouse button and then drag the mouse to the end of the text to be selected.
- ❖ **A few lines of text** - Click with the left mouse button and then drag the mouse to the end of the text to be selected.
- ❖ **Entire paragraphs** - Triple-click a word in the paragraph.

Moving or Copying Text

- ❖ Select the text to be moved or copied.

Moving Text Short Distances

- ❖ Drag the text to the new location.
- ❖ To copy, press and hold the **Control** key while dragging the text.

Moving or Copying Text between Slides Using the Menu Bar

- ❖ After selecting the text, choose **Cut** or **Copy** on the **Standard** toolbar.
- ❖ Click where the text is to be inserted.
- ❖ Click the **Paste** button on the **Standard** toolbar.

Cut Copy



Paste

Moving or Copying Text between Slides Using the Keyboard

- ❖ After selecting the text:
 - Hold down the **Control** key and press **X** to **Cut** the text.
 - Hold down the **Control** key and press **C** to **Copy** the text.
- ❖ Select the slide where the text is to be moved.
- ❖ Hold down the **Control** key and press **V** to **Paste** the text into the slide.