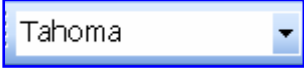



















FORMATTING TOOLBAR

This toolbar contains the most commonly used formatting commands, such as changing the font type and size, applying bold, italics, or underlining to text, alignment, and so forth. Just as the Standard toolbar has buttons that commonly appear for all programs, so does the Formatting toolbar. These buttons are illustrated and listed in the following table:

Button	Used to
Font 	Change the type of font to use in the document. To use this feature, just click on the drop down arrow on the right-hand side of the box.
Font Size 	Change the size of the font. The choices range from 8 to 72 point. To use this feature, just click the drop down arrow in the right-hand side of the box.
Bold 	Make the selected text darker so it will stand out in the presentation.
Italics 	Italicize selected text in a presentation.
Underline 	Underline selected text in a presentation.
Left Alignment 	Align text evenly at the left margin of the presentation slide. The right margin of the text is not aligned evenly.
Center Alignment 	Align text evenly between the left and right margin of a presentation slide.
Right Alignment 	Align text evenly at the right margin of the presentation slide. The left margin of the text is not aligned evenly.
Decrease Indent 	Indent selected paragraphs. (Move bulleted items in an outline back one level.)
Increase Indent 	Unindent selected paragraphs. (Move bulleted items in an outline in one level.)
Font Color 	Change the color of selected text in a presentation slide. Click the drop-down arrow in the right-hand side of the icon to select a different color.

In addition to the common buttons on the Formatting toolbar in PowerPoint, there are additional buttons on the Formatting toolbar that are specific to PowerPoint only. These buttons include:

Button	Used to
Shadow 	Apply a shadow to words in a presentation.
Numbering 	Automatically number lists or paragraphs for selected text. This button is a toggle switch that when clicked turns the feature on or off.
Bullets 	Apply bullets to selected text. This button is a toggle switch that when clicked turns the feature on or off.

Button		Used to
Increase Font Size		Increase the size of a font. Each time the button is clicked the font is increased a point size.
Decrease Font Size		Decrease the size of a font. Each time the button is clicked the font is decreased a point size.
Slide Design		Change the design used for the presentation. When this option is selected, the Slide Design Task Pane will display with a gallery of different types of slide designs. Just click one of the designs to select it.
New Slide		Apply a new slide layout to a slide or selected slides in a presentation. When this option is selected, the Slide Layout Task Pane will display with a gallery of different slide layouts. Just click one of the designs to select it.