

WORKING WITH PLACEHOLDERS

- ❖ Placeholders are boxes that display when a new slide is created.
- ❖ All layouts except the Blank slide layout contain placeholders.
- ❖ Depending on the particular slide layout selected, placeholders display for the slide title, body text, charts, tables, organization charts, media clips, and clip art.
- ❖ These placeholders are used to input text, to insert graphics, charts, tables, or other objects into a PowerPoint presentation.
 - Text placeholders are used to input title information, body text, and bulleted lists.
 - Graphic elements are placed in chart placeholders, table placeholders, organizational chart placeholders, and clip art placeholders.
- ❖ When the Placeholder is selected, Handles will appear around the edges of the Placeholder.
- ❖ These Handles are used to resize the placeholder.