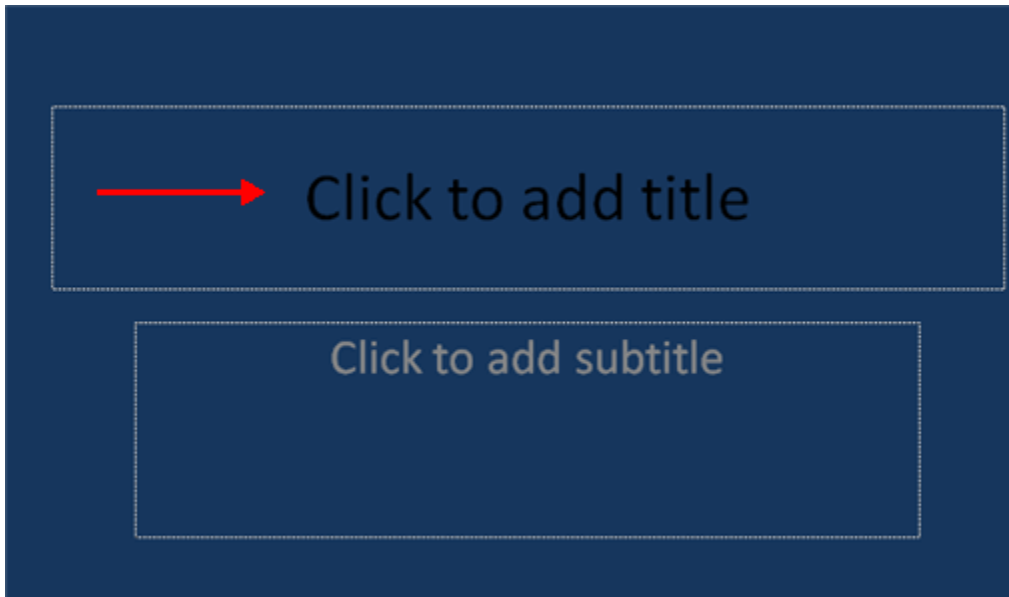


Enter Text

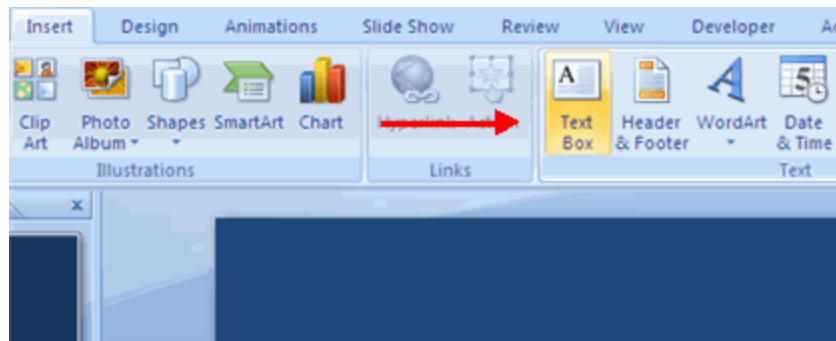
To enter text:

- Select the **slide** where you want the text
- Click in a **Textbox** to add text



To add a text box:

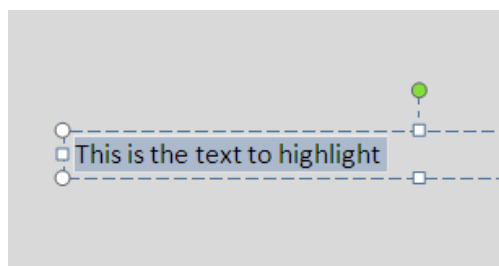
- Select the **slide** where you want to place the text box
- On the **Insert** tab, click **Text Box**
- Click on the slide and drag the cursor to expand the text box
- Type in the text



Select Text

To select the text:

- Highlight the text



Copy and Paste

To copy and paste data:

- Select the item(s) that you wish to copy
- On the **Clipboard Group** of the **Home Tab**, click **Copy**
- Select the item(s) where you would like to copy the data
- On the **Clipboard Group** of the **Home Tab**, click **Paste**



Cut and Paste

To cut and paste data:

- Select the item(s) that you wish to copy
- On the **Clipboard Group** of the **Home Tab**, click **Cut**
- Select the item(s) where you would like to copy the data
- On the **Clipboard Group** of the **Home Tab**, click **Paste**



Undo and Redo

To undo or redo your most recent actions:

- On the **Quick Access Toolbar**
- Click **Undo** or **Redo**



Spell Check

To check the spelling in a presentation:

- Click the **Review** tab
- Click the **Spelling** button

