

Exercise #2

Working with Text

In this exercise you will learn how to copy text attributes between paragraphs using the Format Painter tool, how to autocorrect text, and how to correct style inconsistencies.

A. Copying Formatting Attributes

1. Go to **slide #4** the **file_1.ppt** file.
2. Click text box to select it.
3. Highlight the entire text in the violet paragraph.

4. Click the **Format Painter** button .

Note: the cursor displays in the form of a *paint brush*

5. To “paint” the formatting on the next bullet, hold down the mouse button and highlight text entire text.

When you release the mouse button the newly-selected text inherits the attributes of the original text.

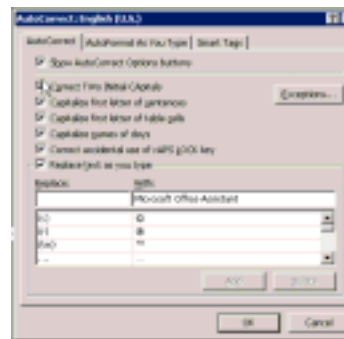
TIP

The following types of formats can be “painted” or copied; font, style, size, effects, color, alignment, line spacing, paragraph spacing and bullets.

B. AutoCorrecting Text

1. Go to **slide #5**.
2. From the menus, select **Tools → AutoCorrect**.
3. In the **AutoCorrect** window, click the **AutoCorrect** tab.

- a. Click the **Replace:** field and enter:
SFPL.
- b. Click the **With:** field and enter
San Francisco Public Library.
- c. Click **Add**.
- d. Click **OK**.



4. To use **AutoCorrect**, on the PowerPoint slide, type *When in San Francisco visit the SFPL*.

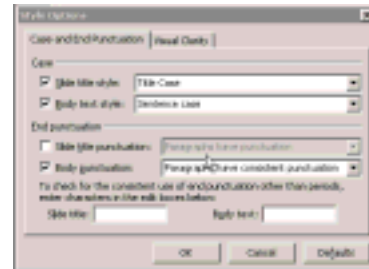
What happened?

OVER

C. Correcting Style Inconsistencies.

PowerPoint can check to see if your presentation is formatted consistently for text style, punctuation, and visual clarity.

1. To set PowerPoint to check for consistency:
 - In 2000, from the menus, select **Help** → **Show the Office Assistant (2000)** and click the light bulb.
 - In 2003, from the menus, select **Tools** → **Options** → **Spelling and Style (2003)**
2. Make sure the **Check Style** checkbox is selected (with a checkmark).
3. Click **Change Style Checker Options for All Presentations (2000)**.

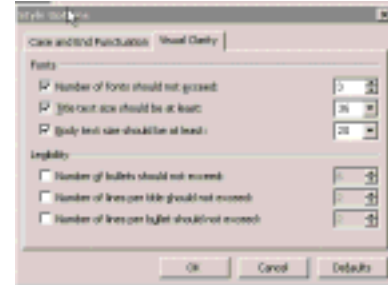


Click **Style Options** button (2003).

The Style Options window appears.

4. In the **Slide title style:** menu, select **UPPERCASE** and in the **Body text style:** menu select **lowercase**.
 - a. Click the **Visual Clarity** tab. Make sure all check boxes are “checked” and make desired selections for each option.

Note: PowerPoint will make sure that your text is properly capitalized and punctuated as well as check for visual clarity.



- b. Click **OK** and click **OK** again for your selections to activate the “style checker”. PowerPoint will display a **light bulb** icon to indicate inconsistencies.
- c. To correct the style option inconsistencies, click on the **light bulb** icon. A series of options will display.

IMPORTANT: Your **Office Assistant** must be “showing” to make use of these options.

5. Go to **slide #6** and click on **light bulb** icon to make appropriate corrections.