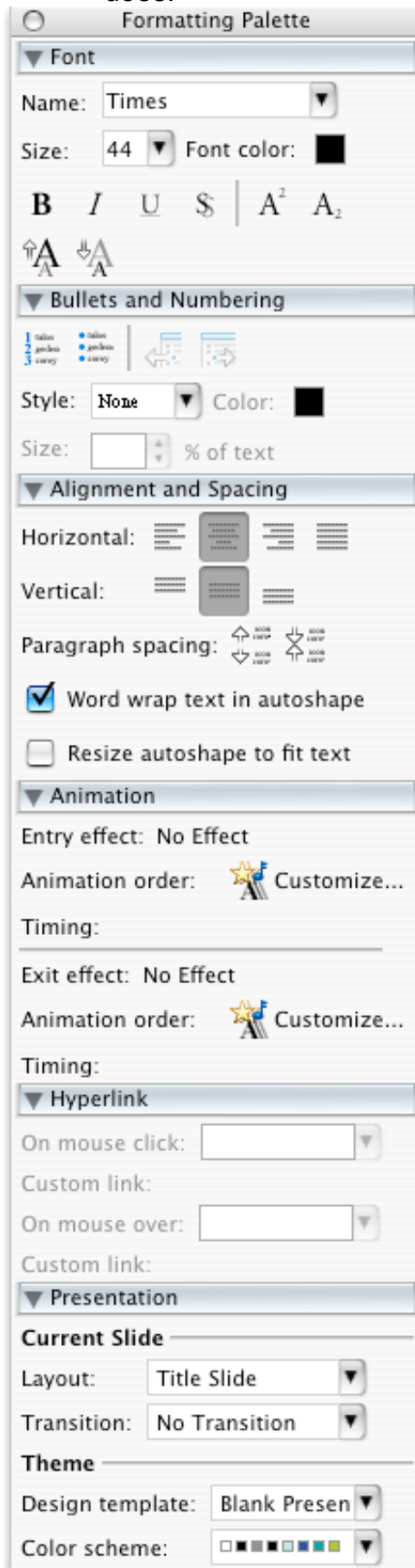


PowerPoint: Formatting

Name: _____

Date: _____

Use the boxes below to describe what each section of the Formatting Palette does.



Font

Use this menu to format font: change font, size, color, style, add sub- or super-script, etc.

Bullets and Numbering

Use this menu to format bullets and numbering: add bullets and number, indent, style, color, size.

Alignment and Spacing

Use this menu to format alignment and spacing: set text horizontal to left, center, right or full; set vertical text to top, middle, bottom; set paragraph spacing to single, double, etc; set text to wrap around autoshapes or set autoshape to resize to fit text.

Animation

Use this menu to set basic animations: entry and exit effects with animation order and timing.

Hyperlink

Create links to other slides in this presentation, or other files in your folder. Format how the link appears in your presentation.

Presentation

Use this menu to select pre-formatted slide formatting: layout, transitions, themes and color schemes.