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Inserting Text Box and Its Properties in Power Point

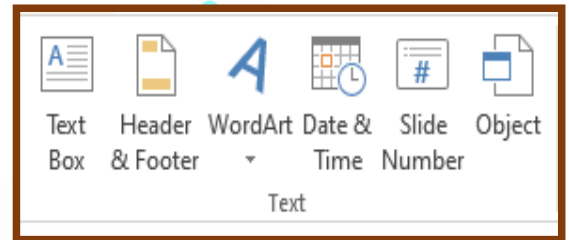
Microsoft Power Point

Module 9 - Inserting Text Box and Its Properties in Power Point

Insert Menu

Text Box

A text box in PowerPoint is a container used to insert and display text on a slide. It allows users to place text anywhere on the slide independently of the slide layout. Text boxes can be resized, moved, and formatted to fit the design of the presentation. They are commonly used for titles, bullet points, captions, or custom notes.



Helping Tool of Text Box Format Menu:

- **Shape Fill** - Changes the background color of the text box.
- **Shape Outline** - Edits the border color, weight, and style of the text box.
- **Text Fill & Text Outline** - Modifies the color and outline of the text inside the box.
- **Text Effects** - Adds effects like shadow, reflection, glow, or 3D rotation to the text.
- **Align Text** - Controls the vertical and horizontal alignment of text within the box.
- **Text Direction** - Rotates the text inside the box (e.g., vertical, stacked).
- **Margins & Resize Options** - Adjusts inner margins and allows auto-resizing of the text box.



Insert Shapes Group

The Insert Shapes group in PowerPoint is a section found under the Insert tab or Drawing Tools Format tab. It provides a collection of tools to add and work with shapes in your presentation.

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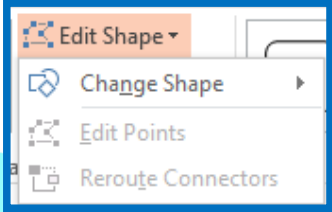
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Insert Shapes

Insert Shape in a Text Box in PowerPoint means adding a shape (like a circle, rectangle, arrow etc.) inside or around a text box to enhance its appearance or function.

Edit Shape

Edit Shape in a Text Box in PowerPoint refers to changing the shape of the text container to better fit your design or message.

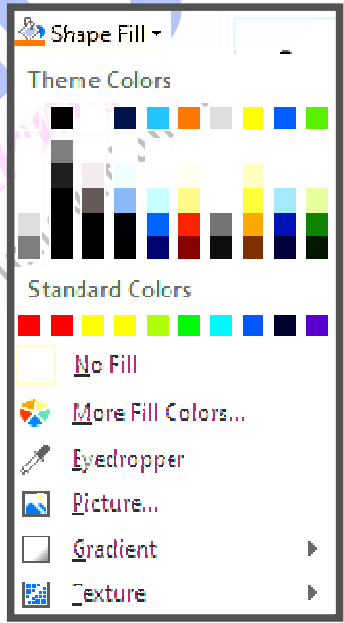


Shape Styles Group

The Shape Styles group in PowerPoint is found under the Drawing Tools Format tab (or Shape Format tab). It provides quick formatting options to change the appearance of shapes.

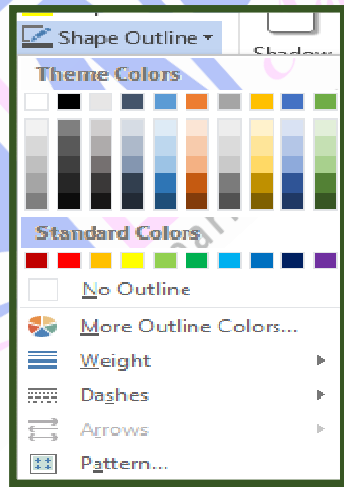
Shape Fill

Shape Fill is a tool in PowerPoint that lets you change the interior color or pattern of a selected shape.



Shape Outline

Shape Outline in PowerPoint allows you to modify the border of a shape by changing its color, weight (thickness), and style (such as solid, dashed, or dotted lines). This helps enhance the appearance and visibility of shapes in your presentation.



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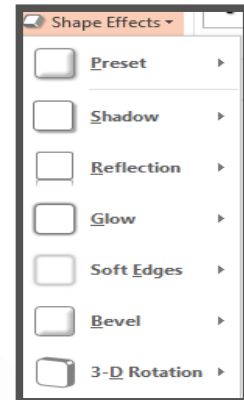
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Shape Effects

Shape Effects in PowerPoint are visual enhancements that you can apply to shapes, such as shadows, reflections, glows, soft edges, bevels, and 3D effects. These effects add depth and dimension to shapes, making them stand out and appear more dynamic in your presentation.

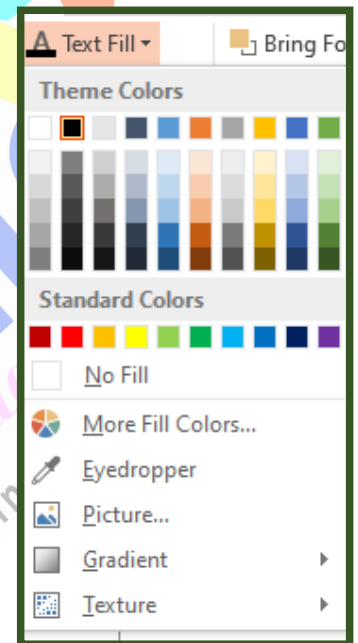


WordArt Style Group

In Microsoft Word (and other Office programs), when you insert a Text Box, you can format the text inside it using WordArt styles. These styles are found under the WordArt Styles group in the Drawing Tools > Format tab (or Shape Format, depending on your version).

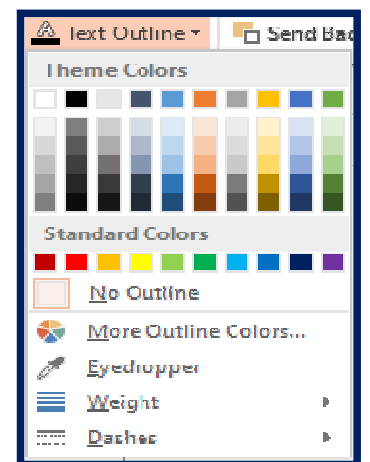
Text Fill

Text Fill is a formatting feature in Word (and other Office programs) that controls the interior color of the letters in your text.



Text Outline

Text Outline is a formatting feature that controls the border (edge) color and style of your text.



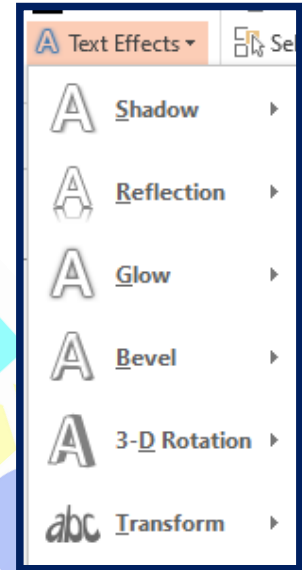
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Text Effect

Text Effects are special visual styles you can apply to your text to make it more eye-catching or creative. These effects go beyond just color or font – they add depth, movement, glow, or 3D looks.

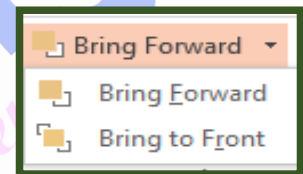


Arrange Group

The Arrange group is a set of tools on the Shape Format (or Picture Format) tab that helps you control the position, order, and alignment of objects in your document.

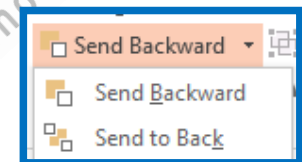
Bring Forward

Bring Forward is a command in the Arrange group that moves an object (like a text box, picture, shape, or WordArt) one layer closer to the front—so it appears on top of other objects.



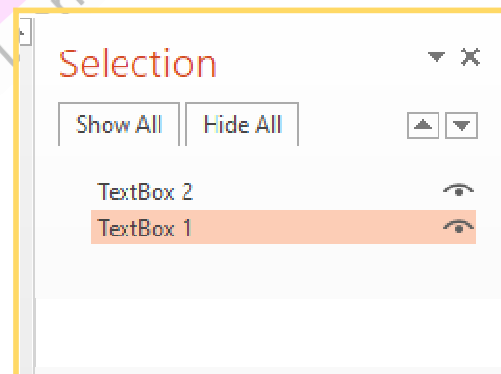
Send Backward

Send Backward is a command in the Arrange group that moves an object (like a text box, image, shape, etc.) one layer behind another object.



Selection Pane

The Selection Pane is a sidebar in Microsoft Word (also PowerPoint and Excel) that shows you a list of all the objects (like text boxes, pictures, shapes, WordArt, etc.) on your page or slide.



It helps you:

- Select objects easily, especially when they're overlapping.
- Rename them for easier organization.

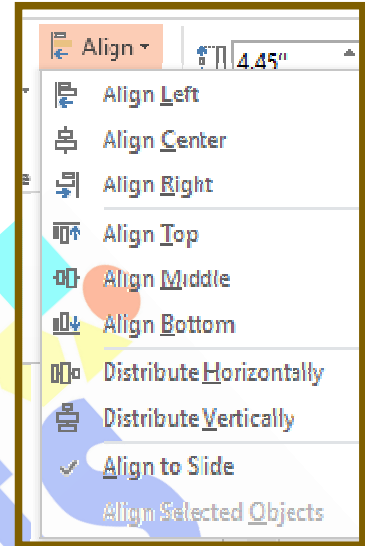
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- Hide/Show objects temporarily.
- Change the order of layers by dragging items up or down.

Align

Align is a tool in the Arrange group (under the Shape Format or Picture Format tab) that helps you precisely position objects—like text boxes, pictures, shapes, and WordArt—on the page by lining them up with each other or the page itself.



Rotate

Rotate is a feature in the Arrange group (on the Shape Format, Picture Format, or Drawing Tools tab) that lets you turn, flip, or rotate objects like:

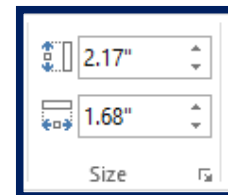
- Text boxes
- Pictures
- Shapes
- WordArt

Group

Group is a feature in the Arrange group that lets you combine multiple objects (like shapes, text boxes, pictures, and WordArt) into a single unit.

Size Group

In Microsoft PowerPoint (and other Office apps), "Size Group" refers to a section on the ribbon toolbar – it's called a group because it's a collection of related tools, not a group of objects.



Height & Width

In PowerPoint (or any design or layout tool):

- **Height** = how tall something is (measured from top to bottom).
- **Width** = how wide something is (measured from left to right).

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Assignment

Make this PPT using Shapes and Color Fill

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PURPOSE SCALE

★ ★ ★ ★ ★

INTERPRET CALCULATE RESPONSE

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0.0 Star

★ ★ ★ ★ ★

No Performance