

Introduction

If you're new to PowerPoint, you'll need to learn the basics of **working with text**. In this lesson, you'll learn how to **cut**, **copy**, **paste**, and **format** text.

Optional: Download our [practice presentation](#).

Watch the video below to learn more about the basics of working with text in PowerPoint.

To select text:

Before you can move or arrange text, you'll need to **select** it.

- Click next to the text you want to select, drag the mouse over the text, then release your mouse. The text will be selected.

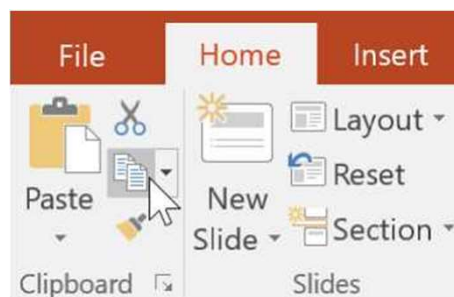


Copying and moving text

PowerPoint allows you to **copy** text that is already on a slide and **paste** it elsewhere, which can save you time. If you want to **move** text, you can **cut and paste** or **drag and drop** the text.

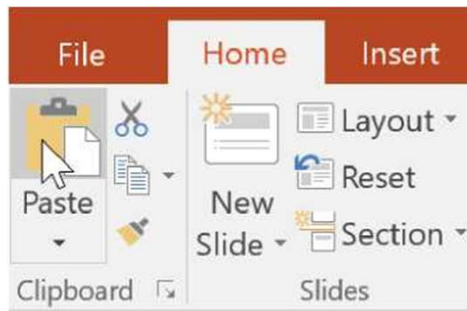
To copy and paste text:

1. Select the **text** you want to copy, then click the **Copy** command on the **Home** tab.



2. Place the insertion point where you want the text to appear.

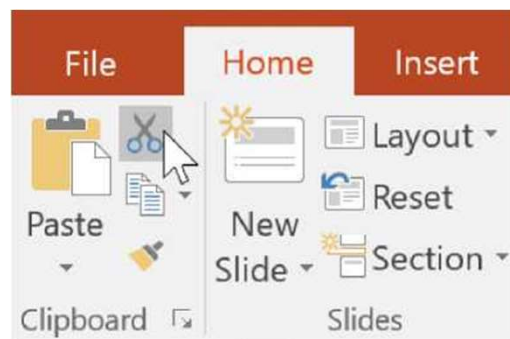
3. Click the **Paste** command on the **Home** tab.



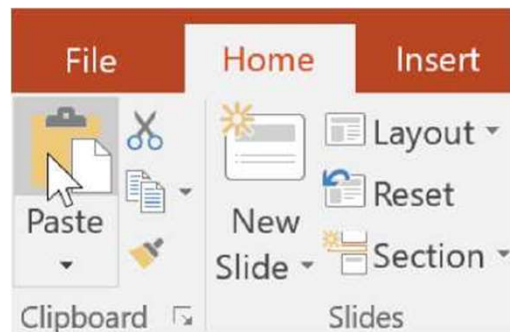
4. The copied text will appear.

To cut and paste text:

1. Select the **text** you want to move, then click the **Cut** command.



2. Place the insertion point where you want the text to appear, then click the **Paste** command.



3. The text will appear in the new location.

You can access the **cut**, **copy**, and **paste** commands by using keyboard shortcuts. Press **Ctrl+X** to cut, **Ctrl+C** to copy, and **Ctrl+V** to paste.

To drag and drop text:

1. Select the **text** you want to move, then click and drag the text to the **desired location**.



2. The text will appear in the new location.



Formatting and aligning text

Formatted text can draw your audience's attention to specific parts of a presentation and emphasize important information. In PowerPoint, you have several options for adjusting your text, including size and color. You can also adjust the alignment of the text to change how it is displayed on the slide.

Click the buttons in the interactive below to learn about the different commands in the Font and Paragraph groups.

File HBMHT^I Insert

	Layout F* Reset
Paste New	
'r * Slide"	^Section
Clipboard	Slides

Design Transitions Animations Slide Show R



Challenge!

1. Open our [practice presentation](#).
2. Select **slide 4**.
3. Use **cut and paste** or **drag and drop** to move the text **Lower blood pressure** between **Companionship** and **Social opportunities**.
4. Select the list of benefits and **add italics**.

5. Select the text **Did you Know?**, remove the **boldface**, and change the size to **36pt**.
6. When you're finished, your slide should look like this:



Continue

keyboard_arrow_up

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