

## Using WordArt in PowerPoint

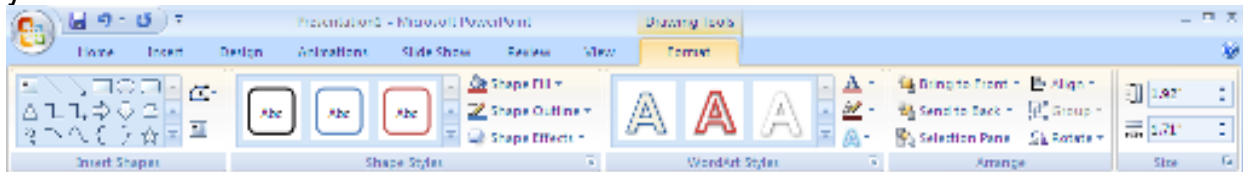
WordArt is a way to introduce text with an interesting form or shape to it. WordArt is most commonly used for titles or a few words you would like to draw attention to. Use WordArt sparingly. It can add interest to your text in small doses, but if you use it too much it can be visually unappealing and distracting.

### Inserting a WordArt

1. Click on the *Insert* tab on the *Ribbon*. Then, click on *WordArt* in the *Text* group.
2. Browse through the selection of WordArt shown in the *WordArt Styles*. Once you have decided on a style, click on it to select it.
3. A text box will appear on your slide. Replace the words “Your Text Here” with the words you would like made into WordArt.
4. At this point, changes to the outline color and fill color can be made by using the *Drawing Tools Format* tab at the top of the *Ribbon*.
5. To change the font or the font size, select the WordArt text and make adjustments using the *Font* group on the *Home* tab on the *Ribbon*.

### The Drawing Tools Format Tab

The *Drawing Tools Format* tab should come up as soon you insert or select your WordArt.



You are able to redesign your WordArt using the *WordArt Styles* group. You can also change the outline or fill color of your WordArt text box using the *Shape Styles* group.

### Sizing the WordArt

1. You can change the size of the WordArt text box by clicking and dragging on one of the “handles” around the outside of the text box.
2. To change the size of the WordArt itself, select the text you want to change and then use the *Font Size* menu in the *Font* group on the *Home* tab. You can also use the mini menu that pops up when text is selected.



### Moving the WordArt

1. Place the mouse pointer on the border of the text box. Your mouse pointer should now be a four-headed black arrow.
2. Click the left mouse button and hold it down.
3. With the left mouse button still depressed, move the image to the new area. A box will appear where the picture’s new location will be.
4. Release the left mouse button.

## Changing the WordArt

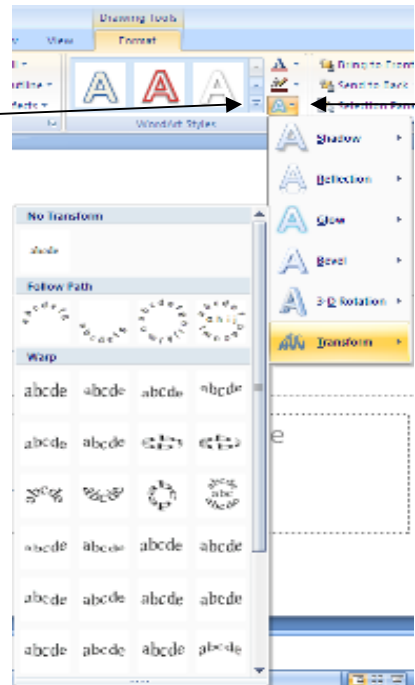
Your WordArt can be changed either by editing the text, or by making changes to the style, color or shape.

### To Change the Text:

1. Select the text you would like to change.
2. Use the *Font* group on the *Home* tab or the mini floating toolbar to alter the text.

### To Change the WordArt Style:

1. With the text box selected, click on the *Drawing Tools Format* tab on the *Ribbon*.
2. In the *WordArt Styles* group, click on the *More* command beneath the scroll bar to the right of the styles. This will open up the full menu of available styles.
3. Floating your mouse pointer over any one of the selections will allow you to preview the style on your WordArt.



### To Change the Text Color:

1. With the *Drawing Tools Format* tab selected, use the *Text Fill* and *Text Outline* commands in the *WordArt Styles* group to make the desired color changes to the inside or outline of your WordArt.
2. Keep in mind that floating your mouse pointer over the various options will allow you to preview any change before you make it.

### To Change the Text Shape:

1. To change the shape of your WordArt, click on the *Text Effects* command in the *WordArt Styles* group on the *Drawing Tools Format* tab on the *Ribbon*.
2. Use the menu choices to add 3-D effects to your WordArt, or use the *Transform* command at the bottom of the menu to change the basic shape of the WordArt.

## Changing the Word Art Text Box

1. You can use the *Shape Styles* group on the *Drawing Tools Format* tab on the *Ribbon* to make changes to the area around the WordArt text.
2. Use the *More* command at the bottom of the scroll bar to open a menu of all the *Shape Style* choices.
3. To insert a color behind the WordArt text, use the *Shape Fill* command.
4. To put an outline around the WordArt, use the *Shape Outline* command.
5. Other effects can be applied using the *Shape Effects* command.

