

PowerPoint Formatting Palette

A floating window containing commands that you can use to modify a document. If you don't see the Formatting Palette, on the **View** menu, click

Add Objects Section of Formatting Palette:

Insert New Slide – Click on Layout for the new slide

Insert Graphics – Click to add clipart, picture file, file directly from scanner or digital camera, or movie clip.

Change Slide Design – Click choose that design and color scheme for your presentation.

1 Add Slide Tab

2 Add Symbols Tab

3 Add Shape Tab

4 Add Lines and Arrows

5 Add WordArt

Text Formatting Sections:

- Font – Type, Size, Bold, Italic, Underline.
- Alignment and Spacing – center, left, right justified and line spacing.
- Bullets and Numbering – Choose bullet style or numbering style