

ADDING TEXT TO SHAPES IN POWERPOINT 2010

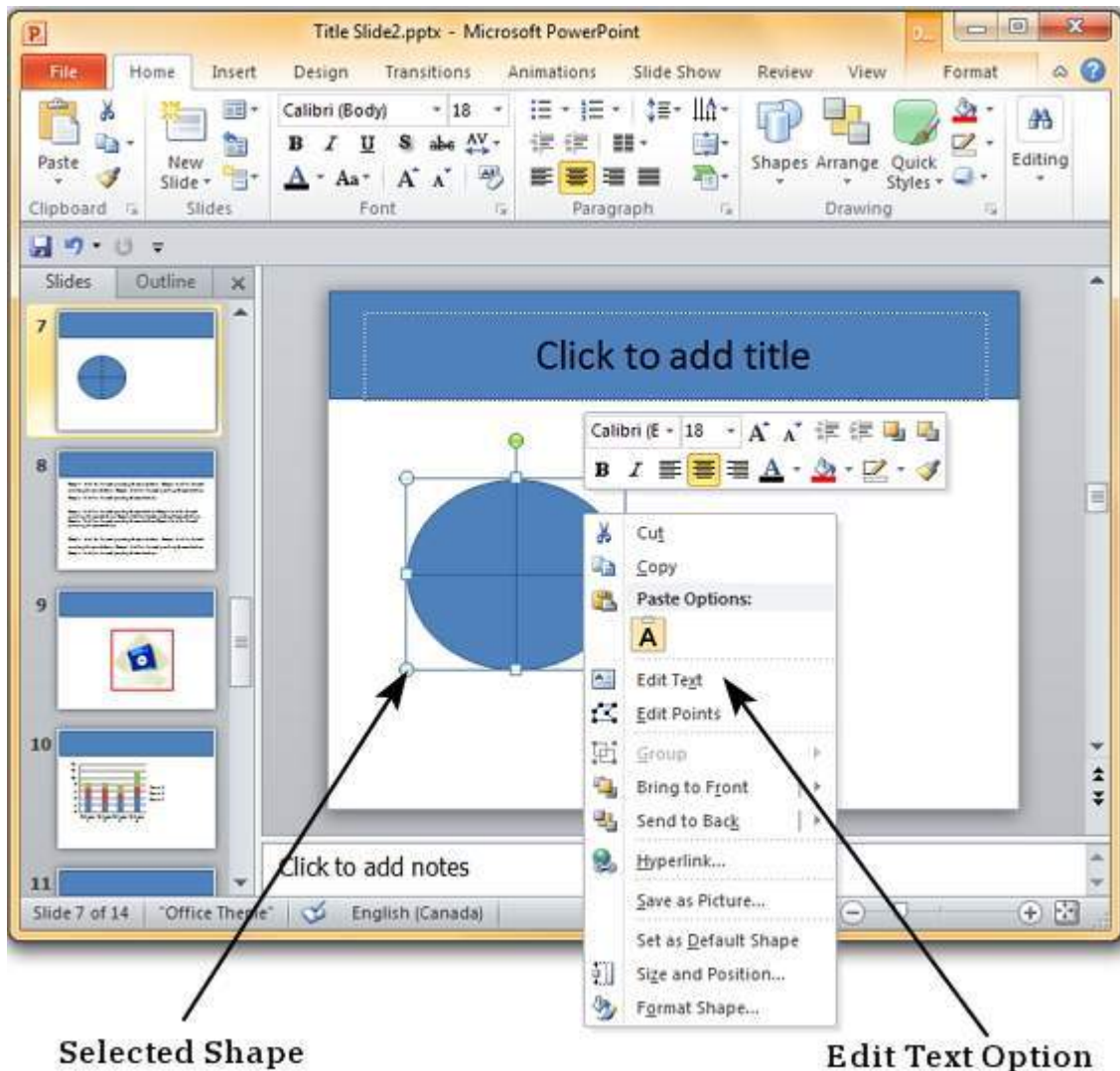
http://www.tutorialspoint.com/powerpoint/powerpoint_adding_text_to_shapes.htm

Copyright © tutorialspoint.com

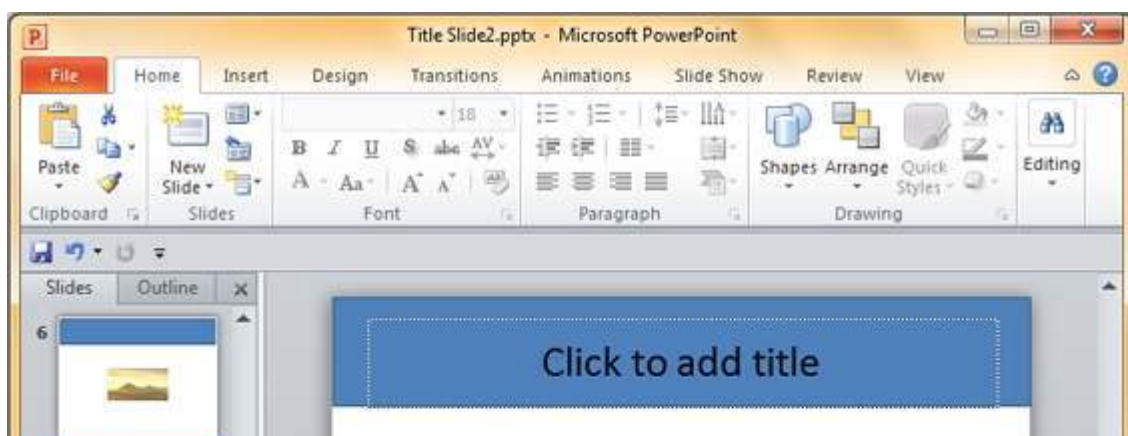
One of the great aspects of PowerPoint is that you can treat the shapes as text boxes too. Where this becomes useful is when you want to type some text within a shape and ensure the text does not overflow the boundaries of the shape. By being able to enter text within the shape PowerPoint will ensure the text stays contained and you need not worry about fix it.

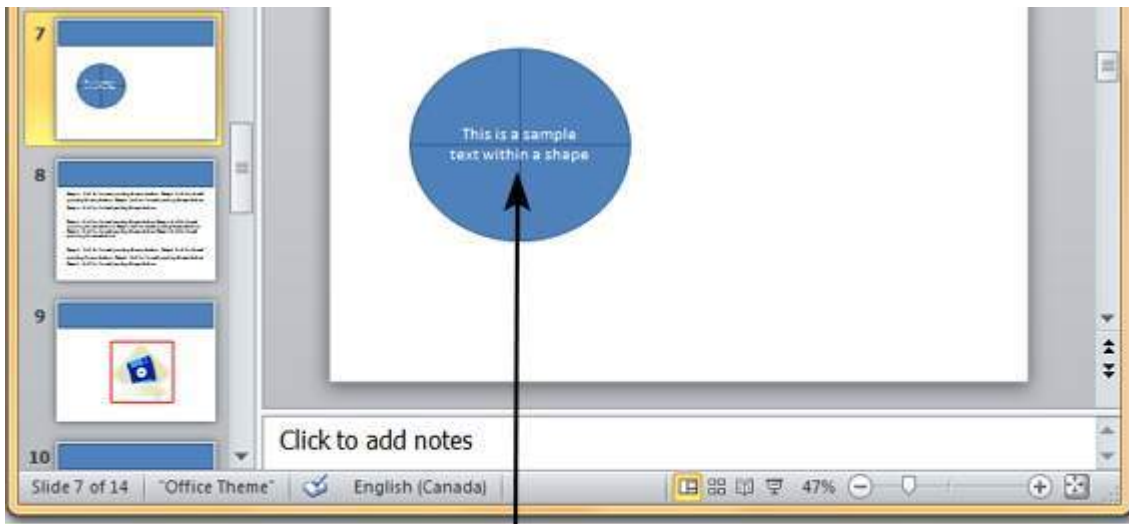
Given below are the steps to add text to the shapes in PowerPoint.

Step 1: Right click on the shape to which you want to add the text and select the **Edit Text** option



Step 2: Start typing the text into the shape. Once you are done, click the cursor anywhere outside the shape.





Typed Text within a shape

An alternative way of adding text to shape is to select the shape and start typing directly. Once you have the text within the shape you can format the text using the font related features available in PowerPoint

Loading [MathJax]/jax/output/HTML-CSS/jax.js