



Font – what your letters look like. You must highlight what you have typed to make changes.



Centering, Bolding, etc.  
Letter Size  
Letter Color

Moves pictures and text boxes in front and behind each other.

Double click to type

Add hyperlink to text. (when you click on the words, it will take you to a website or file.)

Gives you the “change text” box in the picture above.

Shadow Effect on letters



Locks text box

Deletes text box.

Resizes & Rotates the text box.

Copy

Clipart      Pictures from your laptop      Poster Background      Website Background

Text box choices

Categories (more choices)



Uploading videos, audio sounds, etc.