

How To Edit a PowerPoint File

- 1 Open the PowerPoint file with your PowerPoint software.
- 2 Click the slide thumbnails along the left side of the screen to move to a specific slide you want to edit.
- 3 Use the "Insert" button on the toolbar at the top of the screen to add text to a slide. After you click "Insert," you need to click "TEXT BOX" located at the top of your toolbar.) Drag the highlighted box to adjust the area you would like to add text to. Start typing.
- 4 Double-click on text to edit the text or change its formatting.
- 5 Click the File menu and then "Save" to save the editing changes you've made to the PowerPoint presentation file.