

**Course
&
Test Series**

Placeholder and Slides, Adding Text to a Slide in Power Point

Microsoft Power Point

Module 4 - Placeholder and Slides, Adding Text to a Slide in Power Point

 **CBSE**

What is Placeholder:

A placeholder is a dotted or bordered box that appears on a slide layout in PowerPoint.

It shows you where to insert content, like text, pictures, or charts.

Placeholders are very helpful because they:

- Save time - You don't need to insert a new text box every time.
- Keep your layout neat and consistent.
- Help beginners know where to type or add content.

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Types of Placeholders:

Type of Placeholder	Use/Purpose
<u>Title Placeholder</u>	→ For entering the heading or title of the slide
<u>Text Placeholder</u>	→ For entering bullet points, lists, or paragraphs
<u>Content Placeholder</u>	→ For adding pictures, videos, charts, tables, etc.
<u>Picture Placeholder</u>	→ For inserting images directly

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 **Central Govt. Service**

 **State Govt. Services**

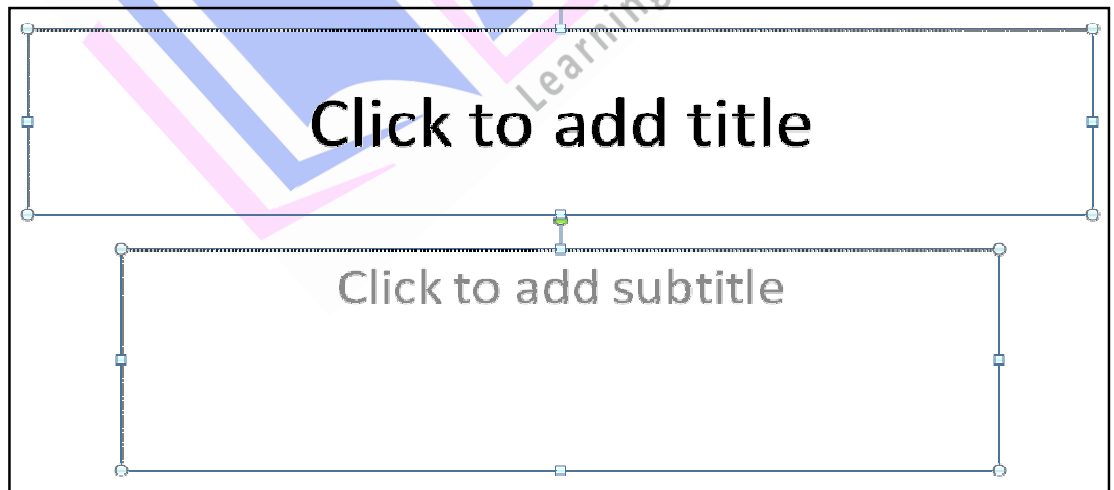
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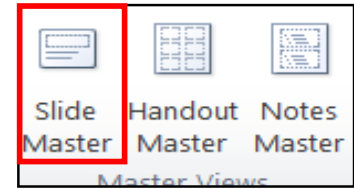
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Steps to Insert a Placeholder in PowerPoint:

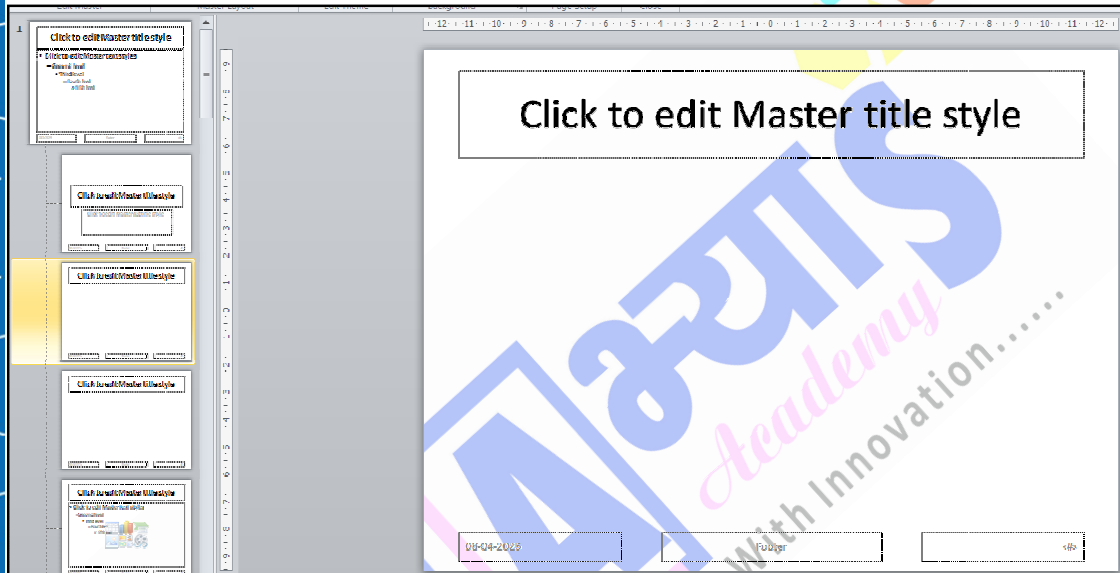
Step 1: Open Slide Master

- Open your PowerPoint presentation.
- Go to the “View” tab.
- Click on “Slide Master.”



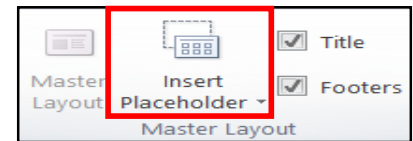
Step 2: Choose or Create a Layout

- In the Slide Master view, you'll see one main master slide and several layout slides below it.
- Click on an existing layout or click “Insert Layout” to create a new one.

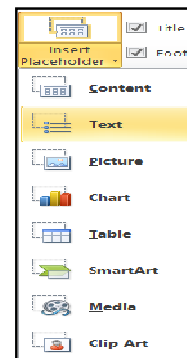


Step 3: Insert the Placeholder

- Click on the “Insert Placeholder” button in the Slide Master tab.
- Choose the type of placeholder you want:



1. Content
2. Text
3. Picture
4. Chart
5. Table
6. SmartArt
7. Media
8. Online Image



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Now click and drag on the layout slide to draw the placeholder box.

Step 4: Close the Slide Master

- After inserting and adjusting your placeholder(s), go to the Slide Master tab.
- Click "Close Master View."

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