Adding Text to a Slide

1. To add text to an existing textbox:
   a. Click on the textbox on the slide.
   b. A cursor should now appear and you can begin typing.

2. To add a new textbox:
   a. Select the **Insert** tab.
   b. Select **Text Box**.
   c. Click on the slide.
   d. A textbox will appear and you can begin typing.