**Enter Text**

To enter text:
- Select the **slide** where you want the text
- Click in a **Textbox** to add text

To add a text box:
- Select the **slide** where you want to place the text box
- On the **Insert** tab, click **Text Box**
- Click on the slide and drag the cursor to expand the text box
- Type in the text

**Select Text**

To select the text:
- Highlight the text