

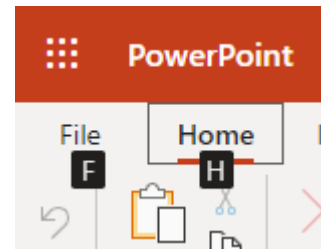
## Using Headings in Microsoft PowerPoint Online

### Step 1

To create a slide with a heading,  
select the **Home** ribbon.

**OR**

Press **ALT + WINDOWS** key and  
then **H** to select the **Home** ribbon.

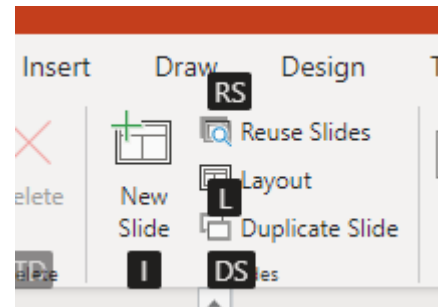


### Step 2

Select the **Layout** button.

**OR**

Press **L** to select **Layout**.

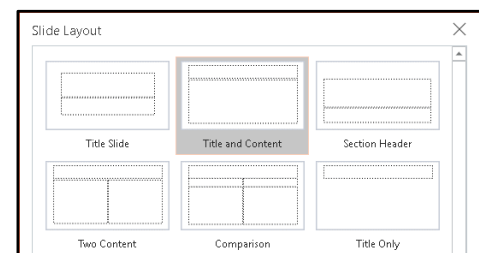


### Step 3

In the dialog box that appears,  
select one of the slide options that  
includes a heading.

**OR**

Use the **LEFT**, **RIGHT**, **UP**, and  
**DOWN** arrows to navigate the  
drop-down list.

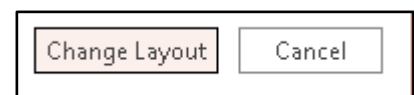


### Step 4

Select the **Change Layout**  
button.

**OR**

Either press **ENTER** or press **TAB**  
to move to the **Change Layout**  
button and **SPACE** to select it.



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In the main slide area, select the text box that says **Click to add title** and type in the heading.

## Step 5

**OR**

Press **CONTROL** + **F6** repeatedly to move to the slide view. Press **TAB** to move to the title placeholder. Press **ENTER** to edit. Type the heading text, and press **ESCAPE** to finish.

Click to add title