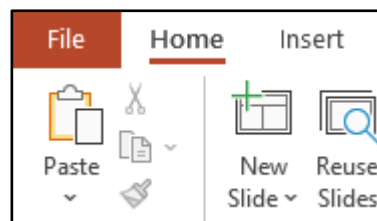# Using Headings in Microsoft PowerPoint

Step 1

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

OR

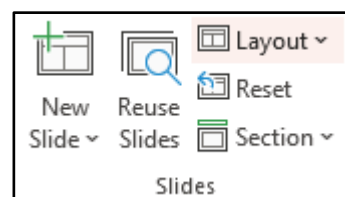Press **ALT** + **H** to select the **Home** ribbon.

Step 2

In the **Slides** group, select **Layout**.
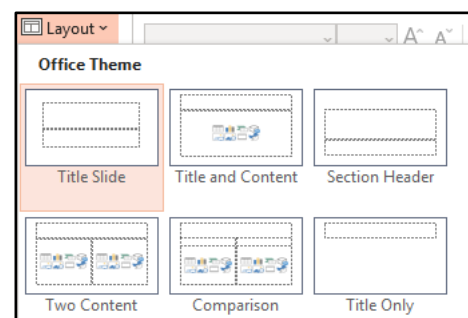
OR

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

Step 3

In the drop-down menu, 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 and press **ENTER** to select a slide with a heading.

Step 4

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

OR

Press **TAB** to move to the title placeholder and press **ENTER** to edit. Type the heading text, and press **ESCAPE** to finish.

Click to add title