

# MICROSOFT WORD

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Text Boxes

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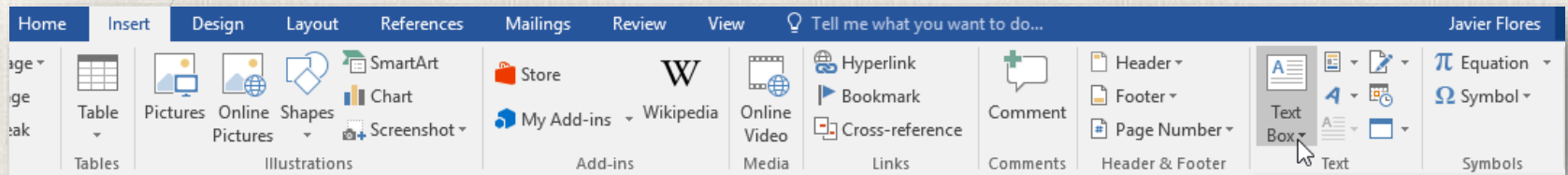
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# Introduction

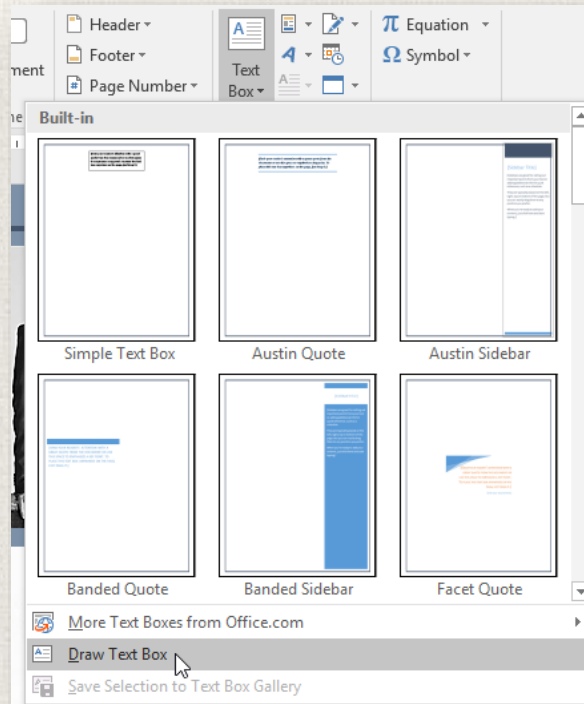
- ▶ Text boxes can be useful for drawing attention to specific text. They can also be helpful when you need to move text around in your document. Word allows you to **format** text boxes and the text within them with a variety of styles and effects.

# Inserting a text box

1. Select the **Insert** tab, then click the **Text Box** command in the **Text** group.



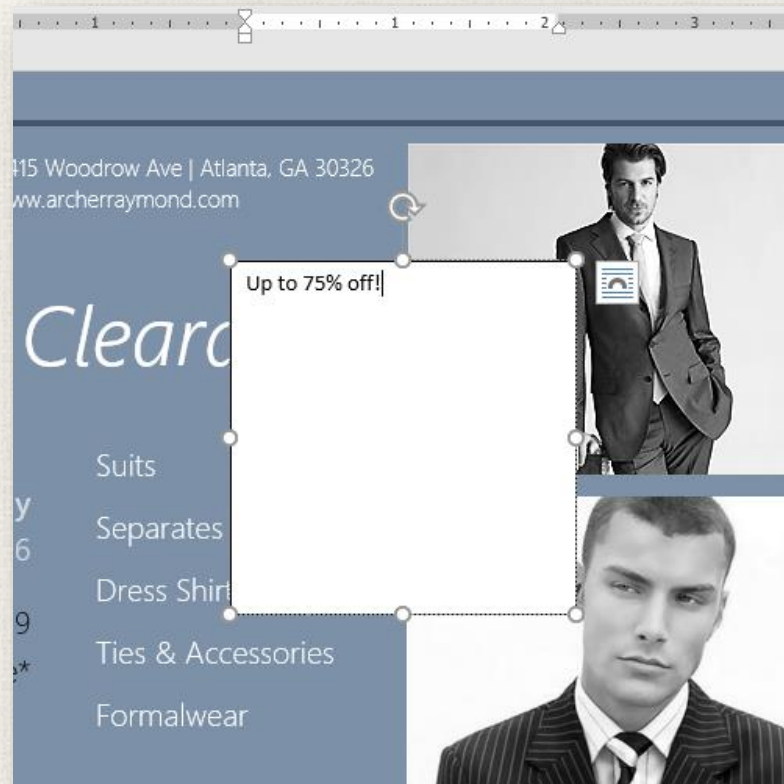
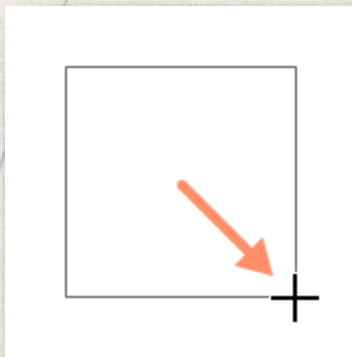
2. A drop-down menu will appear. Select **Draw Text Box**.



5

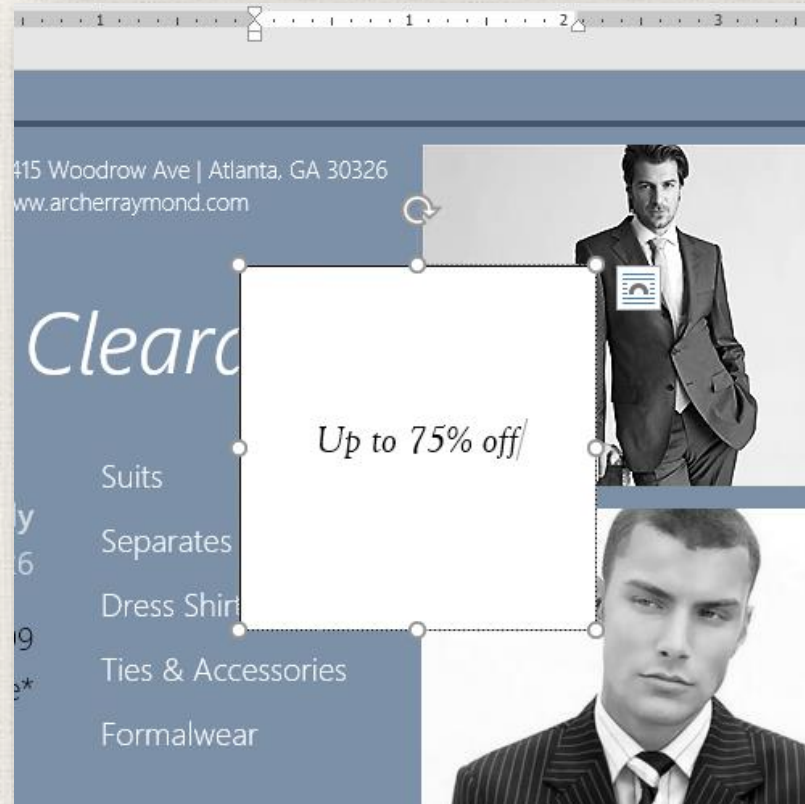
# Inserting a text box

3. Click and drag anywhere on the document to create the text box.
4. The insertion point will appear inside the text box. You can now type to create text inside the text box.



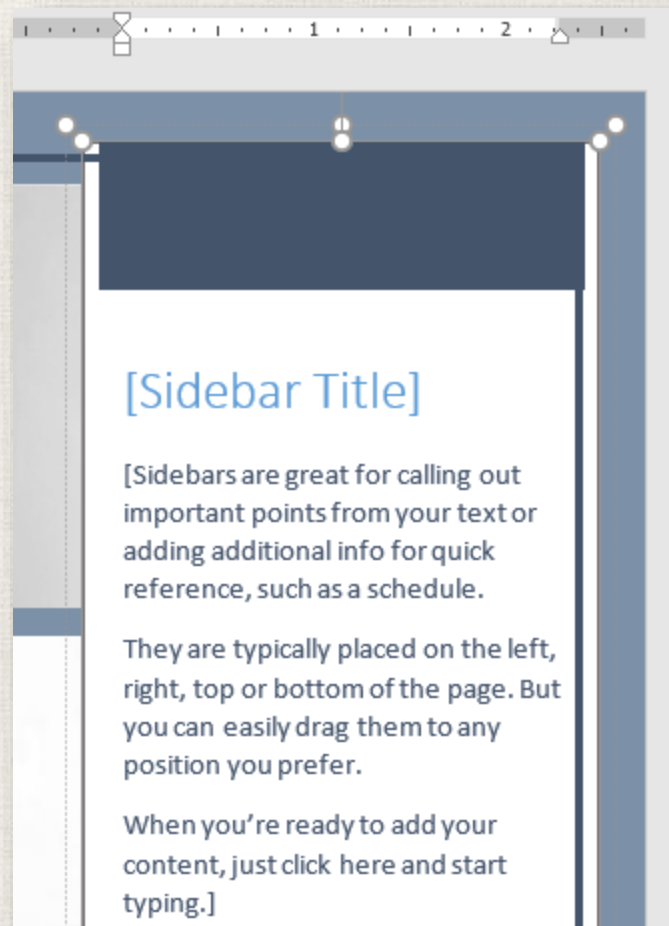
# Inserting a text box

5. If you want, you can select the text and then change the **font**, **color**, and **size** by using the commands on the **Format** and **Home** tabs.
6. Click anywhere outside the text box to return to your document.



# Inserting a text box

- ❖ You can also select one of the **built-in** text boxes that have predefined colors, fonts, positions, and sizes. If you choose this option, the text box will appear automatically, so you will not need to draw it.



# Moving a text box

1. Click the **text box** you want to move.
2. Hover the mouse over one of the edges of the text box. The mouse will change into a **cross with arrows**.
3. Click and drag the text box to the desired **location**.



# Resizing a text box

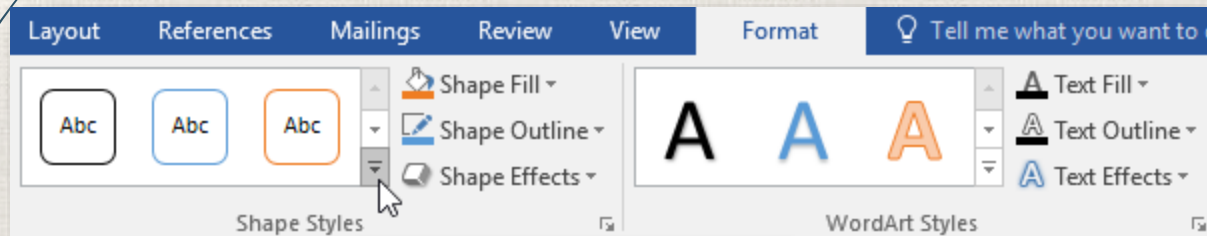
1. Click the **text box** you want to resize.
2. Click and drag any of the **sizing handles** on the corners or sides of the text box until it is the desired size.



# Changing the shape style

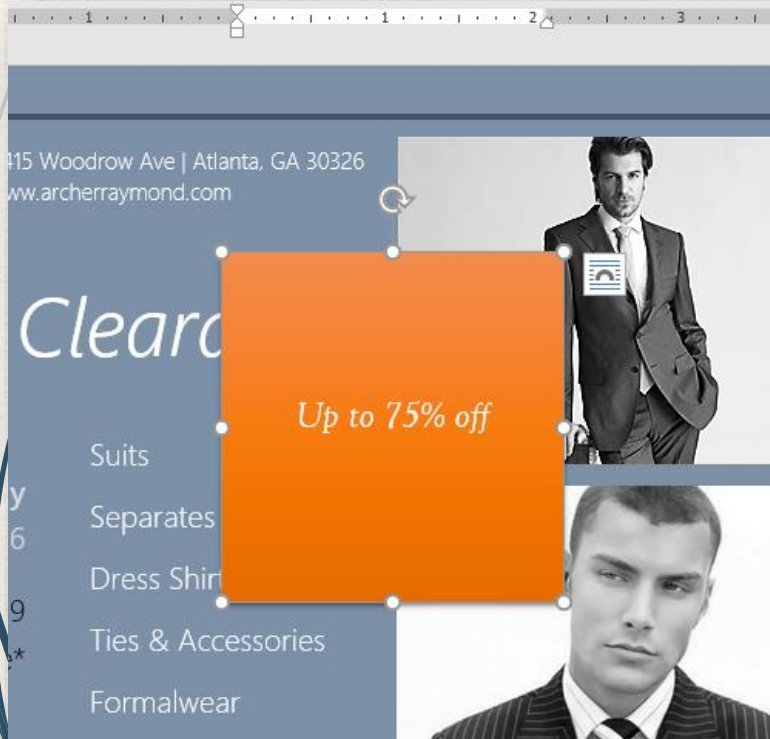
Choosing a **shape style** allows you to apply preset colors and effects to quickly change the appearance of your text box.

1. Select the text box you want to change.
2. On the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.



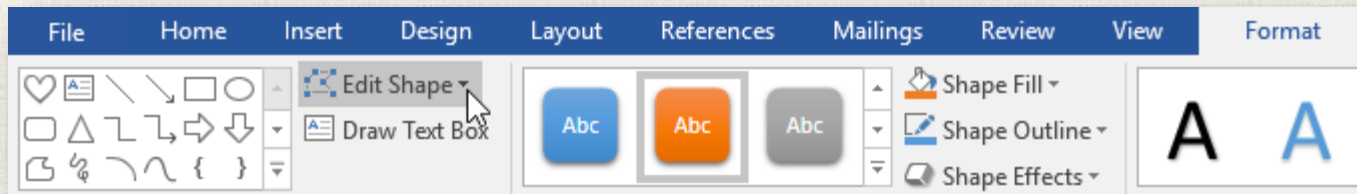
# Changing the shape style

3. A drop-down menu of styles will appear. Select the **style** you want to use.
4. The text box will appear in the selected style.



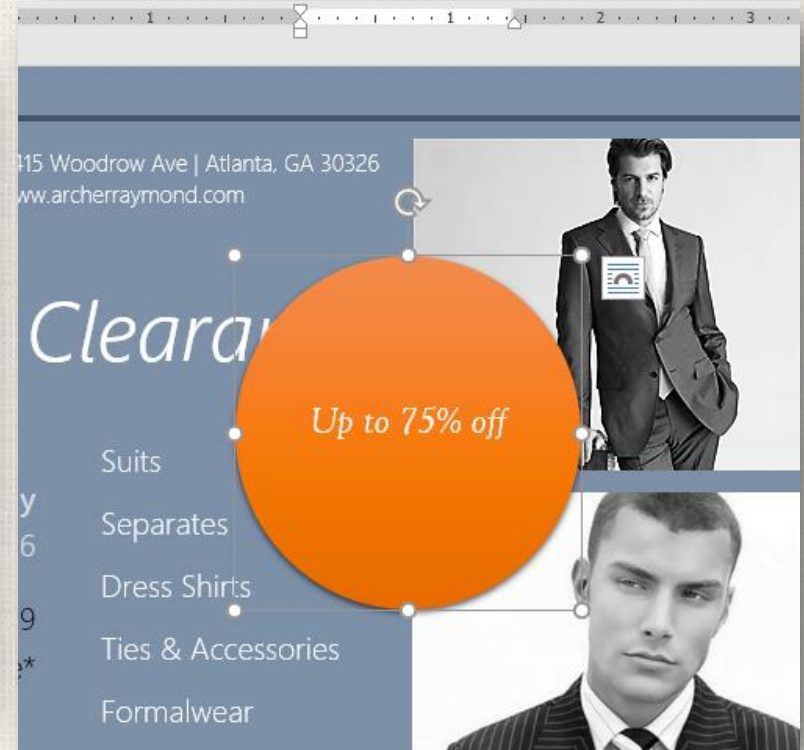
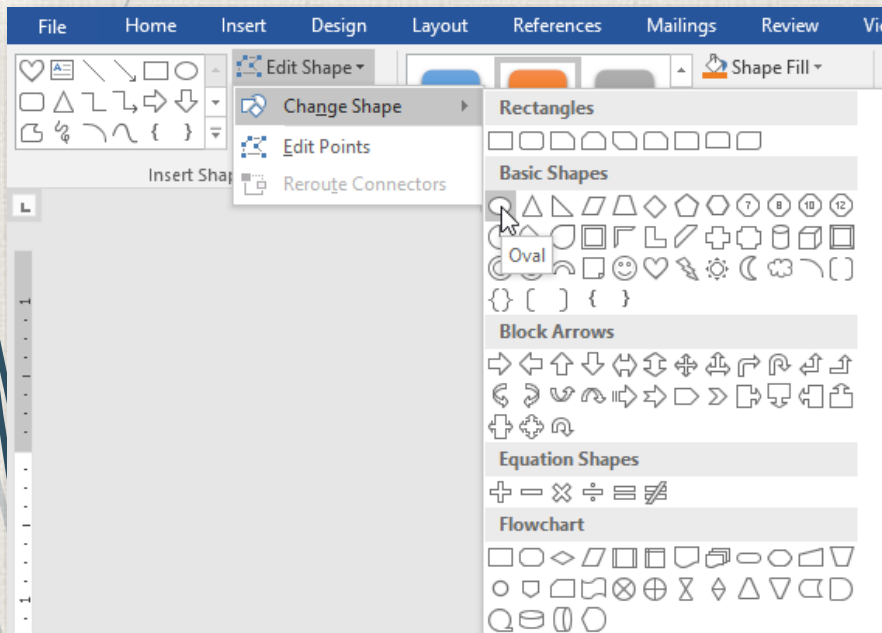
# Changing the text box shape

1. Select the text box you want to change. The **Format** tab will appear.
2. From the **Format** tab, click the **Edit Shape** command.



# Changing the text box shape

3. Hover the mouse over **Change Shape**, then select the desired **shape** from the menu that appears.
4. The text box will appear formatted as the shape.



# Practice

- Open our **practice document**.
- Insert a **Simple Text Box**.
- In the text box, type **Get an additional 25% off when you mention this ad!**
- Change the font to **Gadugi, 20 pt, Center Align**.
- Change the **shape** of the text box to **Double Wave** from the **Stars and Banners** group.
- Change the **text box style** by selecting any style in the **Intense Effect** row.
- Drag the text box to the space below **Buy 1, Get 1 Free\*** and **Formalwear**.

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The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with shadows on their right and bottom sides. Below the text is a faint, semi-transparent reflection of the same text.

**THE END**

THE END