




Word 3  
 Microsoft Word 2007

Action	Technique
<p>1. Insert a Text Box</p> 	<ol style="list-style-type: none"> <li>1. Click the <b>Insert</b> tab on the <b>Ribbon</b>.</li> <li>2. Then click on <b>Text Box</b>. Choose the design you want by clicking on a design from the design gallery.</li> </ol> <p>To draw your own text box, click on <b>Insert</b> and <b>Text Box</b> then click on <b>Draw Text Box</b>.</p> <p>Move your cursor to the area in which you would like to place the text box. Click and hold the left mouse button. Drag the cursor until the text box reaches the desired size. Release the mouse button.</p> <p>Enter text in the text box by clicking and typing in the box. Text in the box can be formatted like any other text in your document.</p>
<p>2. Resize a Text Box</p> 	<p>Select the text box by clicking on it. Then use the <b>handles</b> to change the size of your text box.</p> <ol style="list-style-type: none"> <li>1. Put you cursor on any one of the handles, the cursor will change into a <b>two-way arrow</b>.</li> <li>2. Hold the left mouse button and drag the cursor until the text box reaches the desired size.</li> </ol> <p><b>OR</b></p> <p><b>To resize to an exact height and width:</b></p> <p>Click the text box that you want to resize.</p> <p>Under <b>Text Box Tools</b>, on the <b>Format</b> tab, in the <b>Size</b> group, enter the measurements that you want into the <b>Height</b> and <b>Width</b> boxes. If you do not see the <b>Format</b> tab select/click on the text box.</p>
<p>3. Move a Text Box</p> 	<p>An advantage of using text boxes is that they can easily be moved around anywhere on the document. Select the text box to be moved. Move the pointer to the border of the text box. The pointer now becomes a <b>four-way arrow</b>. Click and drag the text box to its new location.</p>

# **Microsoft Word II Designing Your Documents**

**J.D. Biersdorfer**



# Microsoft Word II Designing Your Documents

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