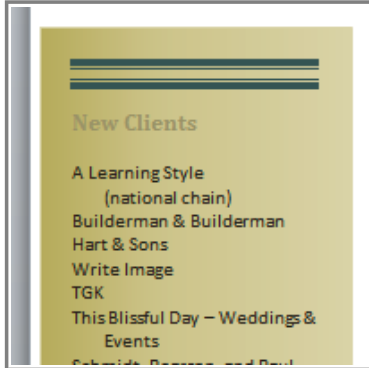




## Introduction



You may want to **insert a text box** into your document to draw attention to specific text or to have the ability to **easily move text** around within a document. Text boxes are basically treated the same as **shapes**, so you can add the same types of effects to them, and you can even change their shape. If you want, you can format the text inside the text box as **WordArt**, allowing you to apply **3-D effects** and **transformations** to the text itself.

In this lesson, you will learn how to **insert a text box** and format it in various ways including **resizing** and **moving** it, and changing the text box **shape**, **color**, and **outline**. You will also learn how to create and format **WordArt**.

## Text Boxes

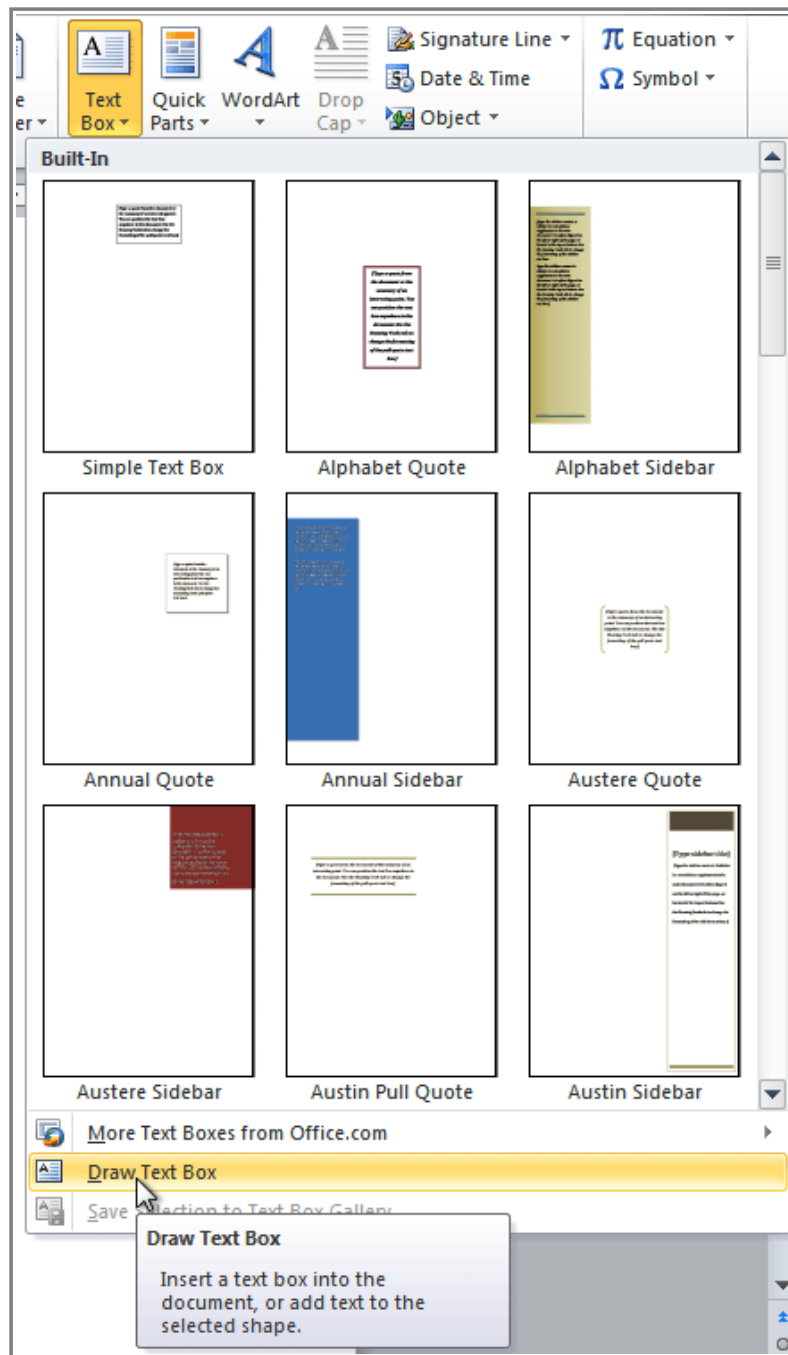
▶▶▶ Watch the video to learn how to create text boxes and WordArt.



Watch the video (4:31). [Need help?](#)

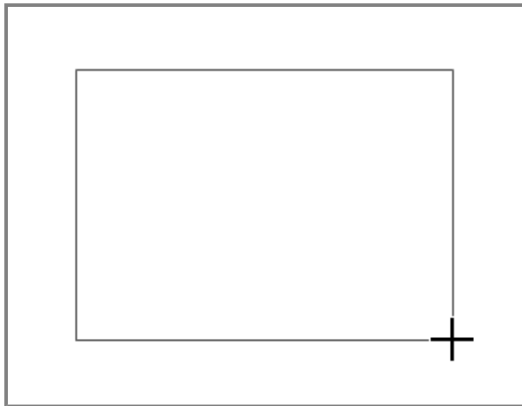
### To Insert a Text box:

1. Select the **Insert** tab on the Ribbon.
2. Click the **Text Box** command in the **Text** group. A drop-down menu will appear.
3. Select **Draw Text Box**.



***Creating a blank text box***

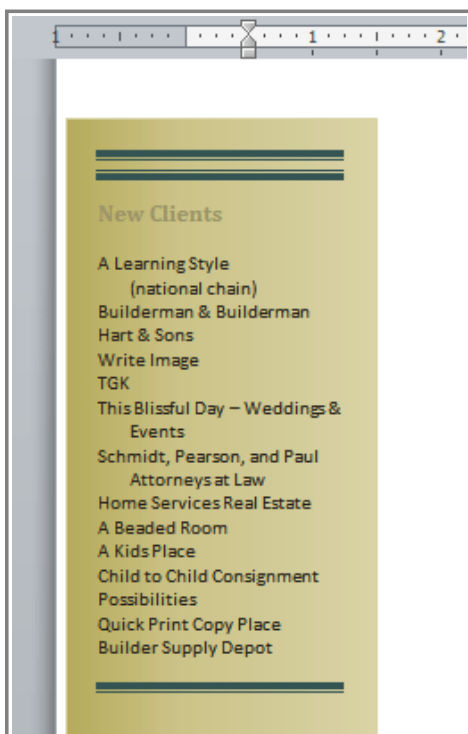
4. Click and drag on the document to create the text box.



*Drawing the text box*

5. You can now start typing to create text inside the text box.


From the drop-down menu, you can also select one of the built-in text boxes that have pre-defined colors, fonts, positions and sizes. If you choose this option, the text box will appear automatically, so you will not need to click and drag to draw it.



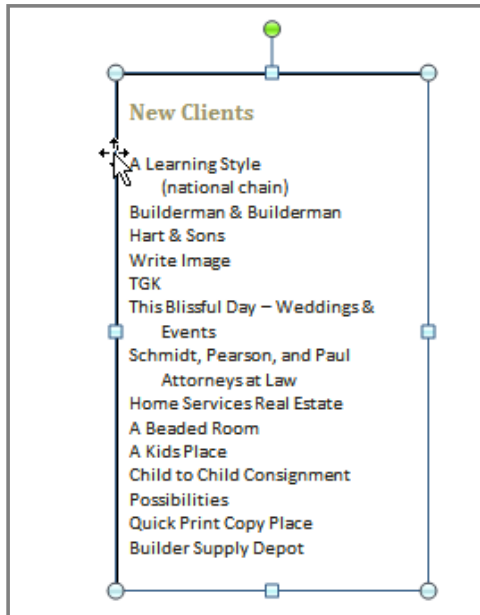
*A built-in text box*

## To Move a Text Box:

1. Click on the text box.
2. Hover the mouse over one of the edges of the text box. The mouse pointer becomes a **cross with arrows**

on each end and looks like this: 

3. **Click and drag** the text box to the desired location on the page.



*Moving a text box*

## To Resize a Text Box:

1. Click the text box.
2. Click and drag one of the **sizing handles** on the corners or sides of the text box until it is the desired size.



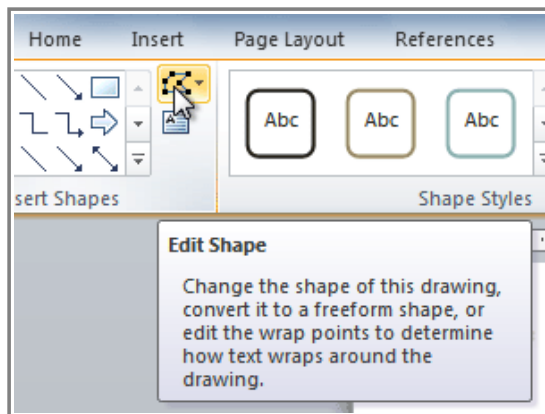
*Resizing a text box*

If you drag the **sizing handles** on any of the four corners, you will be able to change the **height** and **width** at the same time. The sizing handles on the top or bottom of the text box will only allow you to resize **vertically**, while the handles on the left and right sides will resize the text box **horizontally**.

## Changing a Text Box's Appearance

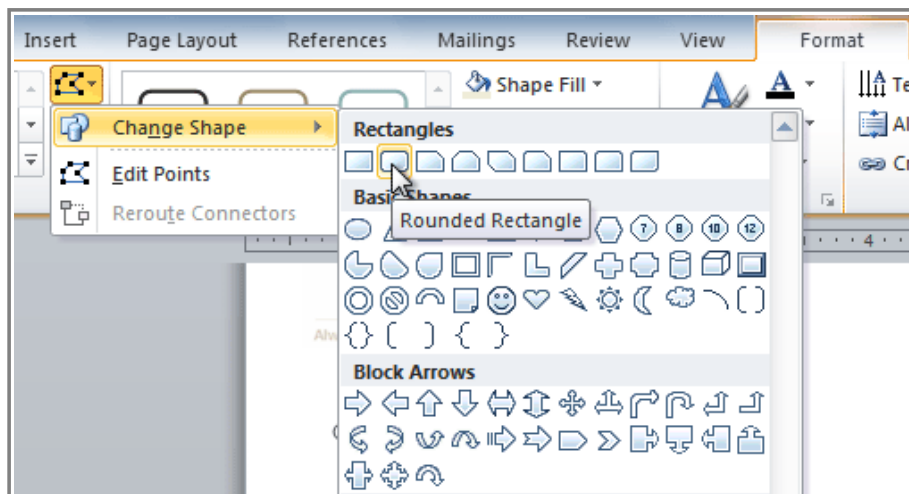
### To Change the Text Box Shape:

1. Select the text box. A new **Format** tab appears with Drawing Tools.
2. Go to the **Format** tab.
3. Click the **Edit Shape** command



*The Edit Shape command*

4. Click **Change Shape** to display a drop-down list.



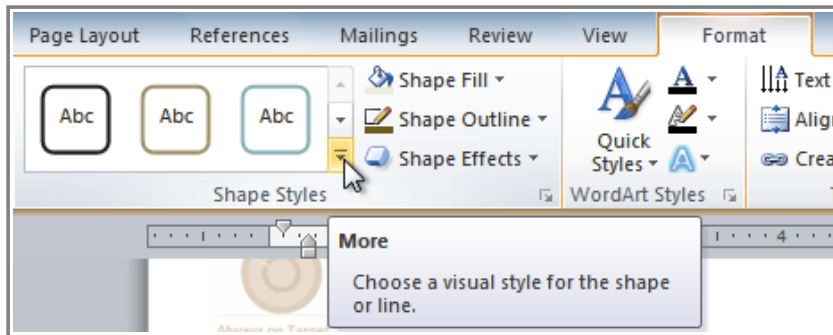
*Choosing a different shape for the text box*

5. Select the desired shape from the list.

## To Choose a Shape Style:

Choosing a **Shape Style** allows you to apply a preset fill and outline color, and in some cases, other effects such as **beveling** and **shadow**. You don't have to pick a style for your text box, but it can help you save time or experiment with different appearances.

1. Select the text box. The **Format** tab appears.
2. Select the **Format** tab.
3. Click the **More** drop-down arrow in the Shape Styles group to display more style options.

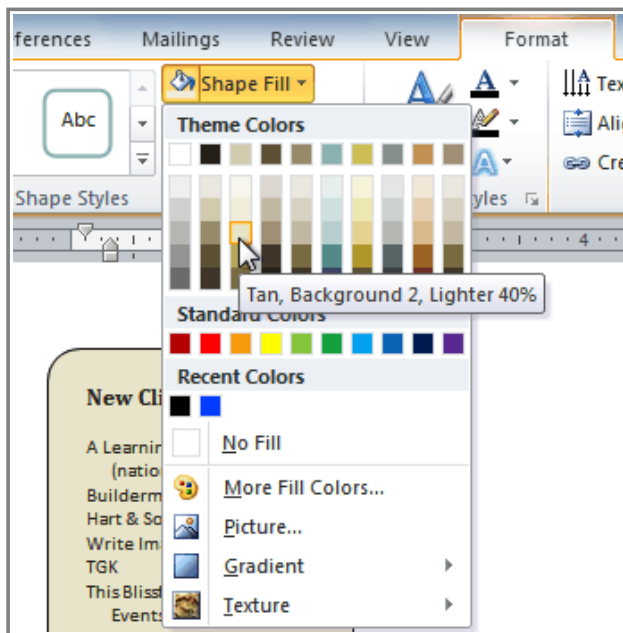


*Viewing the Shape Styles*

4. Hover the mouse over the styles to see a live preview.
5. Select the desired style.

## To Change Shape Fill:

1. Select the text box. The **Format** tab appears.
2. Click the **Format** tab.



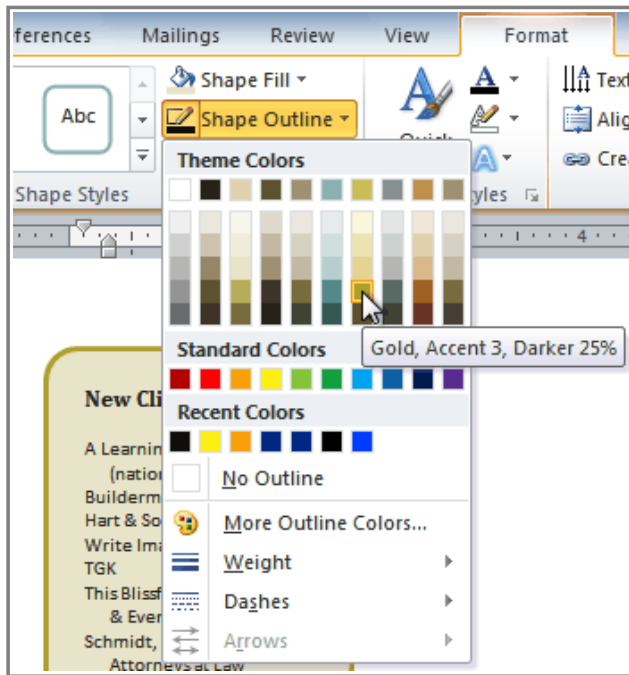
*Changing the fill color*

3. Click the **Shape Fill** command to display a drop-down menu.
4. From the drop-down menu, you can select a **color** from the list, choose **No Fill**, or select **More Fill Colors** to use a color that's not on the list.

## To Change the Shape Outline:

1. Select the text box. The **Format** tab appears.

2. Click the **Shape Outline** command to display a drop-down list.



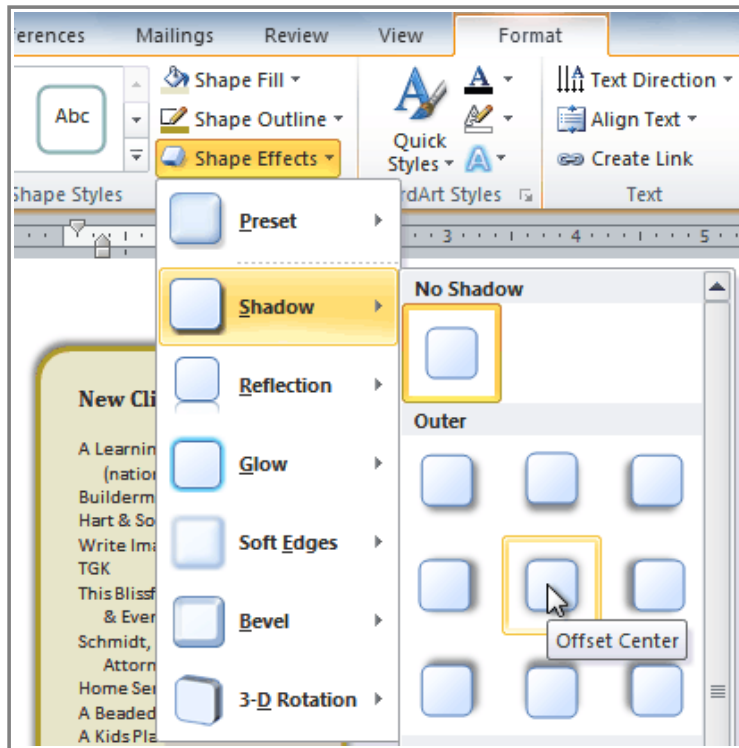
*Changing the outline color*

3. Select a **color** from the list, choose **No Outline**, or select **More Outline Colors** to use a color that's not on the list.
4. From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether or not it is a **dashed** line.

## To Change Shadow Effects:

1. Select the text box. The **Format** tab appears.
2. Select the **Format** tab.
3. Click the **Shape Effects** command.
4. Click **Shadow**.
5. Move your mouse over the menu options to see a live preview in your document.





*Adding a shadow*

6. Click the desired option to select the shadow effect.

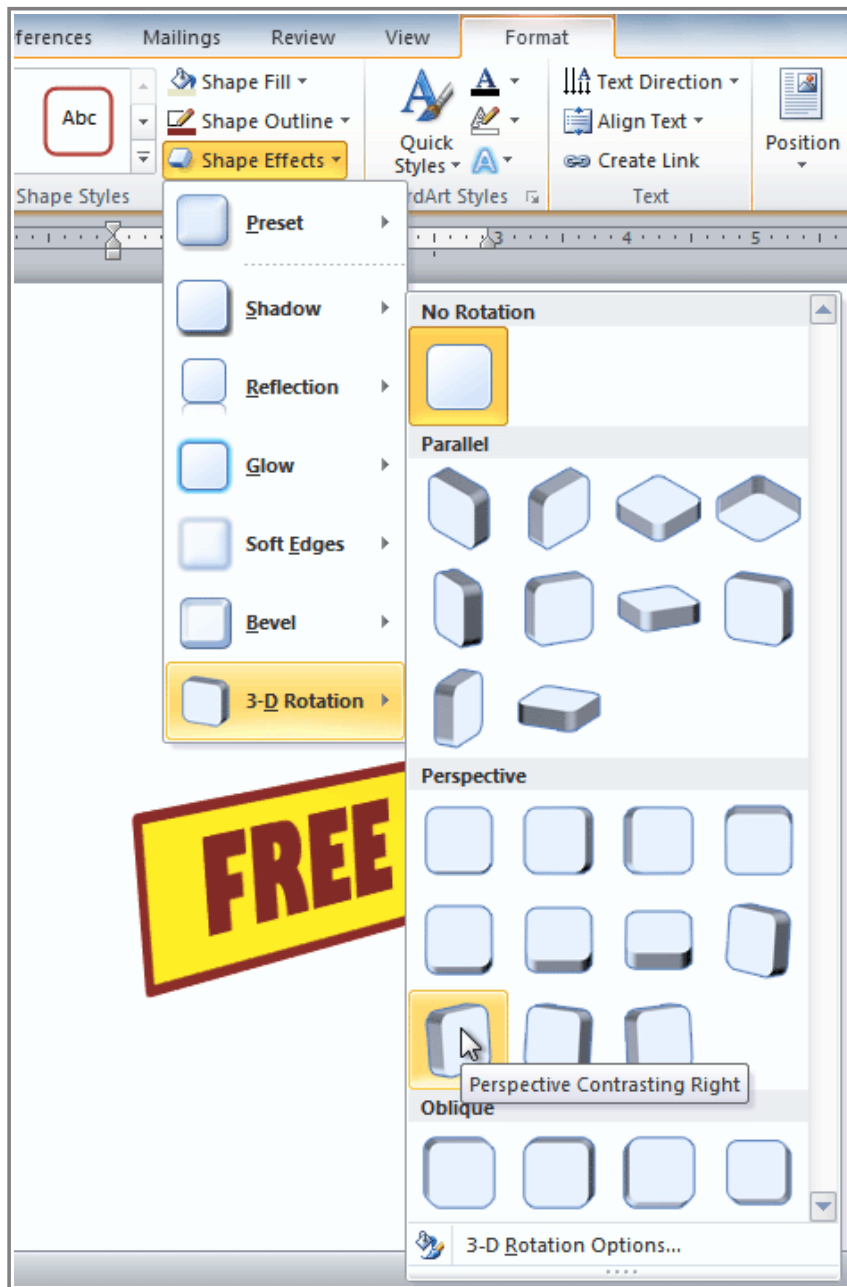
To choose a different shadow color for your shape, select **Shadow Options** from the drop-down menu and click the **Color** button.

## 3-D Effects

Just like other types of shapes, text boxes can have **3-D Effects**. There are two kinds of effects that you can apply to your shapes to give them a 3-D appearance: **3-D Rotation** and **Bevel**. **3-D Rotation** gives the appearance that you are viewing the object from a different angle, and it can be applied to any shape. **Bevel** adds thickness and a rounded edge to shapes, however it doesn't work with every type of shape.

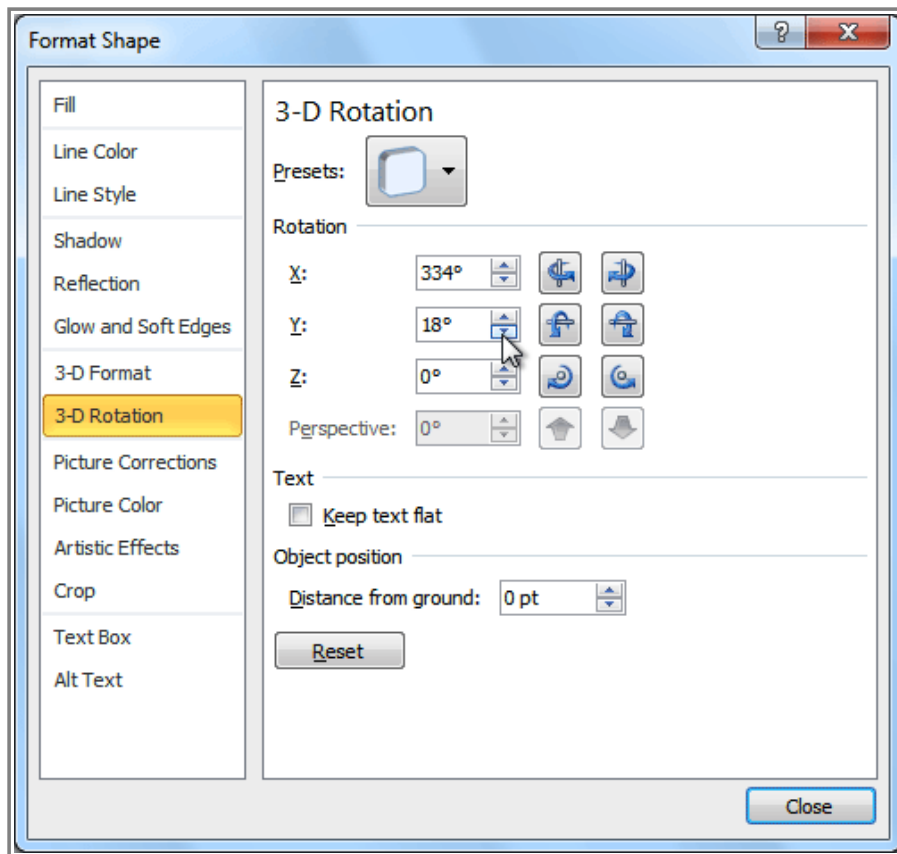
### To Use 3-D Rotation:

1. Select the text box.
2. Click on the **Format** tab.
3. Click **Shape Effects** from the **Shape Styles** group.
4. Hover the mouse over **3-D Rotation**. A drop-down menu will appear.



*Applying 3-D Rotation to a text box*

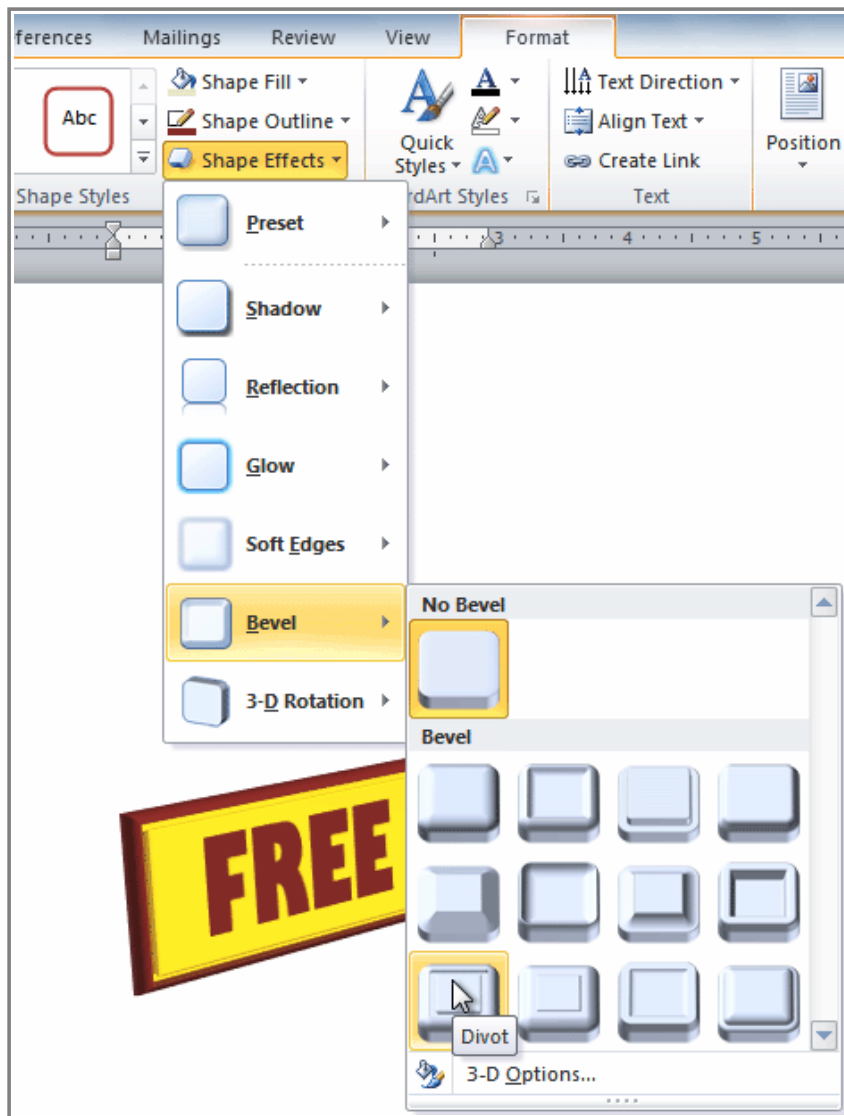
5. Select the desired **rotation preset** from the drop-down menu. You can also click **3-D Rotation Options** if you would prefer to type in custom values.



*3-D Rotation Options*

## To Use Bevel:

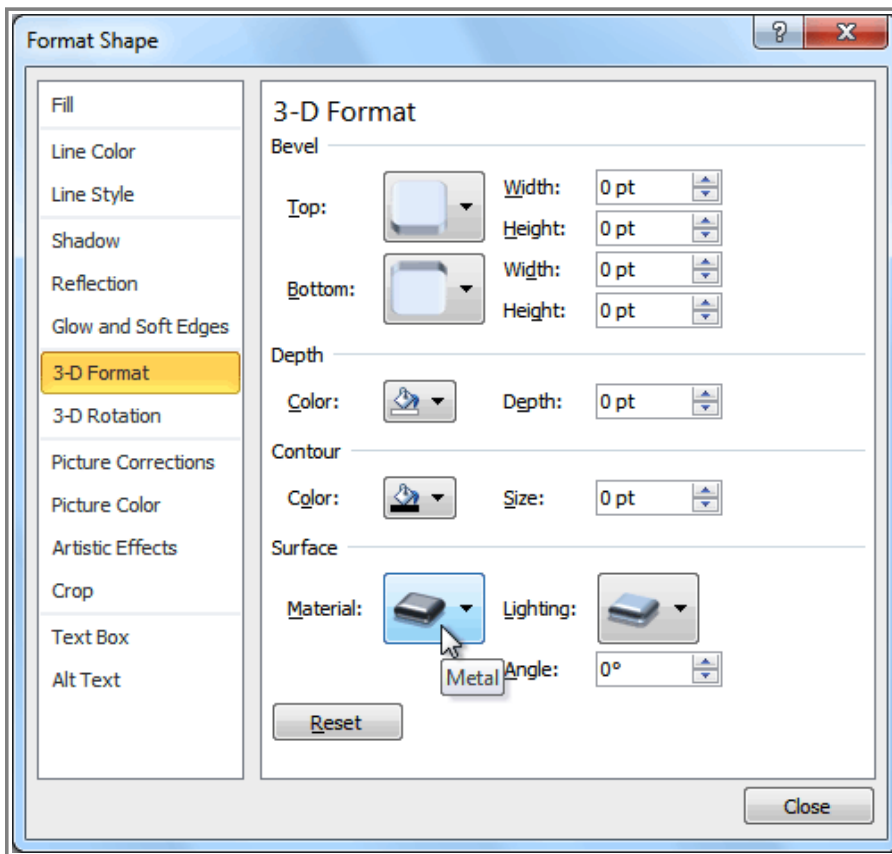
1. Select the text box.
2. Click on the **Format** tab.
3. Click **Shape Effects** from the **Shape Styles** group.
4. Hover the mouse over **Bevel**. A drop-down menu will appear.



*Adding bevel to a text box*

5. Select the desired **bevel preset** from the drop-down menu. You can also click **3-D Options** if you would prefer to type in custom values.

If you click on **3-D Options**, you'll also be able to change the shape's **Material** to give it a metal, plastic, or translucent appearance, and you can choose the **Lighting** type to change how the shape is illuminated.



*3-D Format Options*

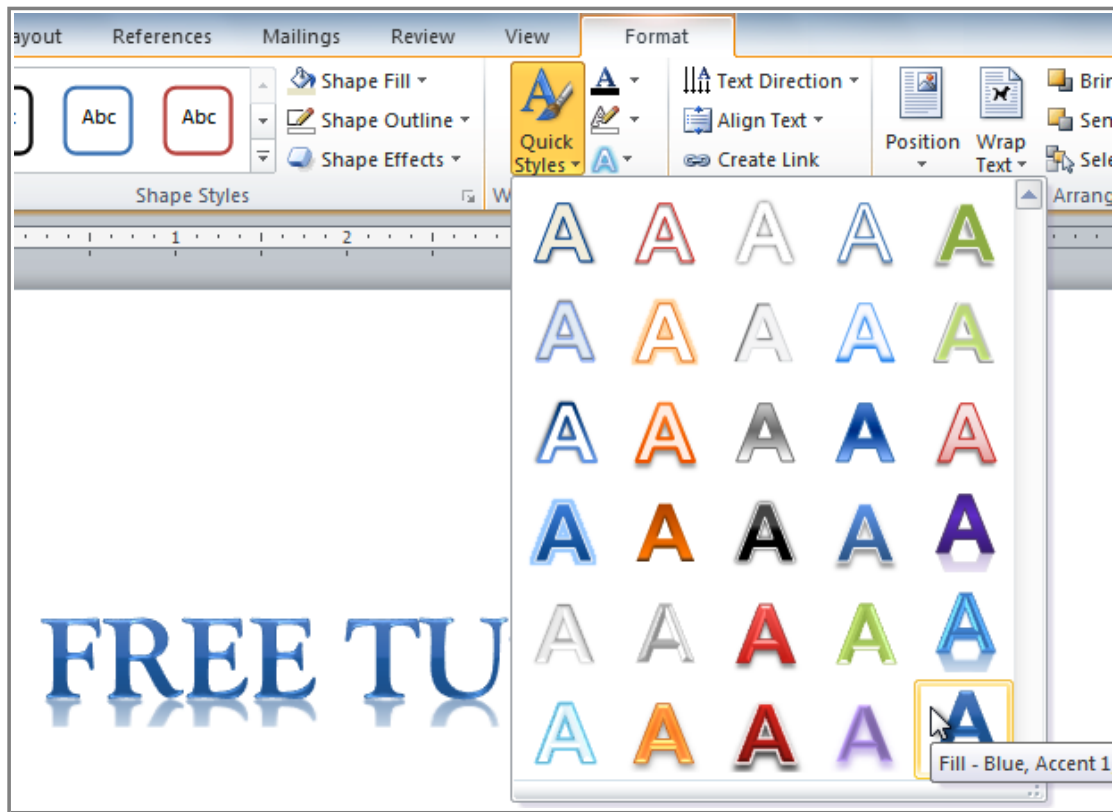
## Creating WordArt

In addition to adding effects to a text box, you can also add effects to the **text inside the text box**, which is known as **WordArt**. For the most part, the types of effects you can add are the same as the ones you can add to shapes or text boxes (shadow, bevel, etc.). However, you can also **Transform** the text to give it a wavy, slanted, or inflated look.

### To Apply a Quick Style to Text:

A **Quick Style** will automatically apply several effects to your text at once. You can then refine the look of your text by adding or modifying text effects.

1. Select the text box, or select some text inside of the text box. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Quick Styles** command in the **WordArt Styles** group. A drop-down menu will appear.



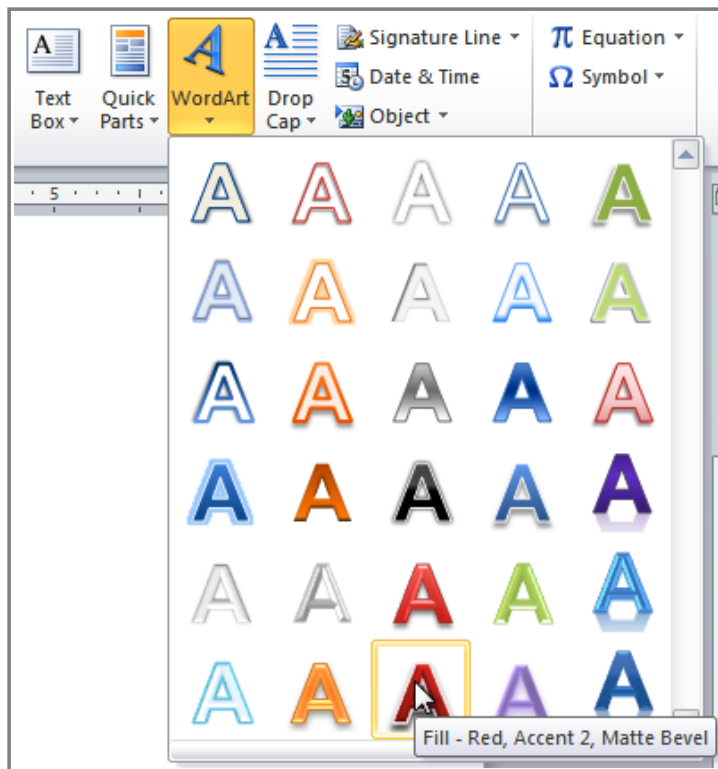
*Selecting a Quick Style*

4. Select the desired style preset to apply the style to your text.
- After you have applied a Quick Style, you can still modify the **font** or **font color** from the **Home** tab if desired.

## To Convert Regular Text into WordArt:

For text to be formatted as WordArt, it needs to be inside a **text box**. However, there is a shortcut that allows you to convert text into WordArt even if it's not in a text box.

1. Select the text you wish to convert.
2. Click the **Insert** tab.
3. Click the **WordArt** command. The **Quick Styles** drop-down menu will appear.



*Converting text to WordArt*

4. Select the desired **Quick Style**.
5. Word will automatically create a text box for your text and apply the style to the text.



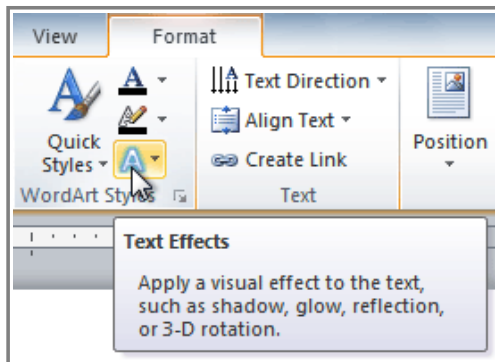
*After converting to WordArt*

Some effects, such as **shadows**, can be added from the **Text Effects** menu in the **Home** tab. When you add effects in this way, it will not place the text in a text box.

### To Add or Modify Text Effects:

1. Select the text box, or select some text inside of the text box. The **Format** tab will appear.
2. Click the **Format** tab.

3. Click the **Text Effects** command in the **WordArt Styles** group. A drop-down menu will appear showing the different **effect categories**.



*The Text Effects command*

4. Hover over an effect category. A drop-down menu will appear. You can hover the mouse over the different presets to see a live preview.



*Adding an effect*



5. Select the desired effect preset. The effect will be applied to your text. If you want, you can combine several different effects.



*The finished WordArt*

## Challenge!



1. Create a **new** document.
2. Insert a **text box**.
3. Enter some **text** into the text box.
4. **Move** the text box to the desired location.
5. Change the **outline** of the text box to a different color.
6. Change the **fill color** of the text box.
7. Add some **WordArt effects** to the text.