

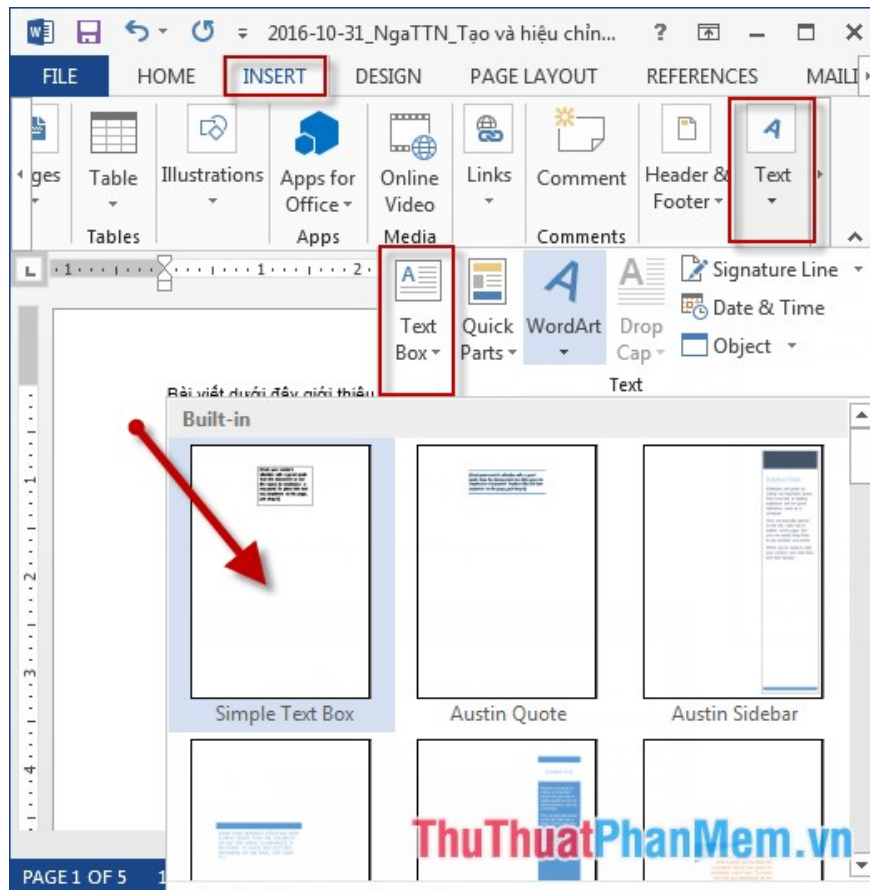
Create and edit Text boxes in Word

How to create and edit a Text box in Word 1. Create Text box. Step 1: Go to the Insert - Text - Text Box tab - select the type of Textbox to create: Step 2: Enter the content to create the Text box and change the font style and font for the Text box.

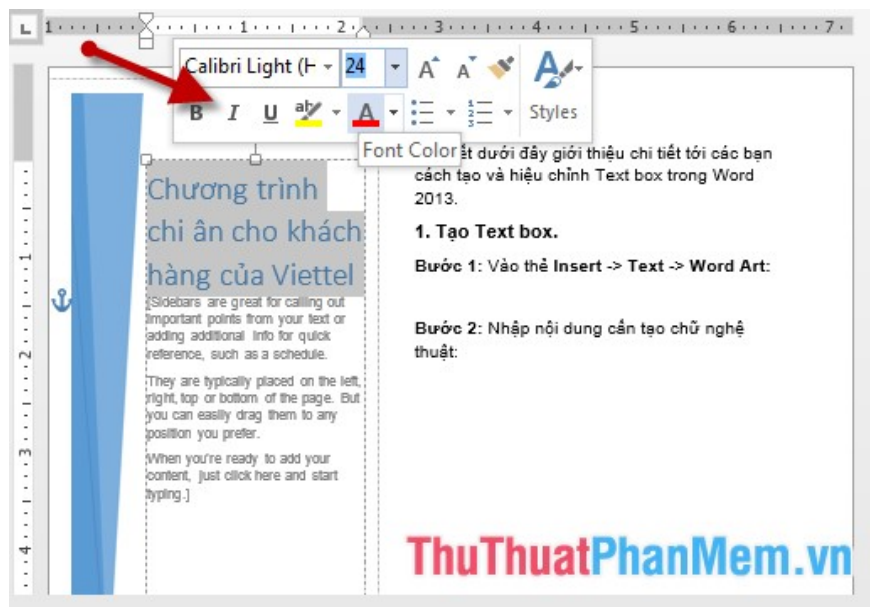
The following article introduces you in detail how to create and edit Text boxes in Word.

1. Create Text box.

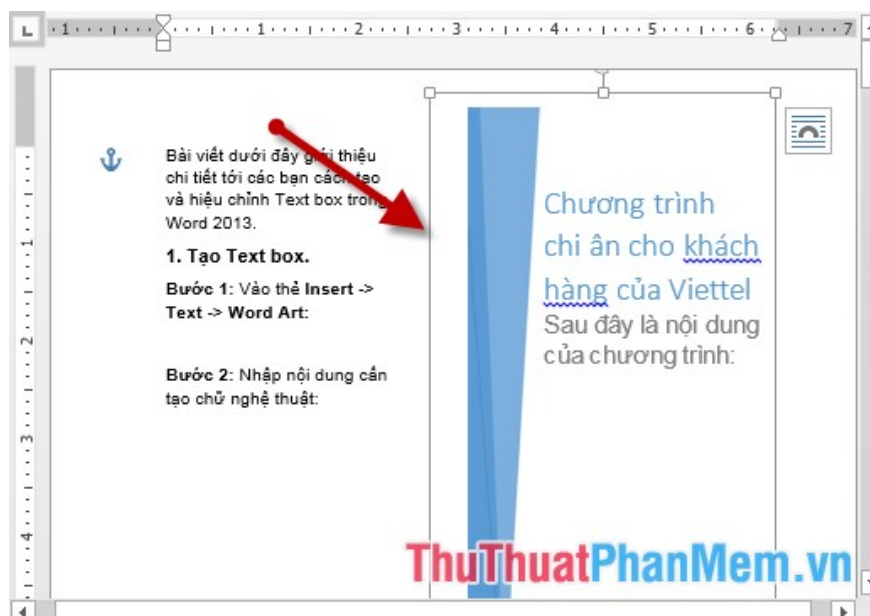
Step 1: Go to the **Insert** tab -> **Text** -> **Text Box** -> select the type of **Textbox** to create:



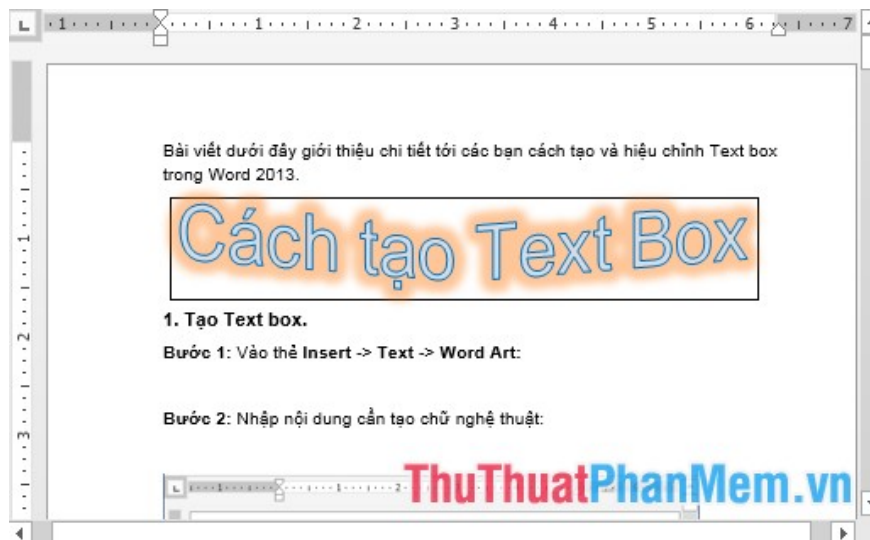
Step 2: Enter the content to create a **Text box** and change the font style and font for the **Text box**:



Step 3: Move the **Text box** position according to your needs:



- Or you can create a simple **Text Box** as follows:



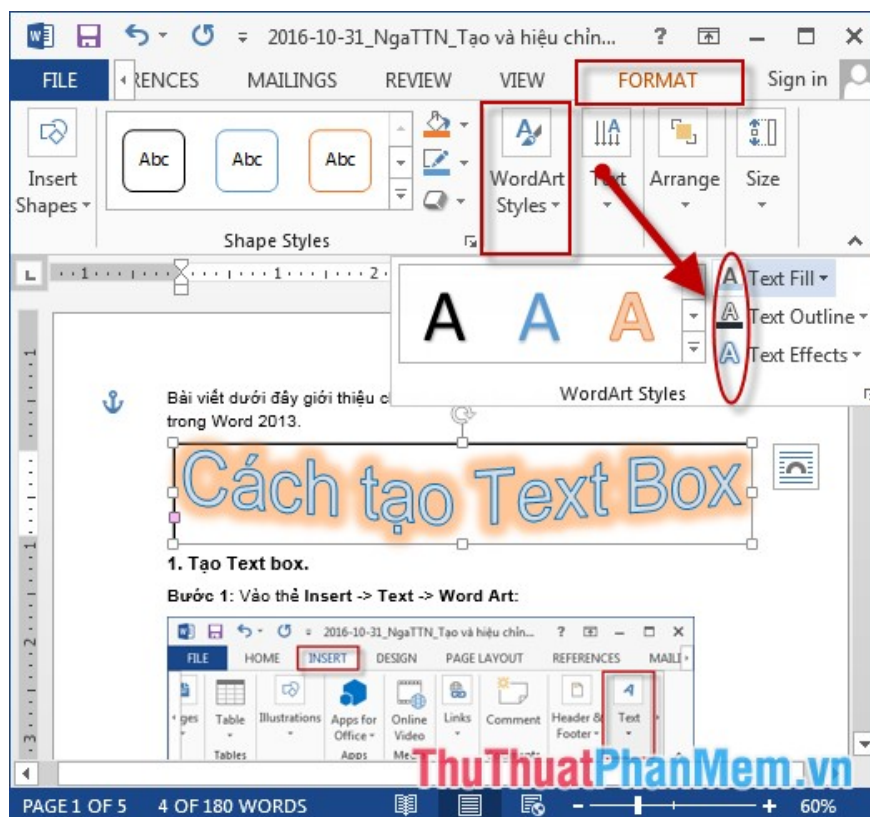
2. Edit Word Art.

- Change the **Text Box** typeface by clicking **Text Box -> Format -> Word Art Styles** including the following options:

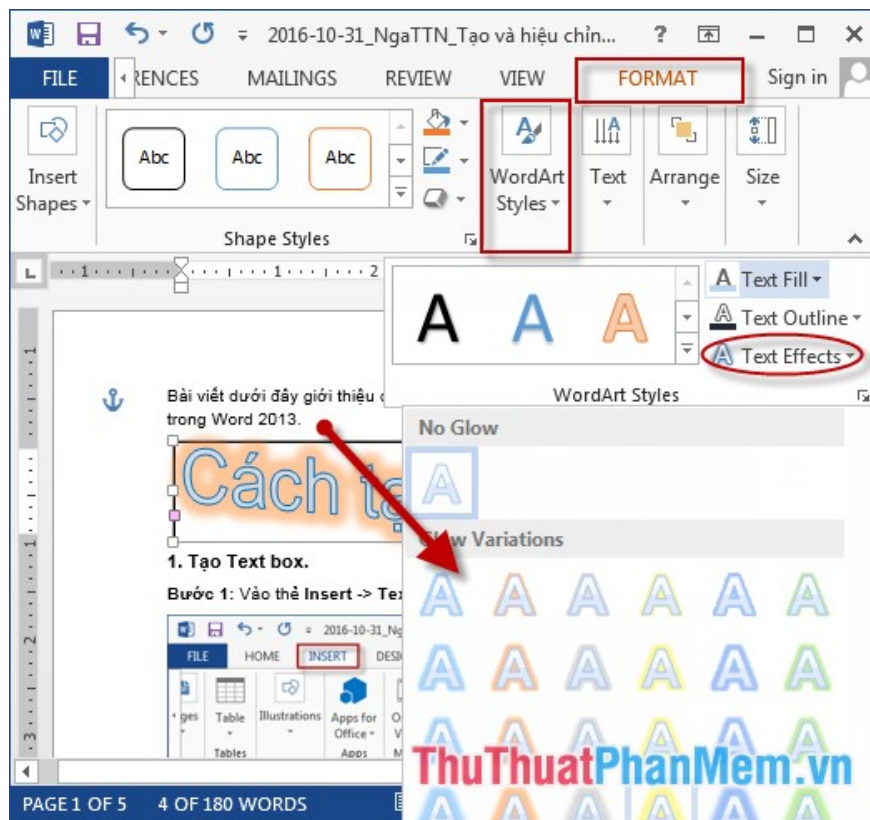
+ **Text Fill:** Select color for text.

+ **Text Outline:** Select the border color for the text.

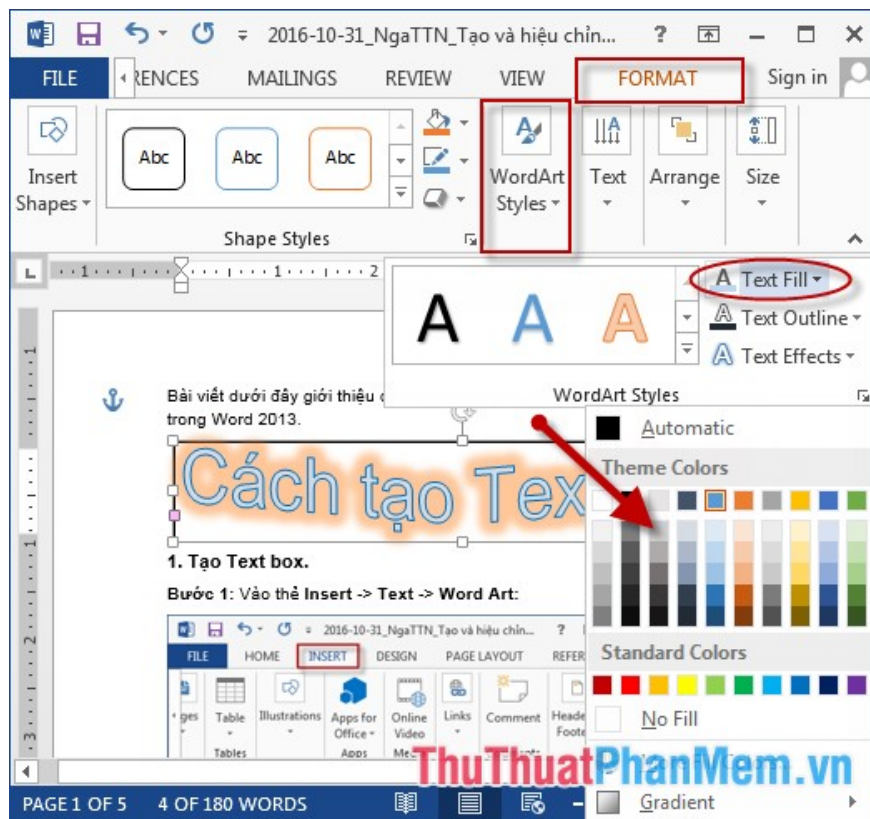
+ **Text Effect:** Select effects for text.



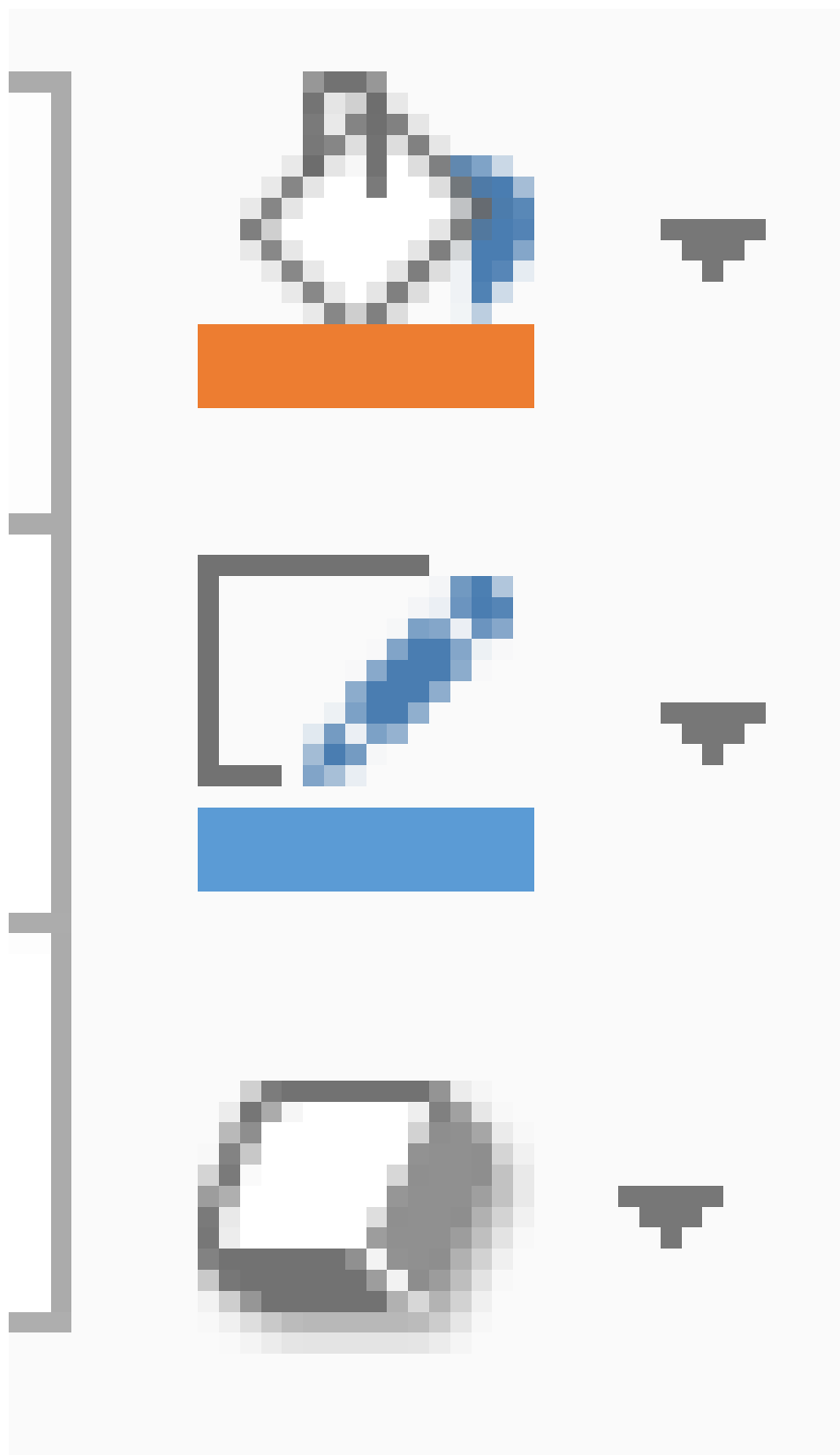
- For example, here select the shadow effect for text:

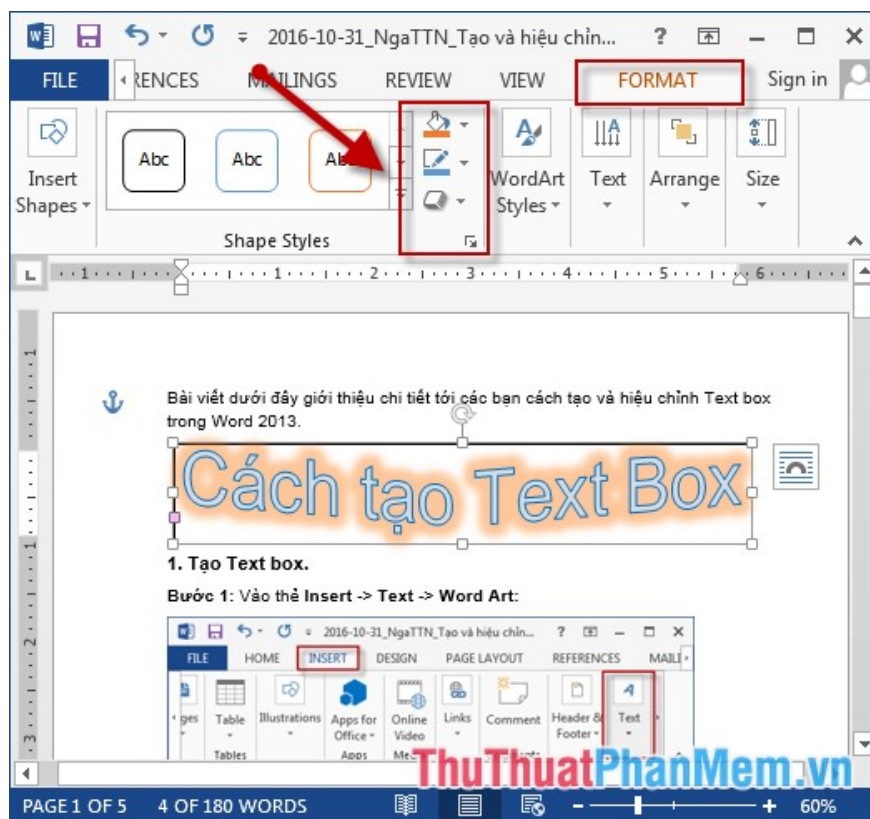


- Change the color for text in the **Text box**:

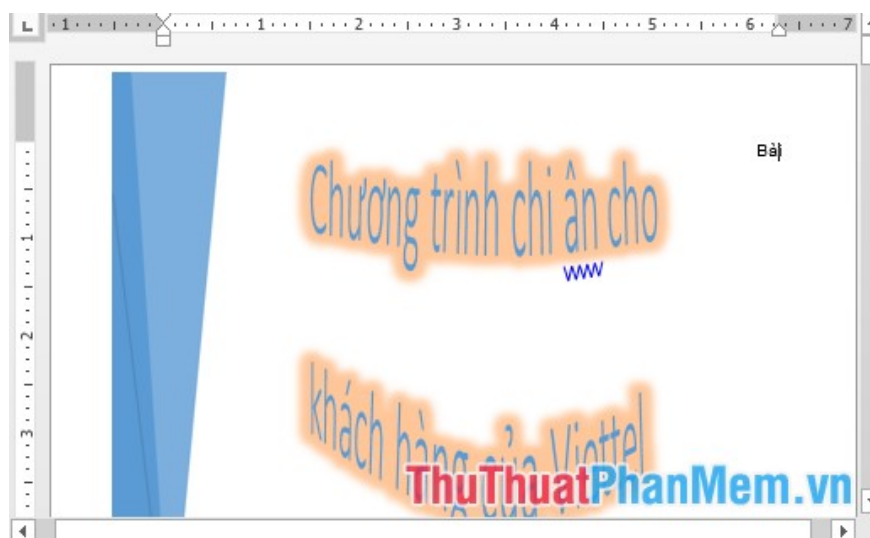


- Change the border color and frame for **Text Box** by clicking on one of the icons





- Results after adjustment:



Above is a detailed guide on how to create and edit **Text Box** in Word.

Good luck!

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