

How to insert Textbox in Excel without disturbing data

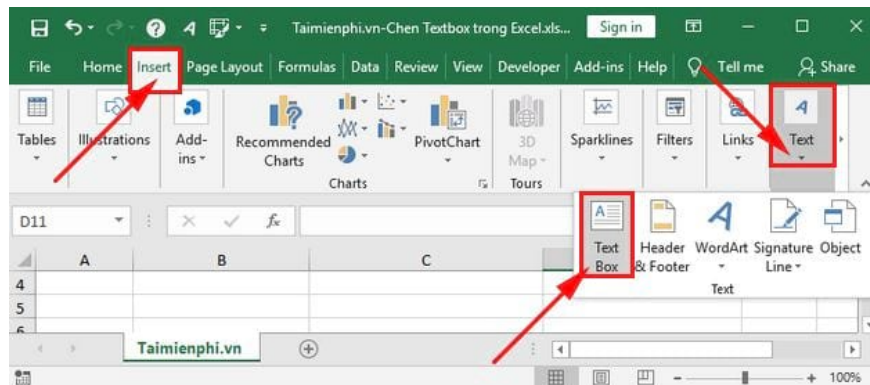
Inserting a Textbox in Excel is a great way to add text to your spreadsheet without affecting other data. The instructions below will help you do this quickly and easily.

If you want to add textboxes to Excel to take notes or highlight information, this article, Free Download, will guide you how to do it quickly and effectively, helping you work easier without disturbing the data in the spreadsheet.

How to insert Textbox in Excel 2016

The steps to format Textbox in **Excel 2016** are quite similar to Word, specifically:

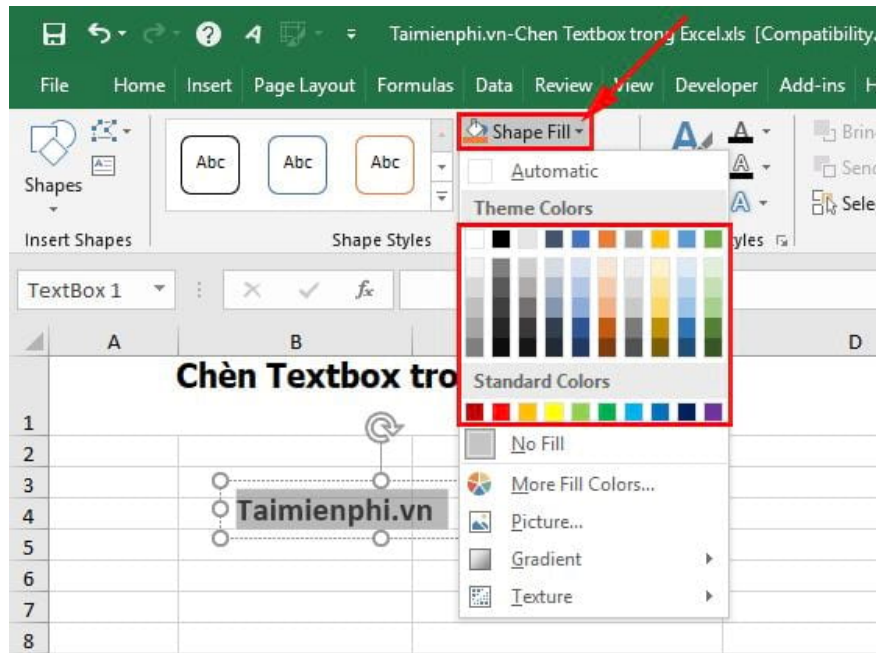
Step 1: Open the Excel file where you want to insert the Textbox -> then go to the **Insert** tab -> Text -> select **Text Box** .



Step 2: Customize on Textbox

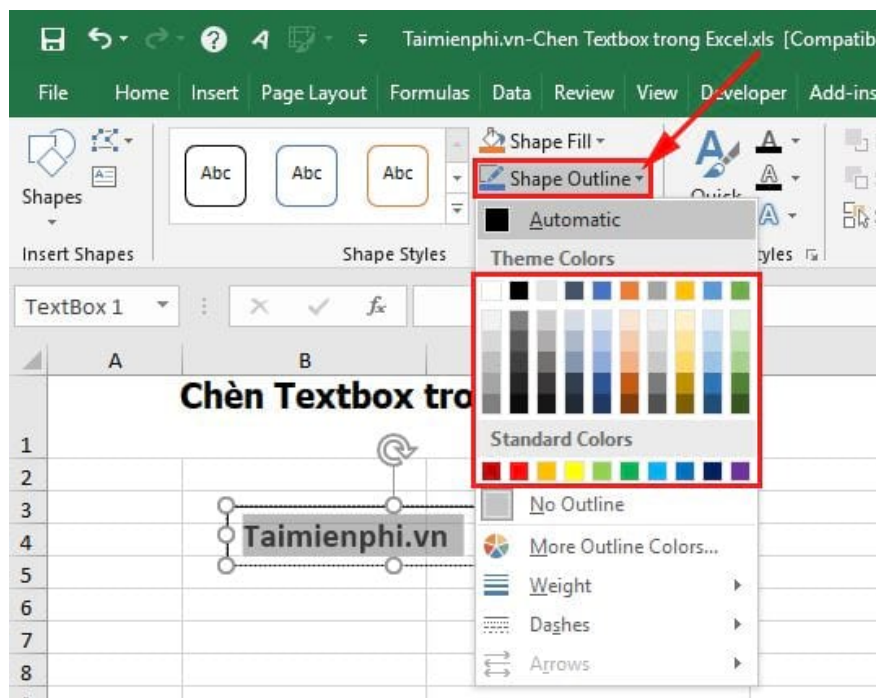
You can change the background color for Textbox

Go to the **Format** tab , click on the **Shape Fill** icon -> then select a color or image as the background for the Textbox.



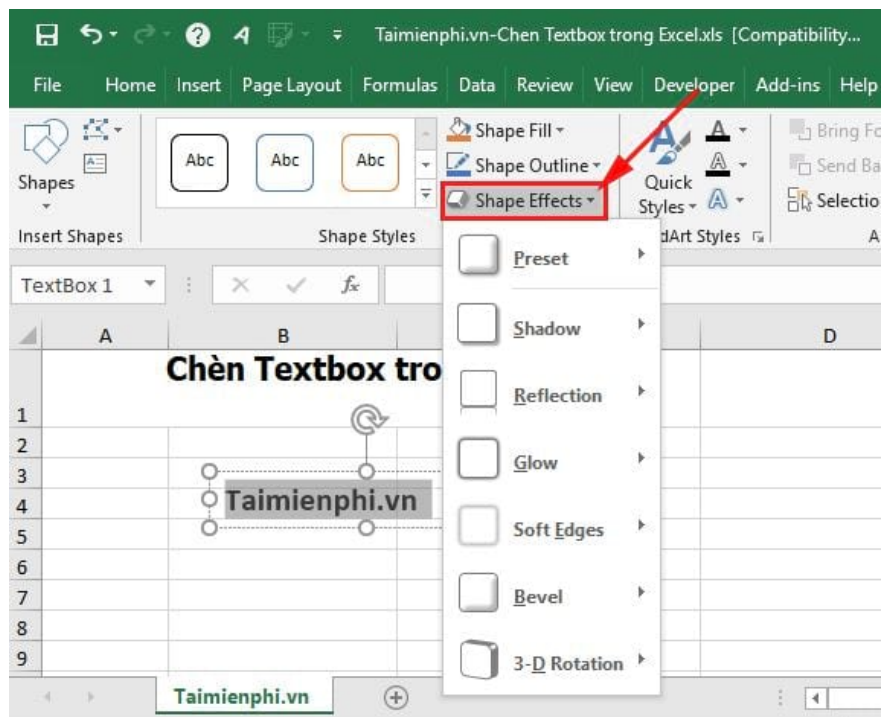
You can also change the border color for the Textbox.

Click on the Shape OutLine icon -> then select the border color of the Textbox.



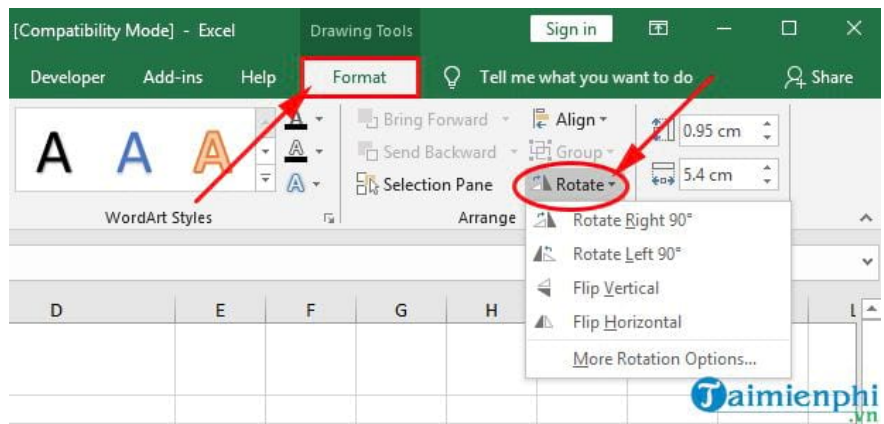
Create effects for Textbox

Click on the Shapes Effects icon -> then select the effect you want.



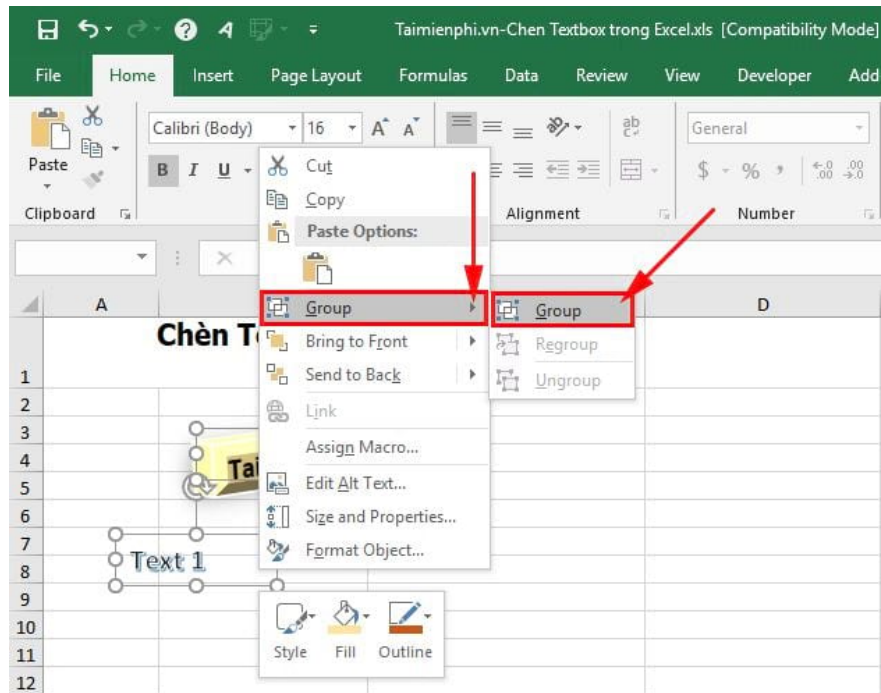
You can also customize the text in the Textbox.

To customize the text, go to the **Format** menu and select **Rotate** to customize the text.

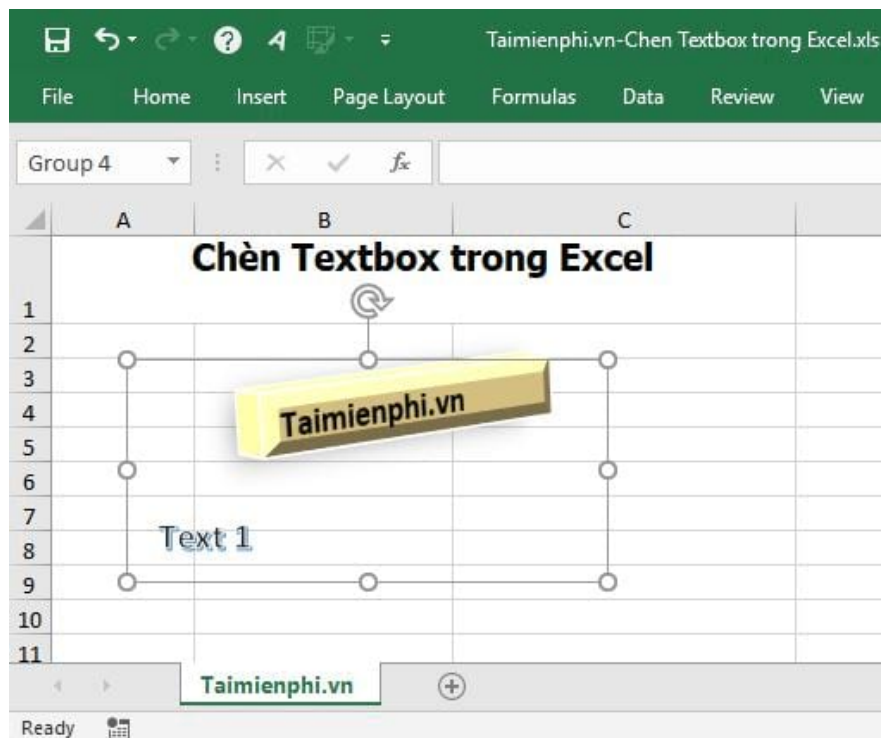


You can create Group Textbox

To create a Group Textbox, hold down the **Ctrl** key while selecting the objects you want to Group -> then right-click on the selected objects -> select **Group** -> then continue to select **Group** . The purpose of Grouping is to help you fix the objects and make them easier to move in Excel.



Step 3: Results:



The above sharing article has just guided you through **how to insert Textbox in Excel 2016**, which is quite simple and certainly not too difficult for you to do. In addition, if you are using other versions of Excel such as 2003, 2007, 2010, 2013, 2019, you can refer to **how to insert textbox in Excel spreadsheet** for these versions. Good luck!

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