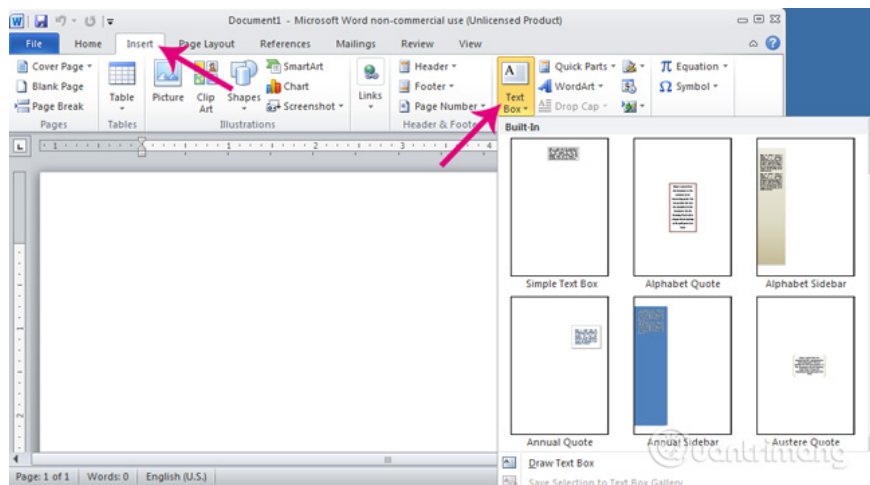


# Instructions for using Text Box in Word 2010

One of the great things about Microsoft Word is that even the most normal features are significantly improved. Especially in the Text Box text input box, a feature that has been available for several years in Word. With Word 2010, Microsoft has added a lot of graphics and text effects in general.

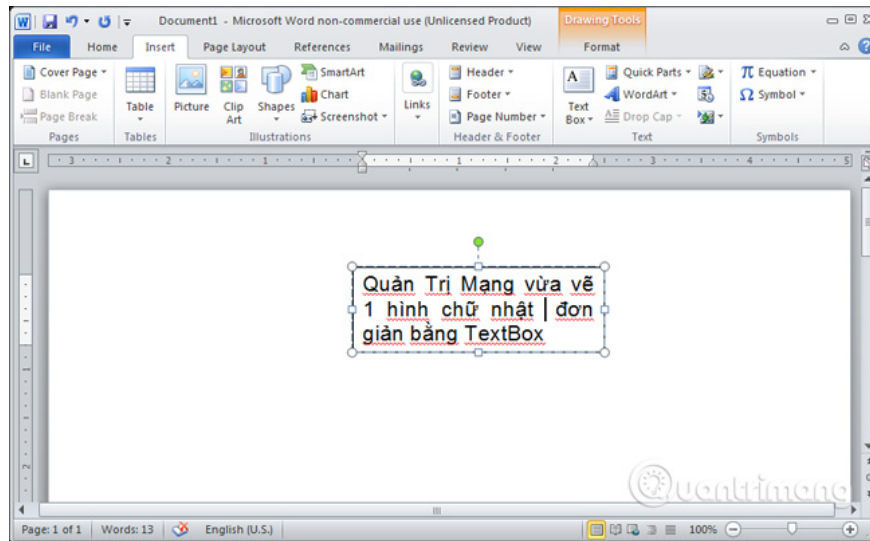
One of the great things about Microsoft Word is that even the most normal features are significantly improved. Especially in the Text Box text input box, a feature that has been available for several years in Word. With Word 2010, Microsoft has added a lot of graphics and text effects in general, and of course this also applies to the Text Box. This article will help you review some of those specific points.

To check, you can go to **Insert** > click on the **Text Box** icon.



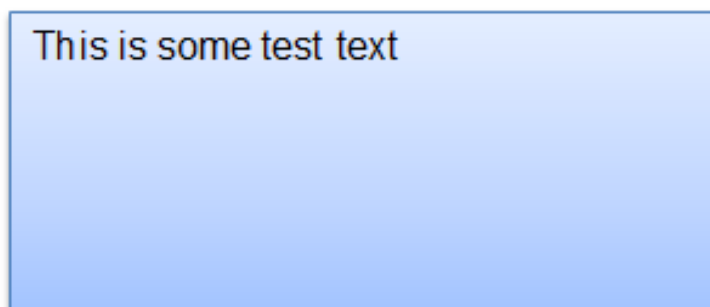
Here you will see a lot of pre-formatted options that can meet most of your work. Or you can click **Draw Text Box** to create a custom shape box.

For example we draw a rectangle like this using **Simple Text Box** :

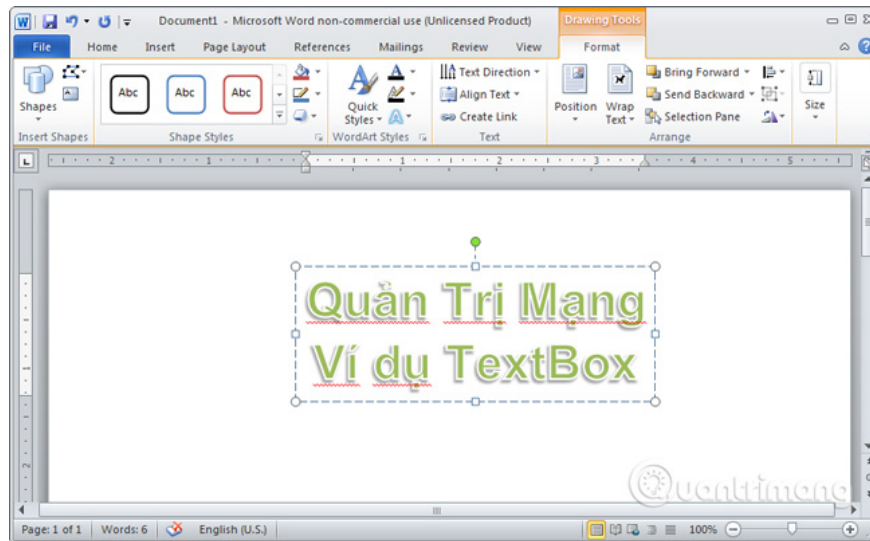


Note that when the rectangle is drawn you will see its outline in the form of dots, inside the cursor with the cursor. This is a sign to wait for the text to be entered. On the **Drawing Tools** menu there are 3 options for you to insert text: **Shape Styles**, **WordArt Styles**, and **Text** .

**Shape Styles:** shapes are predetermined with colors and shaded for text.



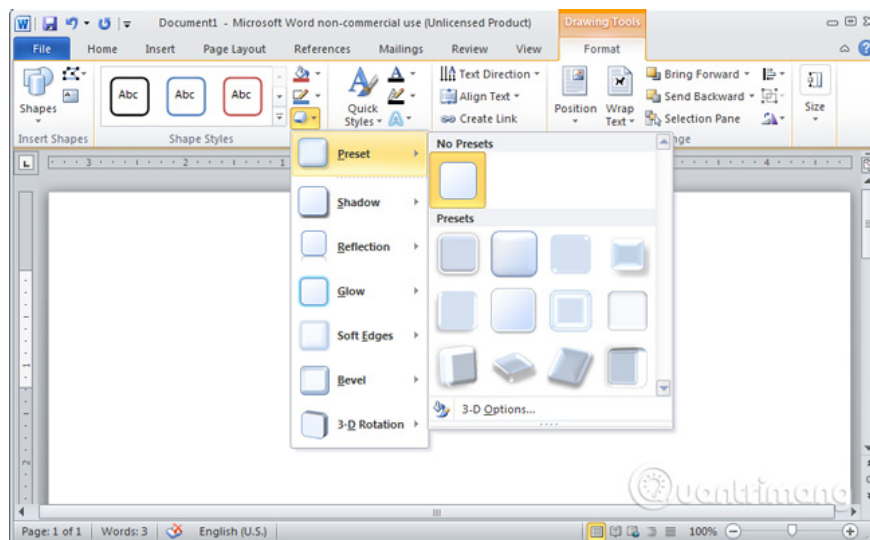
**WordArt Styles:** is an artistic font, you can go back to the ribbon bar to change the font, color or use a different text effect that looks like this:



In the **Shape Styles** menu, under the **Drawing Tools** menu, provide the following options:

1. **Fill Shape:** allows you to fill the shape of the shape.
2. **Shape Outline:** allows creating contours for shapes.
3. **Shape Effects:** create a border effect for the shape.

Notice the small arrow just below each menu, click it to display a popup menu so you have the option to edit the text in the box.



For example, with **Shape Fill** you can change the background color as follows:



This is some test text

With **Outline Shape** you will be able to customize the border color of the box:



This is some test text

With **Shape Effects** you will have a list of effects for the object to highlight them:

 **Shape Effects** ▾

 **Preset** ▶

 **Shadow** ▶

 **Reflection** ▶

 **Glow** ▶

 **Soft Edges** ▶

 **Bevel** ▶

 **3-D Rotation** ▶

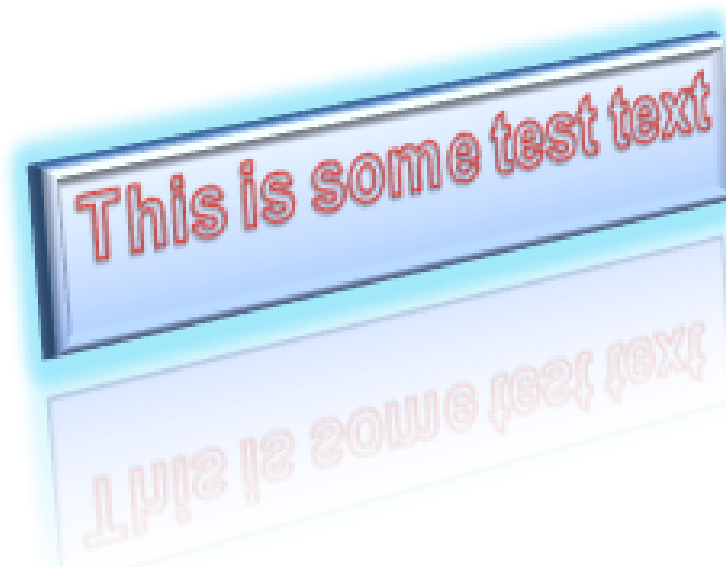
This is the most powerful part for you to edit your **Text Box** . Select **Preset** provides many pre-defined group options, such as this:



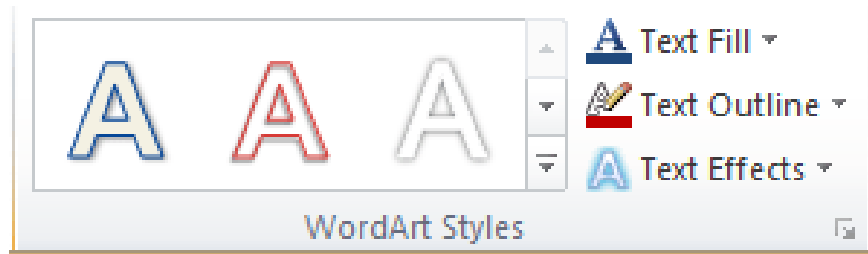
This is very convenient if you like the templates available, otherwise you can try **Shadow**, **Reflection**, **Glow**, **Soft Edges** or **Bevel** . You can also combine these effects to get a more beautiful product, for example:



Of all the options available, 3D rotation is the best. Just move the mouse pointer and you get an image like this:



The **WordArt Styles** section of the Drawing Tools menu allows you to create effects for text. You can combine these effects to get artistic texts as shown below:



Or if you combine *Shape* with *Text effects* , you will create the following unique effects:

This is some test text  
**This is some test text**

***Good luck!***

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