

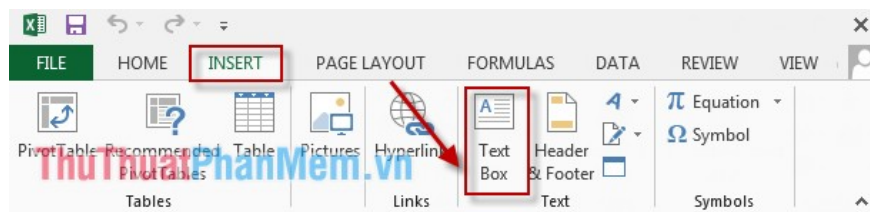
Instructions to insert Textbox in Excel

The following article details how to insert Textbox in Excel.

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Insert Textbox

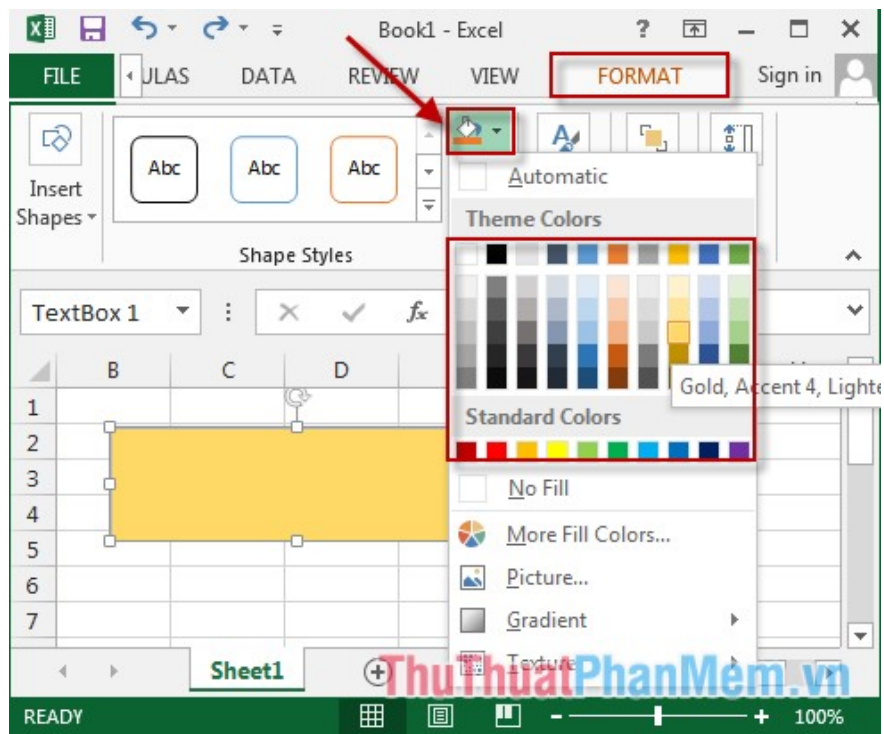
Go to the **INSERT** tab -> **Text Box** .



Customize on Textbox

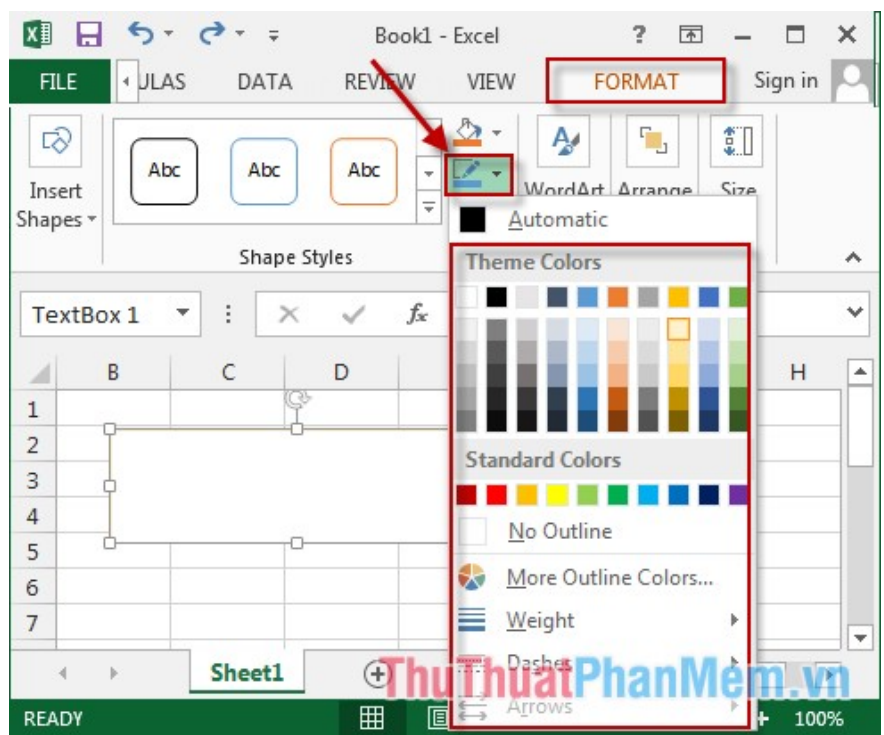
1. Change the background color for Textbox

Click the **Shape Fill** gradient icon -> Choose a color or image as a background for the Textbox.



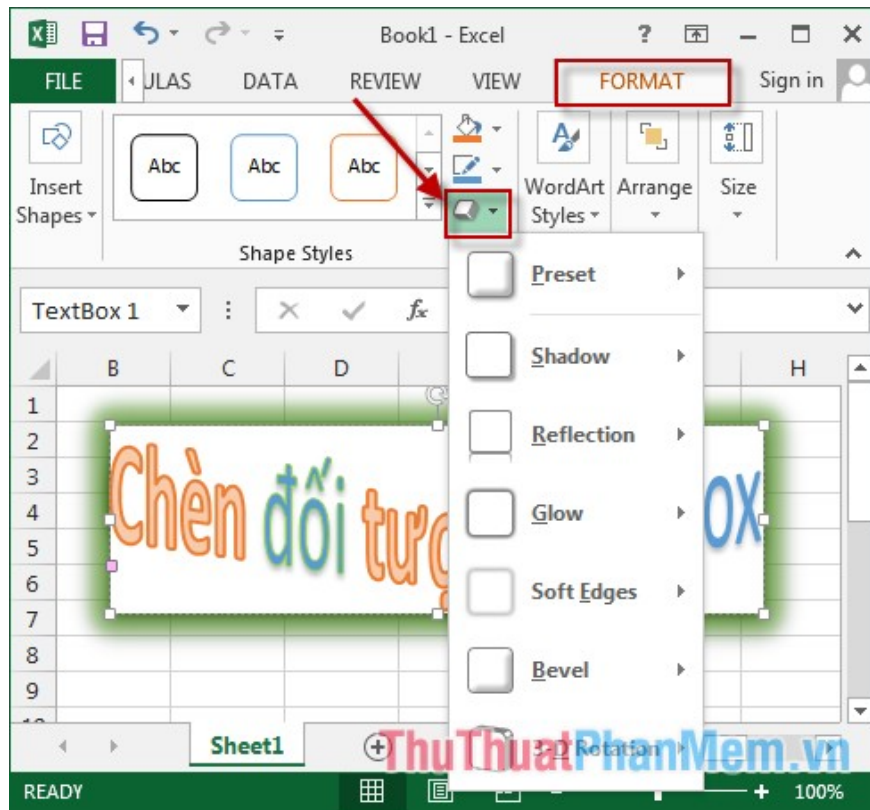
2. Change the border color for the Textbox

Click the **Shape OutLine** icon -> Select the outline color of the Textbox.

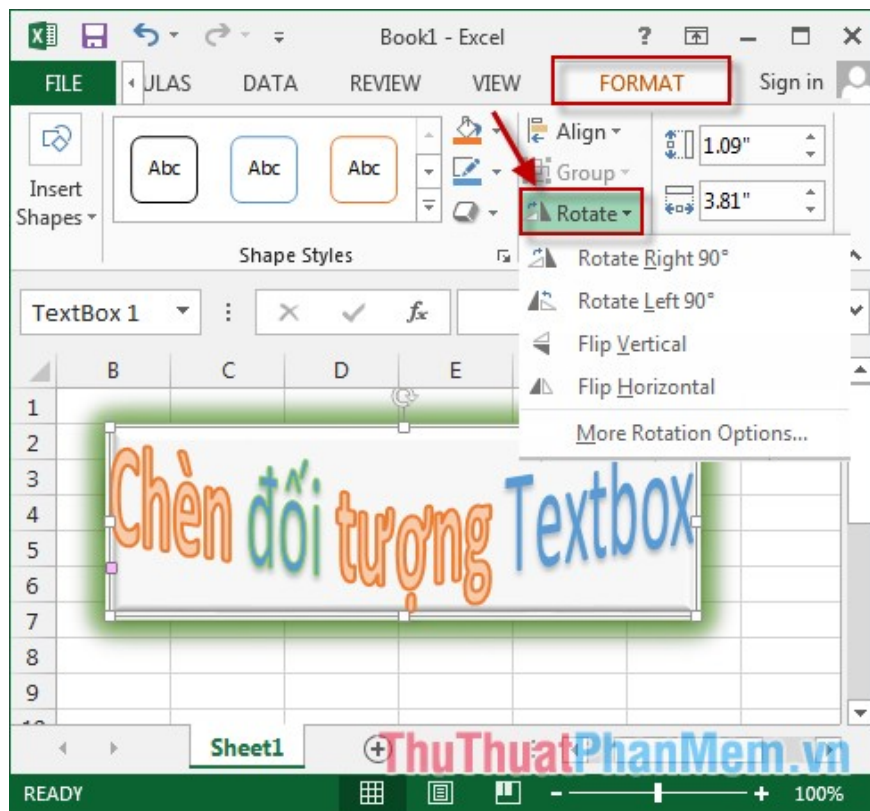


3. Create effects for Textbox

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

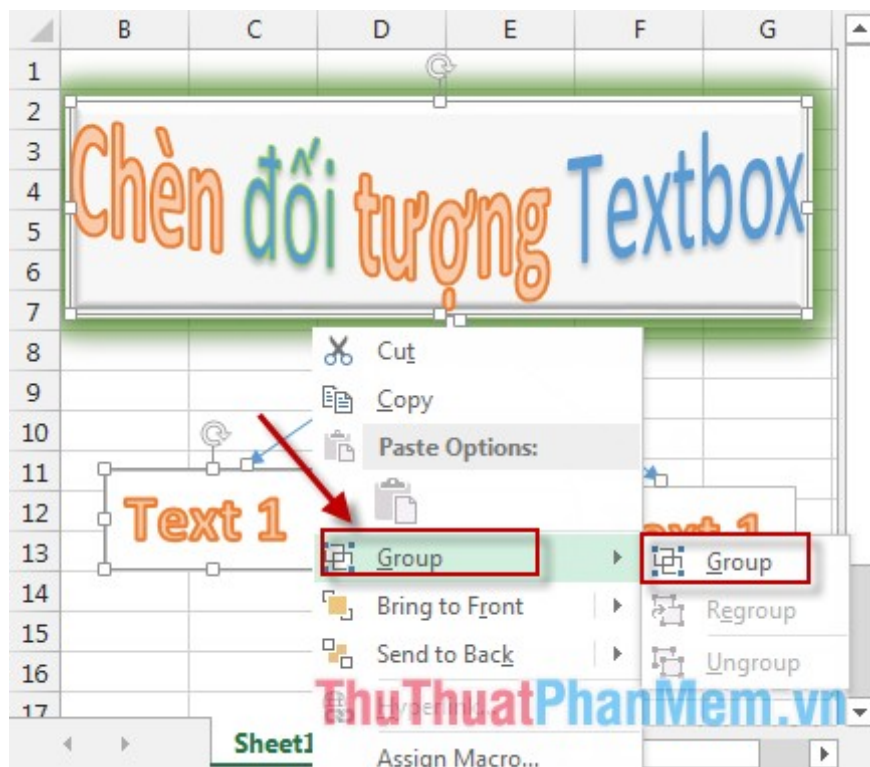


4. Customize text in the Textbox

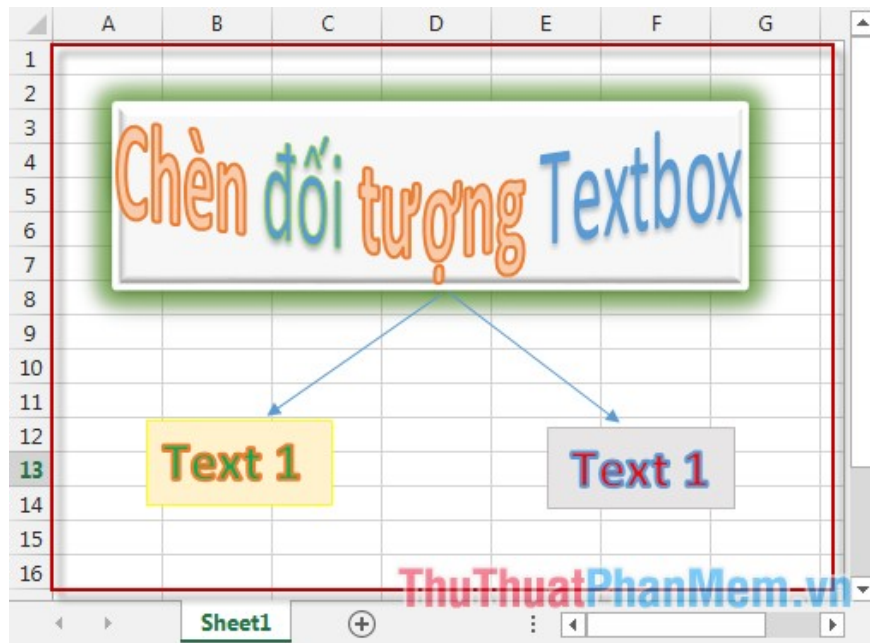


5. Create Group Textbox

Hold **Ctrl** while selecting objects you want to **Group** -> Right-click on selected objects -> **Group** -> **Group** .
The purpose of Grouping is to fix objects and move them easily.



The result is that the Textboxes are grouped into 1 object convenient for moving and fixing the Textboxes.



Good luck!

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