Savvy Training & Consulting

# Text Boxes in Word, Excel, PowerPoint and Outlook

We like Text Boxes! While most of the work we do on a daily basis is more suited to in-line text, there are times when you want to drop something onto a page. Using a Text Box allows you to place it anywhere on the page or canvas without disrupting the normal text flow.

Their usefulness is unlimited, but we see a lot of folks use them for Red Herring language or other text that is laid out using a different orientation or for text that should not move with the body of the document.

To insert a Text Box:

1. From within the document, spreadsheet, presentation or mail message, click on the **Insert** tab.
2. Select **Text Box**.
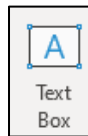
3. *If working in Word...* Select a Text Box format from the gallery or choose **Draw Text Box**
4. Position the pointer where you want to insert the Text box.

   Note: The pointer changes to a plus sign.
5. Click to set one of the corners and hold down the mouse button while dragging the mouse to the opposite corner.
6. Release the mouse.
7. Type or paste the contents of the text box.

To Format a Text Box:

1. Click into the box and select the text.
2. Use the tools on the **Home** tab to apply font and/or paragraph formats, or apply a Style.
3. Alter the direction of the text, as shown in the example at the left, by selecting the Text Box and displaying the **Shape Format** contextual tab.
4. Make a selection from the gallery.

This is a sample of a text box on a standard document in Word.
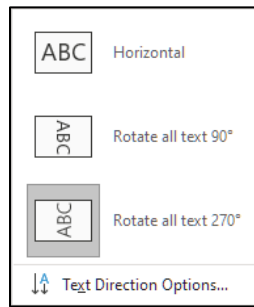
Text Boxes can be formatted using the various tools on the **Shape Format** contextual tab to include things such as a background color, border (or no border) and the use of WordArt or Quick Styles.

To delete a Text Box:

1. Click on the Text Box once to select it.
2. Press the **Delete** key on the keyboard.