

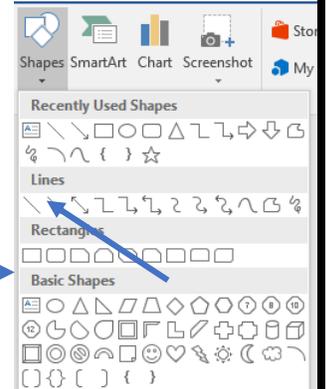
Microsoft Word 2016 – Recipes and Coupons Notes

Name: _____ Hour: _____

Text Boxes

Insert the text box

1. Go to INSERT – SHAPES – BASIC SHAPES
2. Choose the first icon that has a letter “A” in the box.
3. A large plus sign will now be on the screen.
4. Hold down the left mouse button and draw a rectangle.



Change text box size

1. Click on the outer border of the text box.
2. The DRAWING TOOLS ribbon will now appear.
3. In the SIZE group type in the necessary HEIGHT and WIDTH

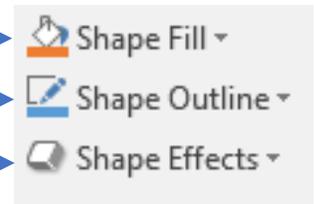


Change the background in the text box

1. Click on the outer border of the text box
2. Go to SHAPE STYLES – SHAPE FILE
3. Change the settings as appropriate

Change the border color, thickness, and style of the text box

1. Click on the border of the text box
2. Go to SHAPE STYLES – SHAPE OUTLINE
3. Change the COLOR, WEIGHT, and DASHES options as you see fit

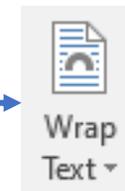


Change the shadow, glow, and reflections of the text box

1. Click on the border of the text box
2. Go to SHAPE STYLES – SHAPE EFFECTS
3. Change the settings as appropriate

Moving clipart to a particular location

1. Double click on the clipart
2. The PICTURE TOOLS FORMAT ribbon will open
3. Go to ARRANGE – WRAP TEXT – TIGHT
4. Drag the clipart anyplace on the screen and the text will move around it



Layer the clipart on top of another object

1. Double click on the clipart
2. The PICTURE TOOLS FORMAT ribbon will open
3. Go to ARRANGE – and either choose BRING FORWARD or SEND BACKWARD depending on what you are trying to accomplish

