**Assignment 2- 25th September,2024**

1. **Tab Space:** You may recall from Alignment, Justification, and Indentation that hitting the Tab key indents a paragraph. Each hit of the Tab key inserted a tab space.
2. **Anchor point:** The anchor is the point at which the text box intertwines with the rest of the document.
3. **Wrap text:** This controls how content in the rest of the document interacts with the text box.
4. **Resize points:** The white dots on the border of the text box control the width and height of the text box. Click and drag any of the white dots to move that side or corner.
5. **Shapes:** The Shapes group (at the far left) allows you to change the shape of the text box.
6. **Styles:** Click the dropdown arrow to open a dropdown menu with a variety of styles for your text box.
7. **Text:** The Text group of the Format tab gives you additional control of the text in the text box.
8. **Text Alignment:** Text alignment of text boxes works much like text alignment in the main document. Instead of the margin or border of the page, the text aligns with the border of the text box.
9. **Arrange:** The arrange option controls the order of text boxes and other elements on a page.
10. **Bring forward**: It brings the text box forward one spot.
11. **Send backward**: It sends the text box backward one spot.
12. **WordArt:** Specially formatted text used to create decorative effects​.
13. **Group objects**: Combines multiple objects into one, allowing them to be moved or formatted together​
14. **Square**: Text wraps around the image in a square shape
15. **Tight/Through**: Text wraps around image, regardless of what shape the image is. This text wrap works best with images that have no background.
16. **Top and Bottom**: Text stops when it hits the top of the image and continues at the bottom of the image; no text is to the left or right of the image
17. **Behind text**: Image is behind text. Text will cover image.
18. **In front of text**: Image is in front of text. Text behind the image is not visible.
19. **Edit Hyperlink:** Takes you to the same dialog box for inserting a hyperlink, allowing you to change what the hyperlink links to.
20. **Open Hyperlink:** Performs the same function as Ctrl+click. Opens the hyperlink in Microsoft Edge or Internet Explorer (or default browser).
21. **Copy Hyperlink:** Copies the hyperlink (not the text that changes color).
22. **Remove Hyperlink:** Removes the hyperlink, restoring the text to plain text.
23. **Shadow:** Shadow applies a shadow to the letters of the text
24. **Reflection:** Reflection reflects the letters of the text as if held up to a mirror
25. **Glow:** Glow applies a fuzzy colored shape around the letters of the text that makes the letters appear to be glowing.