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Adding graphics

Using Images in a document

Text boxes and pull quotes

✓ **Video:** Create text boxes and pull quotes
2 min

✓ **Reading:** Exercise: Creating text boxes
3 min

✓ **Video:** Format text boxes and pull quotes
2 min

📖 **Reading:** Exercise: Formatting text boxes
10 min

📝 **Practice Assignment:** Knowledge check: Text boxes and pull quotes
15 min

Using shapes in documents

Word Art and complex illustrations

Exercise: Formatting text boxes

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

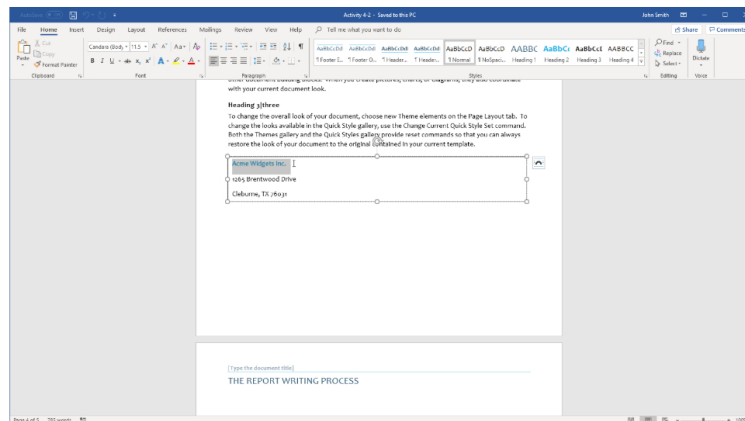
Let's get started!

In this exercise, you will continue formatting the text box you created in the last exercise.

1. Click on the link below to open the Microsoft Word exercise document. To complete this exercise, navigate to the last page in the document.

[Exercise: Formatting Text Boxes](#)

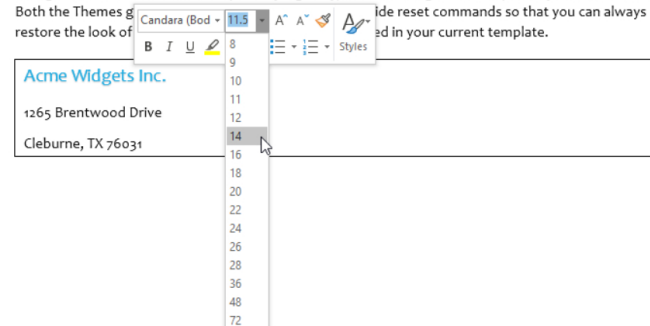
2. Scroll to the fourth page of the document. Select the first line in the text box:



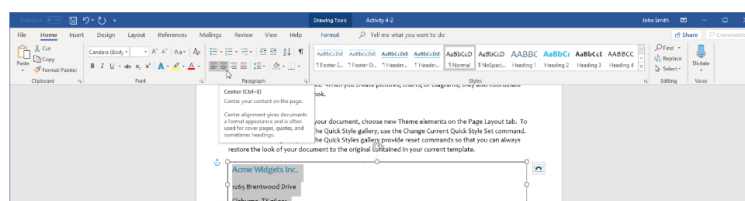
3. Use the mini toolbar to increase the font size to 14:

Heading 3|three

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Style gallery provide reset commands so that you can always restore the look of your document to the original obtained in your current template.

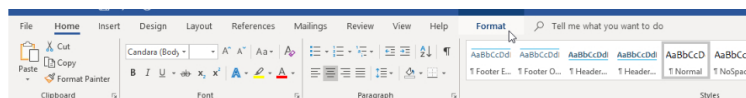


4. Select all of the text in the text box. Click the Center command on the Home tab:

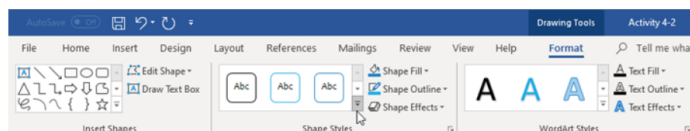


5. Click the Drawing Tools – Format tab:

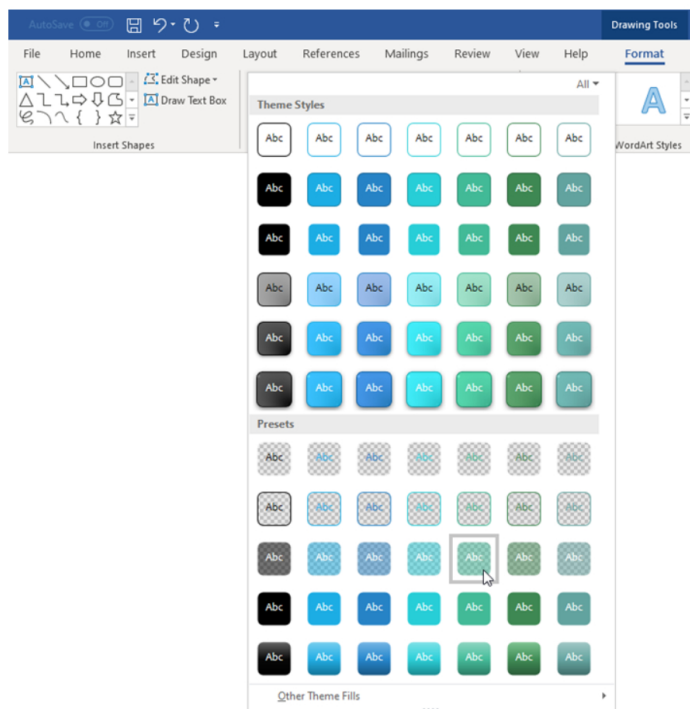




6. Click the More arrow in the Shape Styles group:

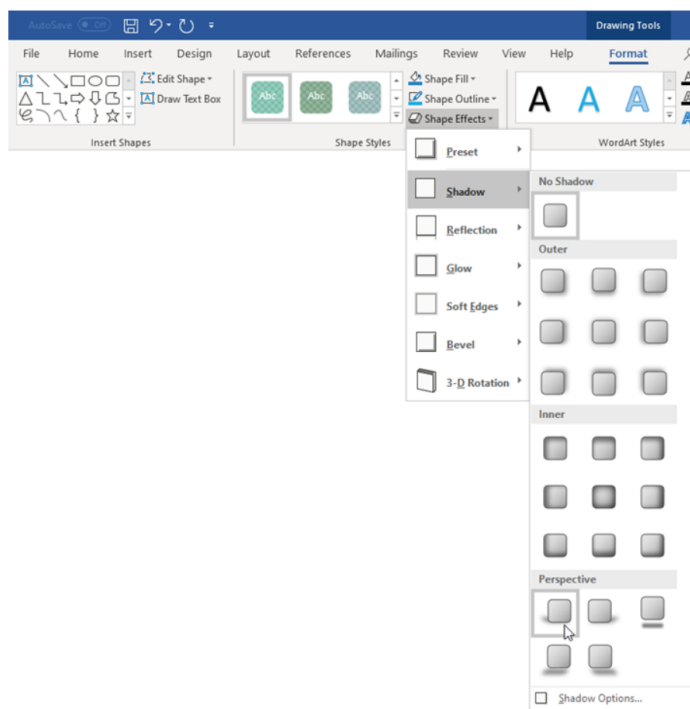


7. Choose any style you like for your text box:



(Notice that you can see a preview as you move your mouse over each option.)

8. Now, click Shape Effects → Shadow and choose any style in the Perspective category:

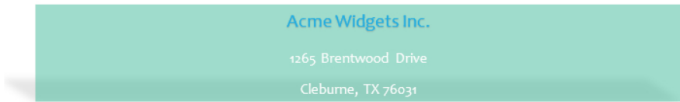


9. Click outside of the text box to de-select it. Review the final effect:

Heading 3|three

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command.

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10. Save your document as Activity 4-2 Complete and close Microsoft Word 365.

11. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Formatting Text Boxes](#) 

Mark as completed

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