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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: Creating 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!
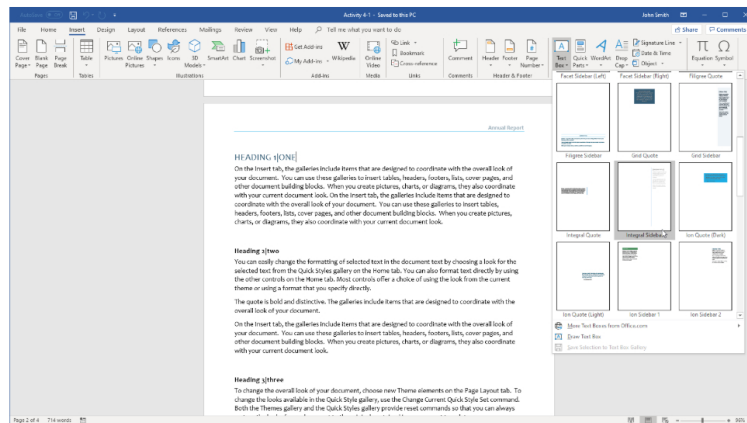
Let's get started!

In this exercise, you will add two text boxes to an annual report.

1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.
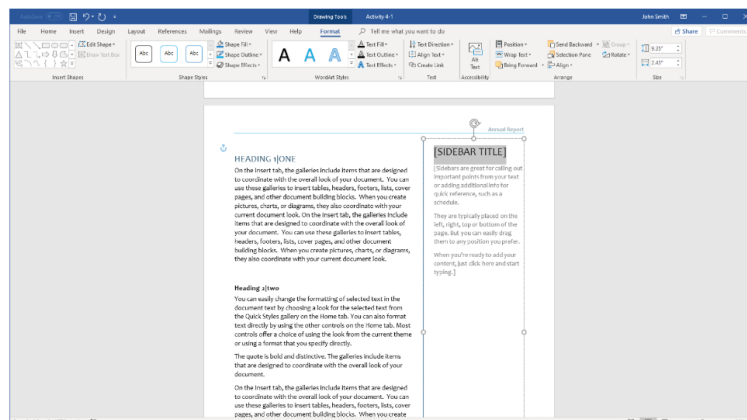
Exercise: Creating text boxes ⧉

2. Scroll to the second page of the document. Click to place your cursor anywhere in that page. Then, click Insert → Text Box → Integral Sidebar:


(The current theme is Integral, so this will help us keep our design consistent.)
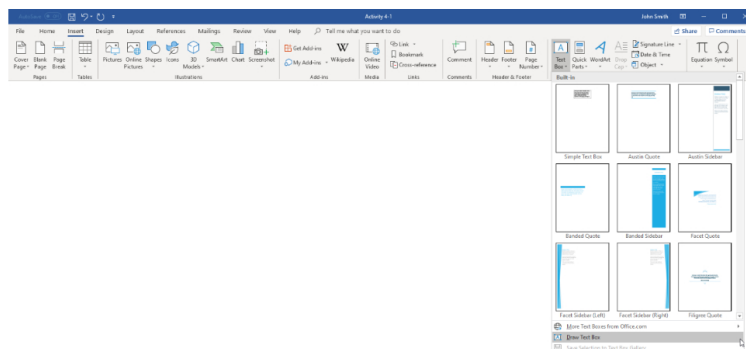
3. The sidebar will be added and the Drawing Tools – Format tab will open:

4. Let's leave the placeholder text in the sidebar for now, and add a second text box. Scroll to the fourth page and click below the text to place your cursor there:

restore the look of your document to the original contained in your current template.
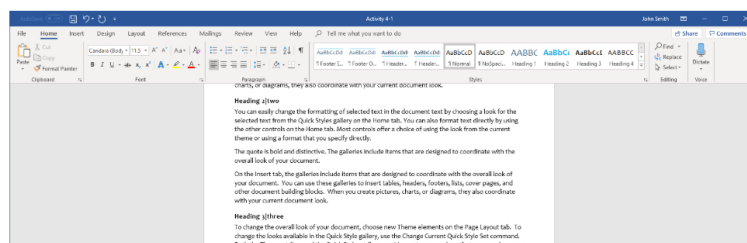
5. Click Insert → Text Box → Draw Text Box:

6. Click and drag to draw a text box the width of the text, approximately the height shown below:

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

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 Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.
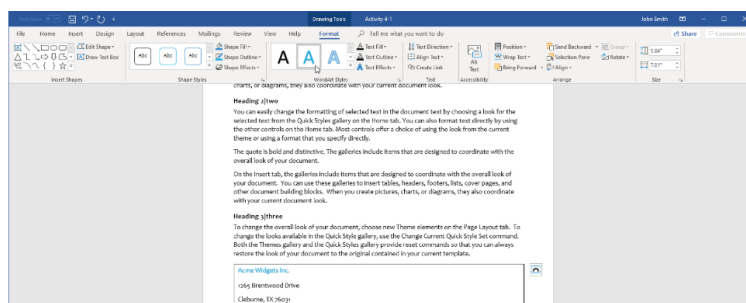
7. Click inside the text box and type the information shown below:

Acme Widgets Inc.
1265 Brentwood Drive
Cleburne, TX 76031

(If necessary, use the round handles on the text box to resize it.)

8. Select the first line in the text box. Click the Drawing Tools – Format tab and apply any WordArt style you like to it:

9. We will finish formatting this box in the next lesson. For now, save your document as Activity 4-1 Complete and close Microsoft Word 365.

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

Completed exercise: Creating text boxes 🔗

Mark as completed

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