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Exercise: Linking 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!

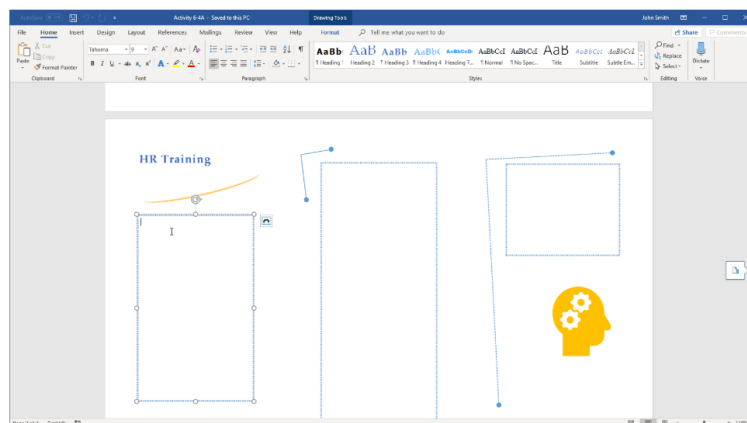
In this exercise, you will use your training document to create a brochure.

Note: Click on the links below to open the set of files that you can use to complete this exercise.

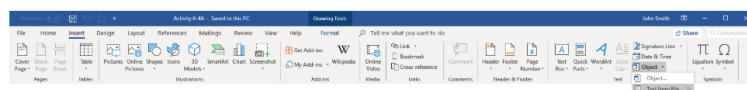
- [Exercise: Linking text boxes A](#)
- [Exercise: Linking text boxes B](#)

1. First, click on the **Exercise: Linking text boxes A** link above to open the Microsoft Word exercise document you can use to complete this exercise.

2. Ensure that you are viewing the second page of the document. Click to place your cursor in the text box on the left side:

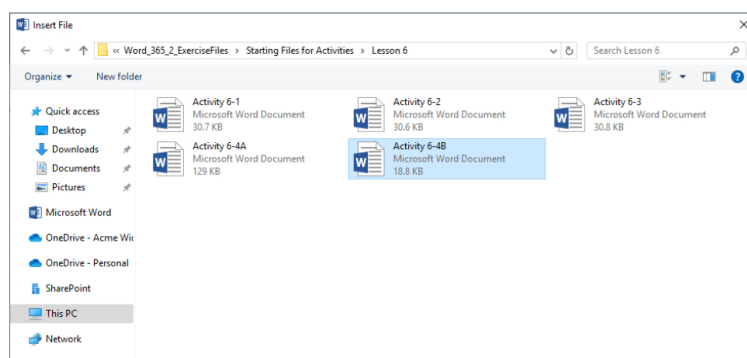


3. Now, let's insert our Course Overview and Course Objectives from the handout. We have already saved it as a separate file, so click Insert → Object → Text from File:



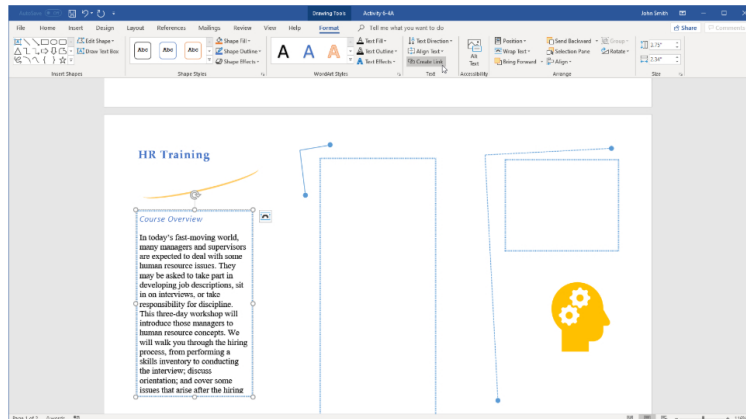
4. Now, click on the link **Exercise: Linking text boxes B** provided at the beginning of this exercise to open and save the document in a folder. Locate your **Exercise: Linking text boxes B** file in the folder where you saved it. Select it and click "Insert:"

Note: In this exercise we use file Activity 6-B as an example (see below).

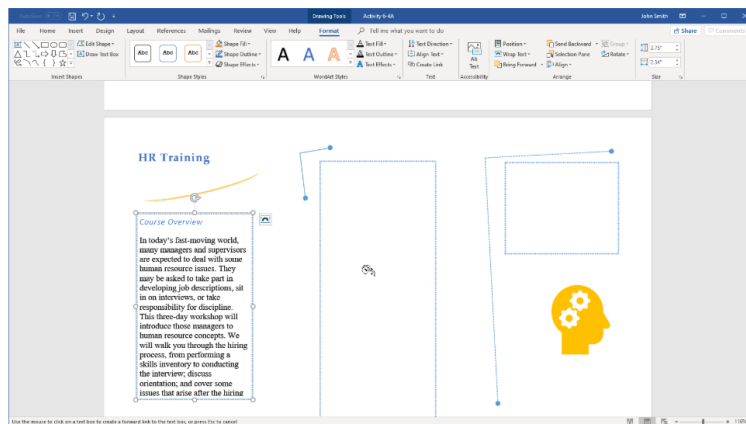




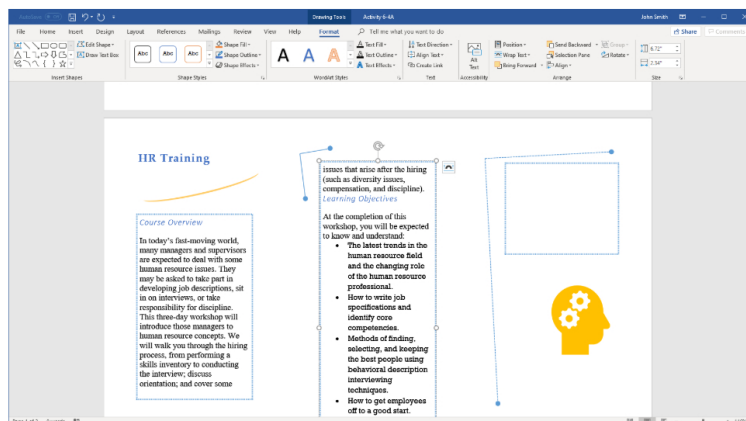
5. The text will be inserted. However, you can see that there is too much text for this text box. To resolve this, let's link it to the second box. With the first text box still selected, click Drawing Tools – Format → Create Link:



6. Your cursor will turn into a pouring icon. Click the second text box:

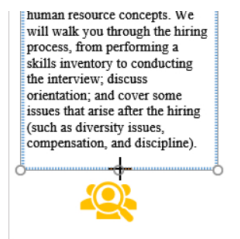


7. The overflow text will be inserted:

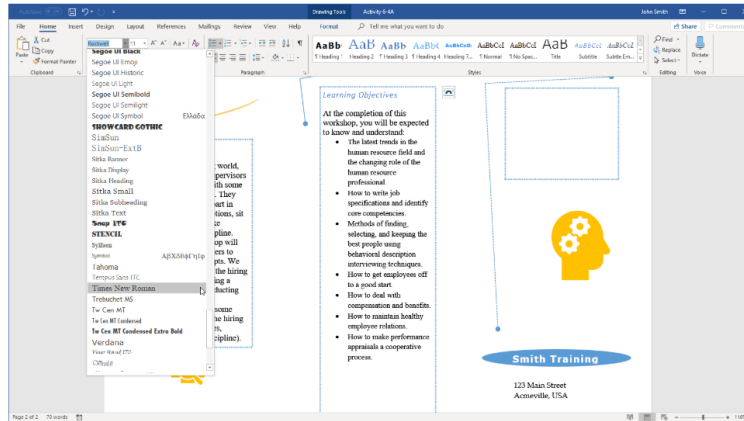


8. However, we still have some adjusting to do. Click the first text box and resize it lengthwise so that there is room for the entire Course Overview section:

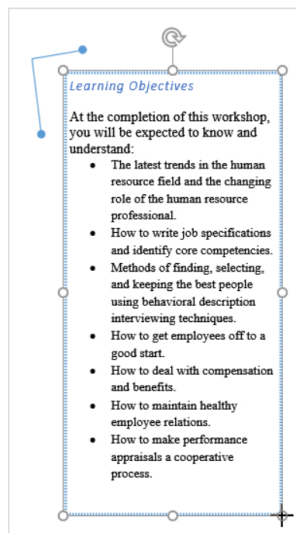




9. Finally, select the bullets in the second text box. Apply the Times New Roman font so that this text matches the rest of the document:



10. Resize this text box to fit the text:



11. We can leave the third text box blank as an image will be added there later. Save your document as Activity 6-4 Complete. Close Microsoft Word 365 to complete this activity.

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

[Completed exercise: Linking text boxes](#)

Mark as completed

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