

# 14 Text Boxes + Word Art

## Introduction

Text boxes can be useful for drawing attention to specific text. They can also be helpful when you need to move text around in your document. Word allows you to **format** text boxes and the text within them as **WordArt**.

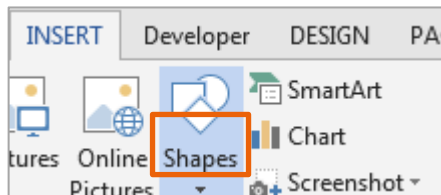
Play the video by clicking the link below:



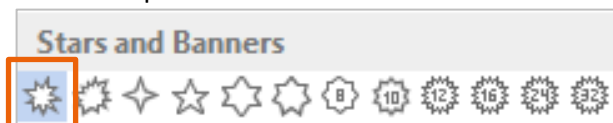
## Exercise 14a

Use the text: *Trivia Night @ Luigi's Pizza* to create a promotional graphic using the sample as a guide. Your graphic need not look exactly like the sample, you may use other fonts, colours and shapes.

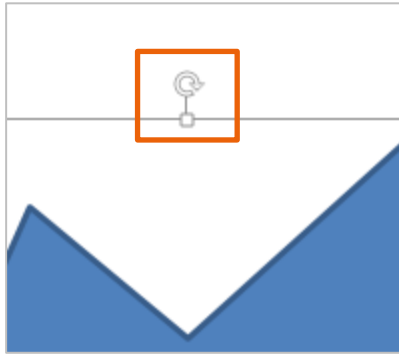
- Open** the Word 2013 Application.
- For this exercise, you will start from a blank document instead of a template: Click **Blank Document**
- Save the file in your Documents Folder:  
**File > Save As > My Documents**
- Name your file by typing in the *File Name* box:  
**Word 14a YourFirstNameLastInitial TEXT BOXES + WORD ART**  
Save as type: Word Document  
Click **Save**
- To start the graphic, Insert a shape.  
Click the **Insert Tab**, click the shape drop down menu.



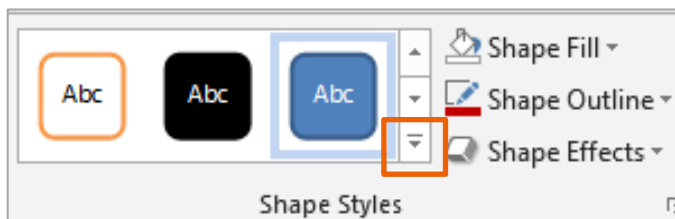
- Choose one shape** in the drop down menu.  
Remember: Your graphic does not have to match the sample exactly, you can choose a different shape. In the sample we chose a star.



- Once you select a shape, your cursor will turn into a cross symbol. **Click** on your page, **hold down your mouse** and **drag down** and **across** the page to draw the shape.
- Click** on the rotate tool on the box surrounding the shape. Rotate your shape if necessary.



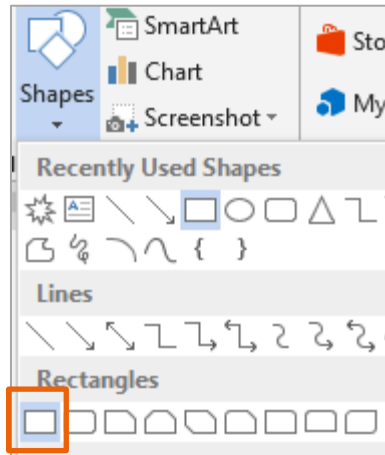
- Colour the shape: Click the Drawing Tools Format Tab. Click the Shape Styles drop down menu.



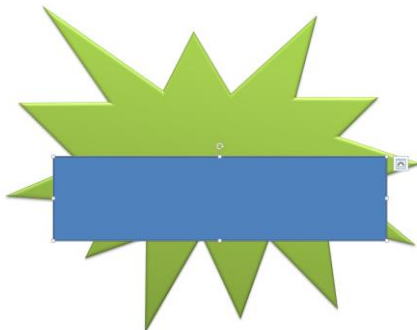
- Choose one of the styles** in the menu. *In the sample we chose a green style.*



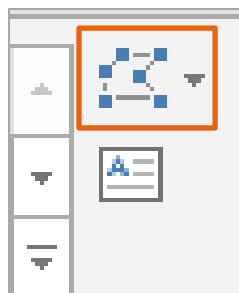
- Insert a second shape on your page.  
Click the **Insert Tab**, click the shape drop down menu.  
Choose a shape. *In our sample chose a rectangle.*



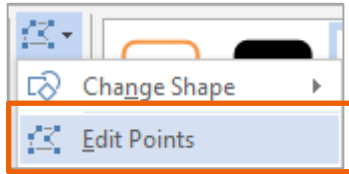
- Once you select a shape, your cursor will turn into a cross symbol.  
**Click** on your page, **hold down your mouse** and **drag down** and **across** the page to draw the shape.
- Move the rectangle on top of the first shape.



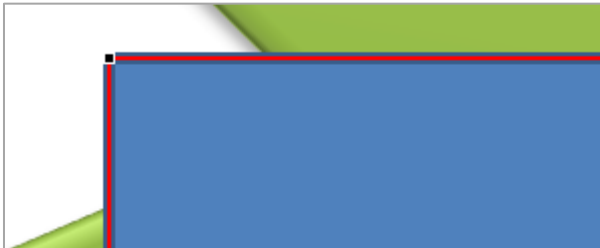
- Change the shape of the rectangle:**  
With the shape selected, click the Drawing Tools Format Tab.  
Click the **Edit Shape** drop down menu.



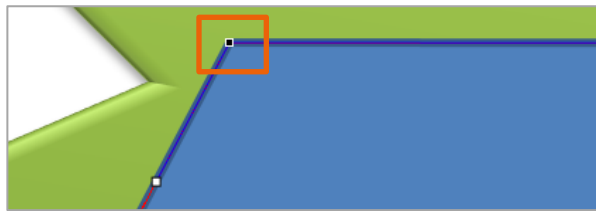
- In the **Edit Shapes** drop down menu, **click Edit Points**.  
You will now be able to move, add or delete points.



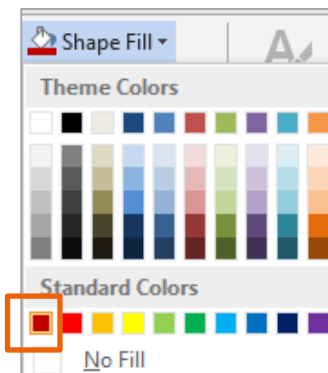
- You will notice your shape is **outlined in red** and the points that make up the shape are black.



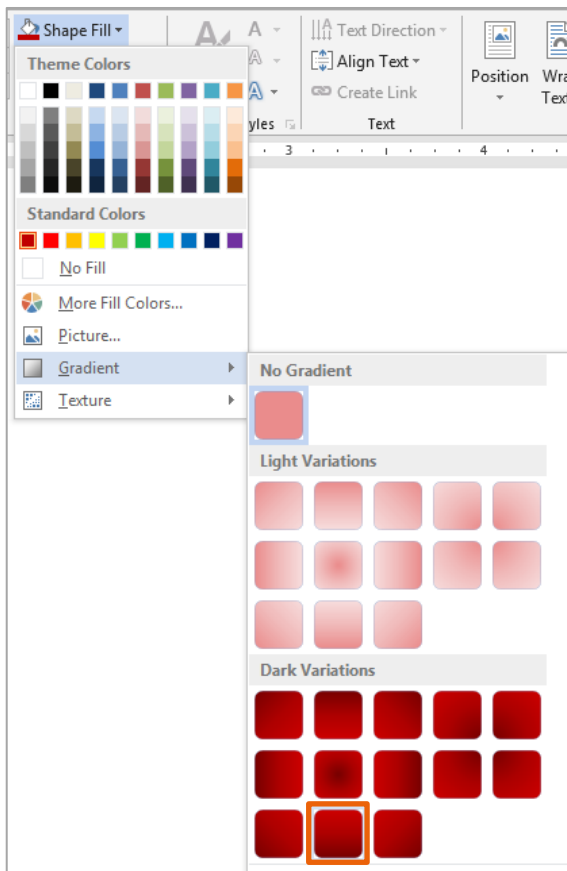
- Click on the **black point** on the **top left corner** of the shape.  
Click, hold and move the mouse to the right side to create an angle.



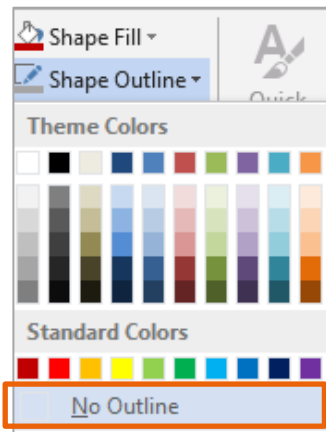
- Do the same on the right side of the shape:  
Click on the **black point** on the **top right corner** of the shape.  
Click, hold and move the mouse to the left to create an angle.
- For this shape, we will **add Colour** and add **3D effects** using the Shape Fill and Effects Menus: In the **Shape fill drop down menu**, **choose a colour**. *In the sample we chose Dark Red.*



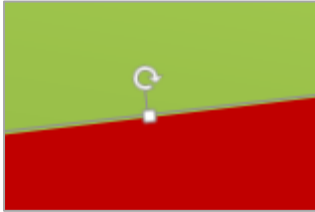
- In the **Shape Fill** drop down menu, **choose Gradient**. A gradient will vary the fill colour from light to dark. *In the sample we chose a Dark Variation.*



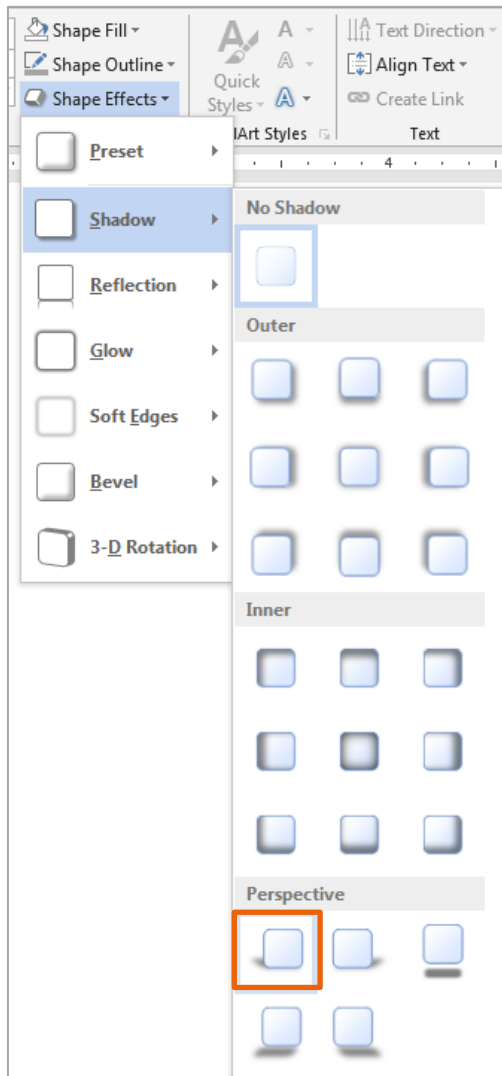
- You will notice the shape has a blue outline. To change the colour or to get rid of it, click the **Shape Outline** drop down menu, **choose a colour or No Outline**. *In the sample we chose No Outline.*



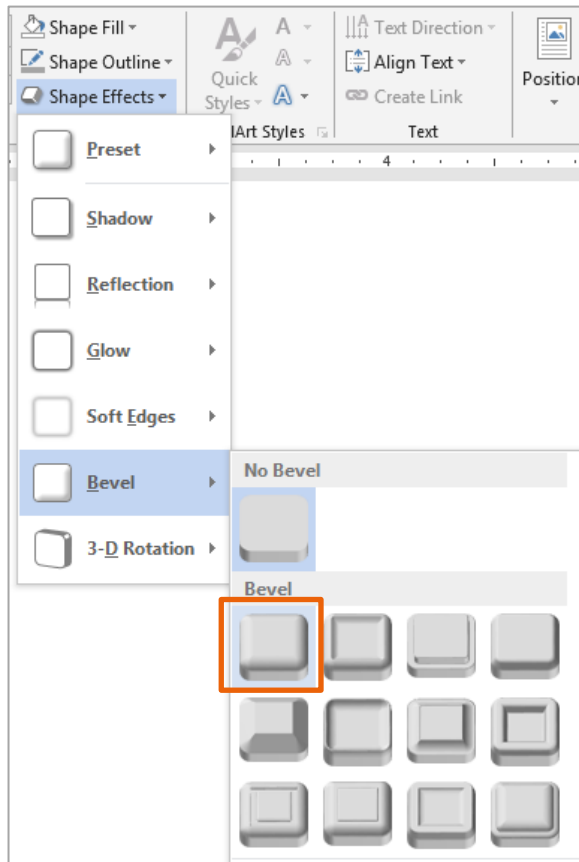
- Use the **Rotate Tool** to change the angle of the shape if you wish.



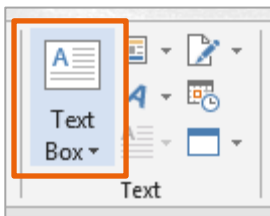
- In the **Shape Effects** drop down menu, click **Shadow**.  
Choose a shadow. *In the sample we chose a Perspective Shadow.*



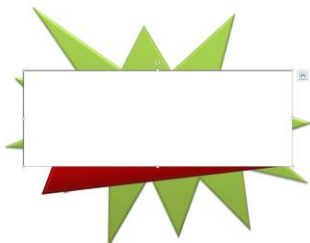
- In the **Shape Effects** drop down menu, click **Bevel**.  
Choose a Bevel effect. *In the sample we chose the soft edged bevel.*



- Insert a text box:** Click the **Insert Tab**.  
Click the **Text box** drop down menu.

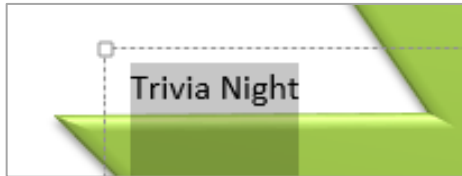


- On the bottom of the menu, click **draw a text box**.  
**Click on your page, hold and drag** the mouse to create the text box.

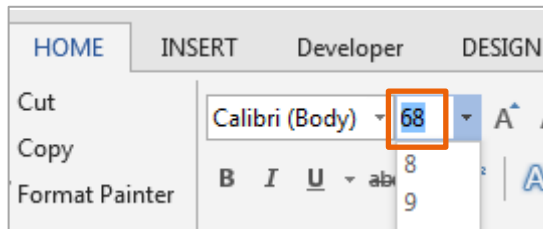


When you insert a text box into your document, it will have a **black outline** and **white fill** by default. Change the fill and outline colours to none:

- In the Shape Fill drop down menu choose no fill  
In the Shape Outline drop down menu choose no outline.
- When the text box is selected, you will see a **flashing cursor**.  
**To add text** in the text box, type: **Trivia Night**
- You will notice the text is very small.  
To make the text bigger, **first select it**.



- In the **Home Tab**, type a number between **50** and **70** in the font size box.  
*In the sample we typed 68.*



- In the **Drawing Tools Format Tab**, Click the Word Art Style drop down menu.



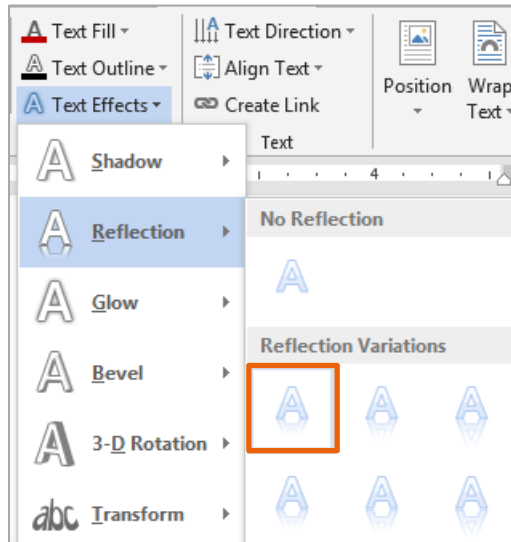
- Select a style** from the drop down menu.  
*In the sample we chose the red/white style.*



- Move the text into place:** Move your cursor to the border of the text box, somewhere inbetween the handles on the box until you see the move tool (cross with double sided arrows)
- Click the mouse and drag** the box into position.

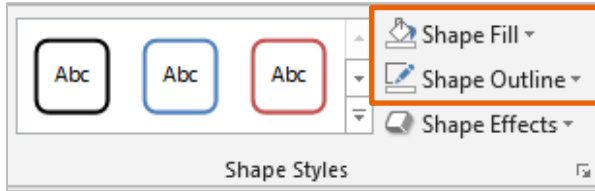


- Add a Text Effect.** Click the Text Effect drop down menu. Choose a text effect. *In the sample we chose Reflection.*

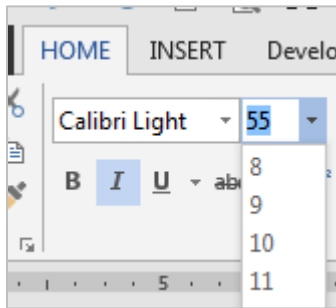


- Insert one more text box.  
**Insert Tab > Text Box** drop down menu > **Draw Text Box**  
Type: **@ Luigi's Pizza**  
**Change the Text box Fill and Outline colour to No fill, No Outline.**
- In the Shape Fill drop down menu choose **no fill**

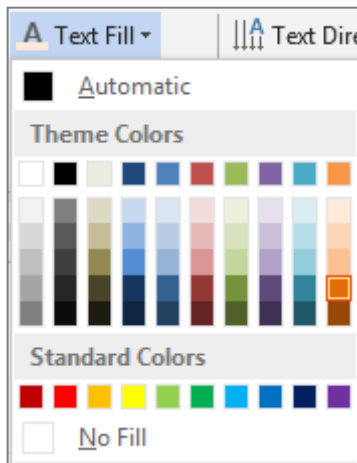
- In the Shape Outline drop down menu choose **no outline**



- Change the size of the text.**  
In the **Home Tab**, choose a size between **45 and 60**. *In the sample we chose 55.*



- Choose a colour for the text.**  
In the **Text Fill** drop down menu.  
*In the sample we chose orange.*



- Choose a Text Effect** for the text.  
In the Text Effect drop down menu, choose a Text Effect.  
*In the sample we chose Shadow > Outer*
- Use the **Rotate Tool** if necessary angle the text box.
- Save your document and email it to your instructor.**

## Exercise 14b

Create a Logo Graphic using your First Name and Last Name.

- Open** the Word 2013 Application.
- File > New > **Blank Document**
- Save the file in your Documents Folder:  
**File > Save As > My Documents**
- Name your file: **Word 14b YourFirstNameLastInitial TEXT BOXES + WORD ART**  
Click **Save**.
- Samples:**



- Guidelines:
  - Text: **your first name and last name**
  - Use **text boxes** for your first and last name.
  - Use **2** or more **shapes**. eg: circle, square, oval, arrow etc.
  - **Fonts/Type styles:** Choose your own.
  - **Shape fill, outline colours and effects:**  
Choose your own – **as many as you like**.
- Most Important – Have Fun creating your own logo!
- Save your document and email it to your instructor.**