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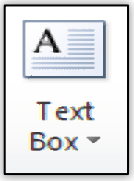
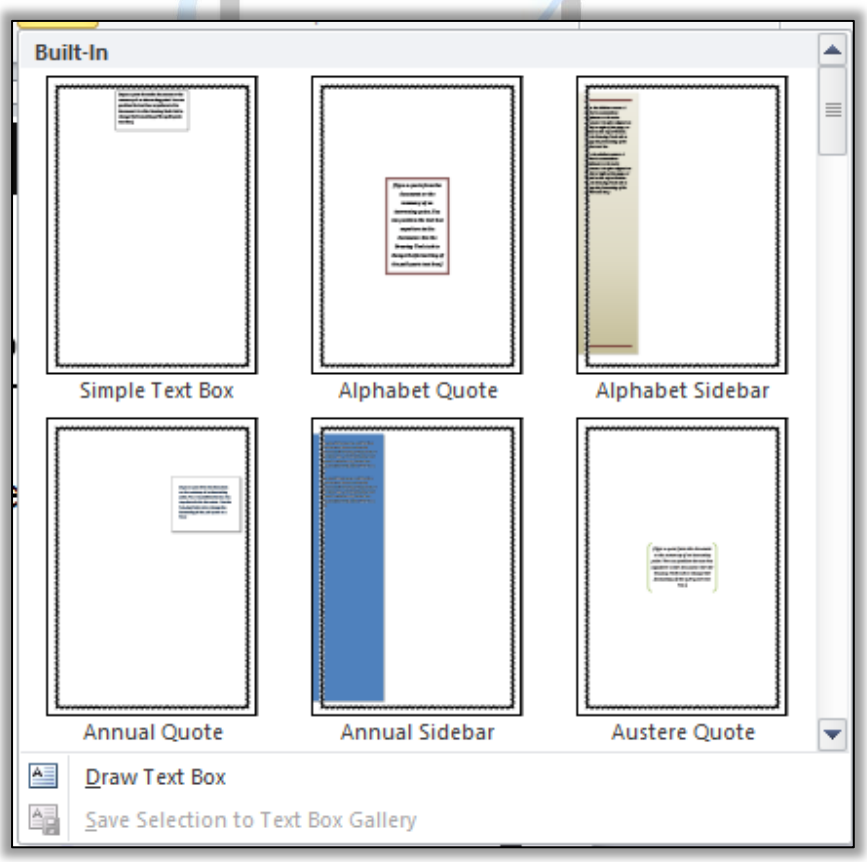
SUBJECT:- MS-OFFICE

Chapter 6

Microsoft Word (Insert Text box)



Text box ➔ Insert a text box in to the document.



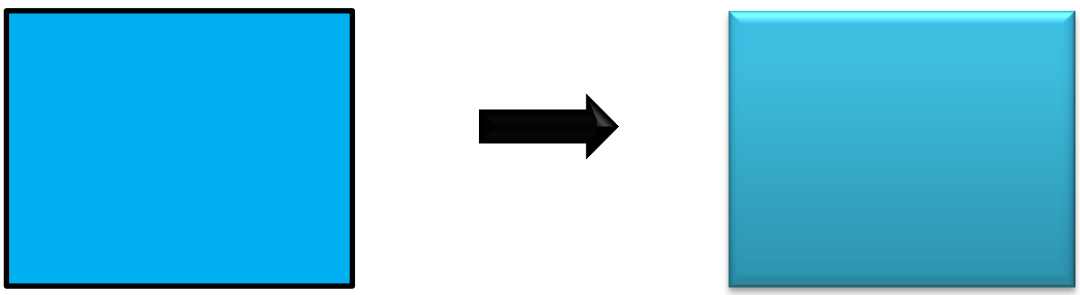
Click on draw text box and make your own customize text box.

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.

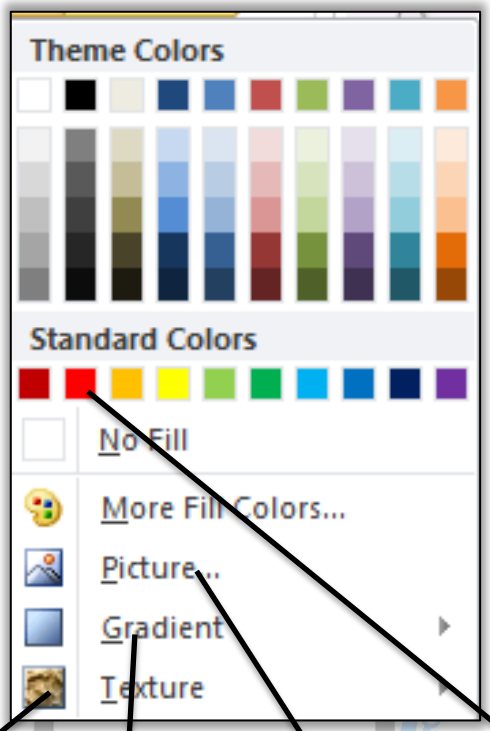
You can easily change the formatting of

Then you will customize your text box like shape.

Text Shape Fill Style

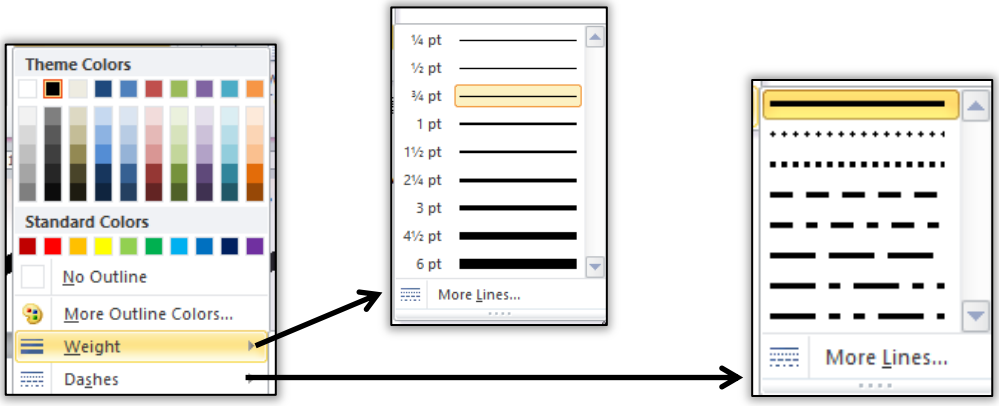


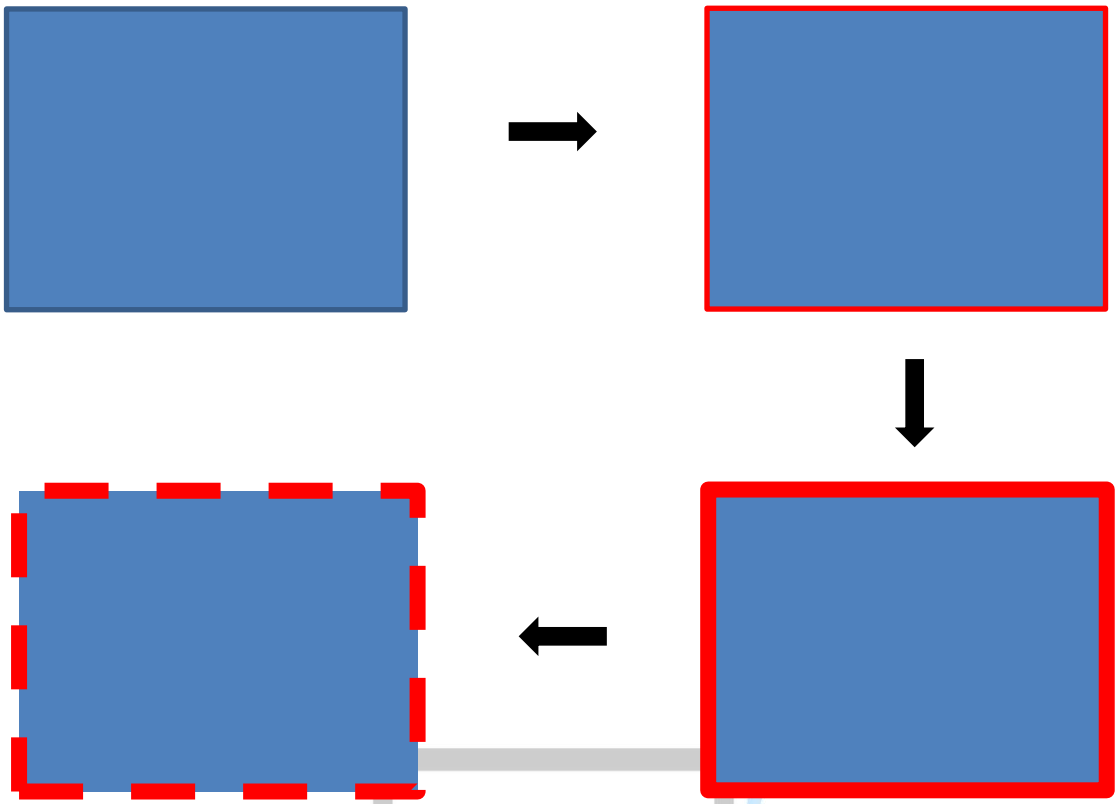
Shape Fill ➔ Fill the selected shape with a solid color gradient , picture , or texture.



Texture Gradient Picture Color

Shape Outline ➔ Specify the color , width , and line style for the outline of the selected shape.





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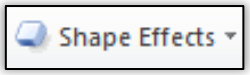

Shape Effects ➔ Apply a visual effects to the picture , such as a shadow , glow , reflection , or 3-D rotation.

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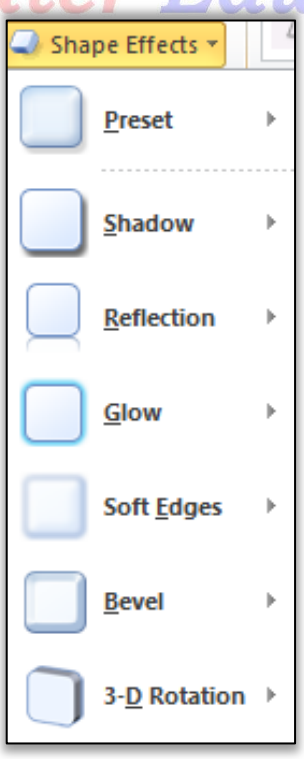
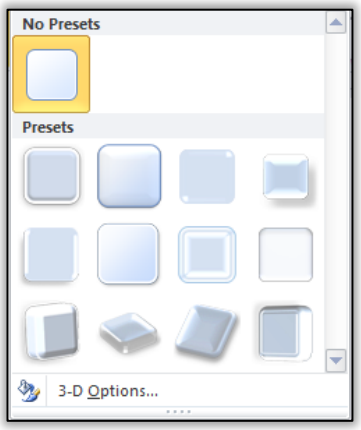
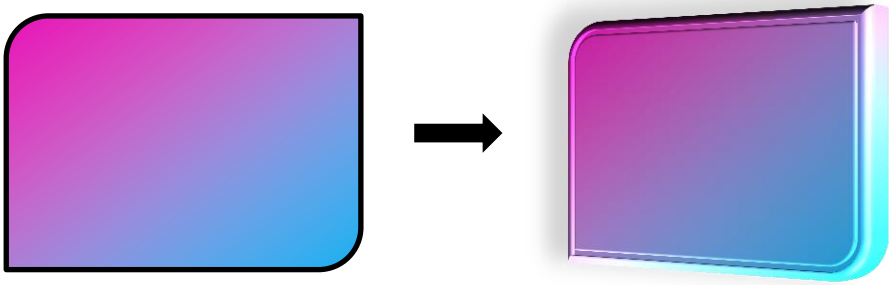
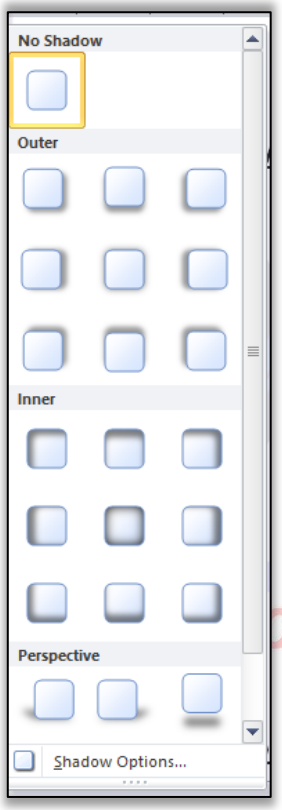


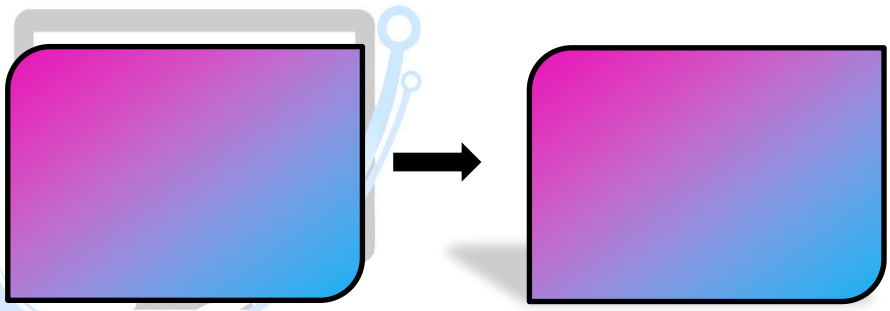
Use of Preset





Use of Shadow





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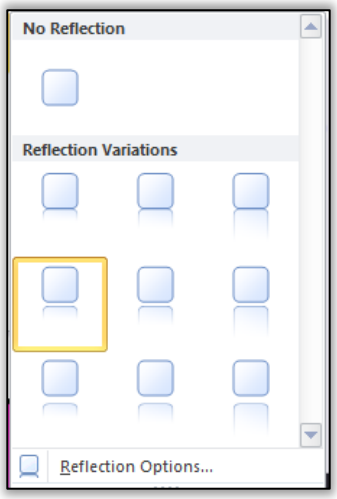
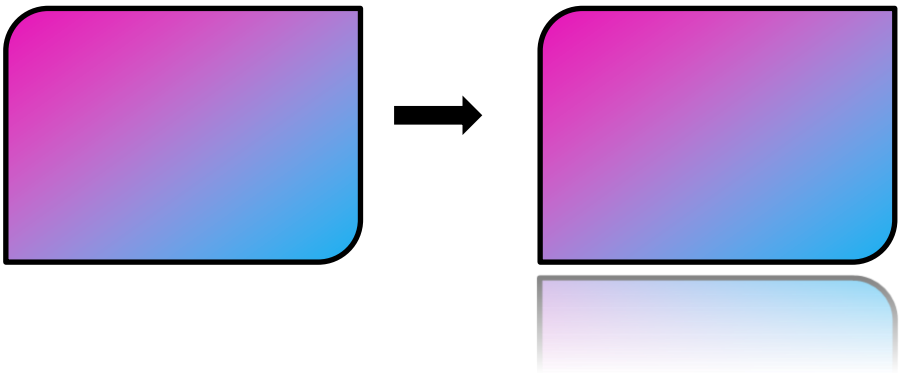
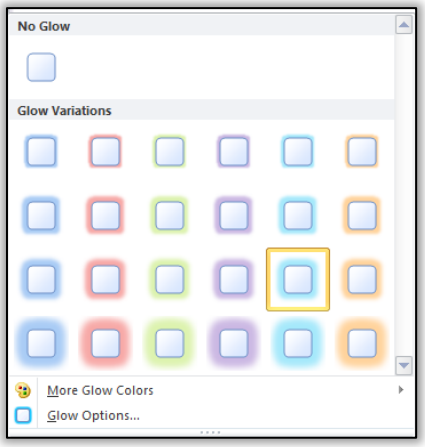
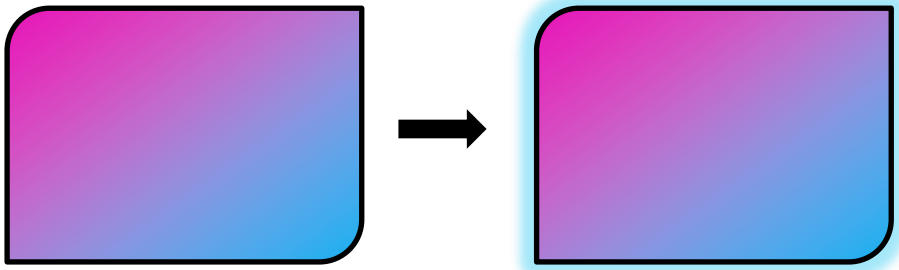
Use of Reflection



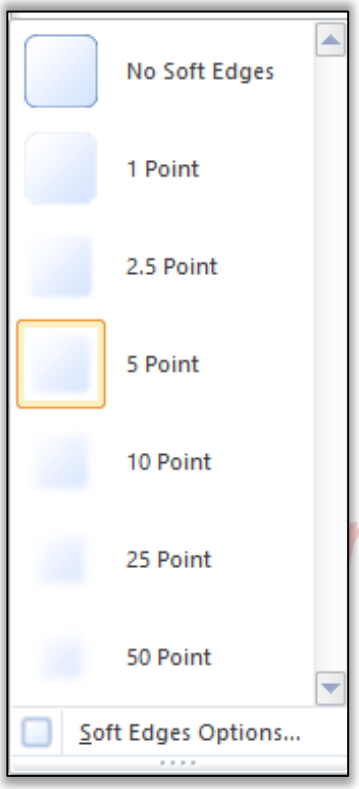


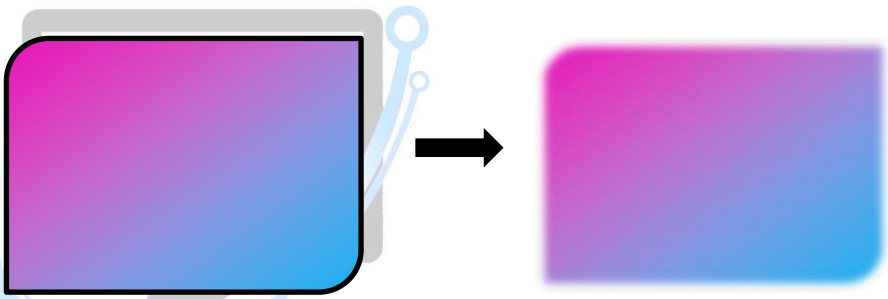
Use of Glow





Use of Soft Edges





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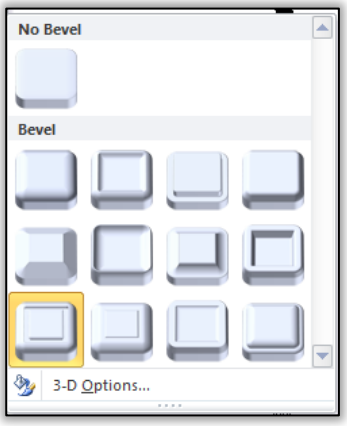
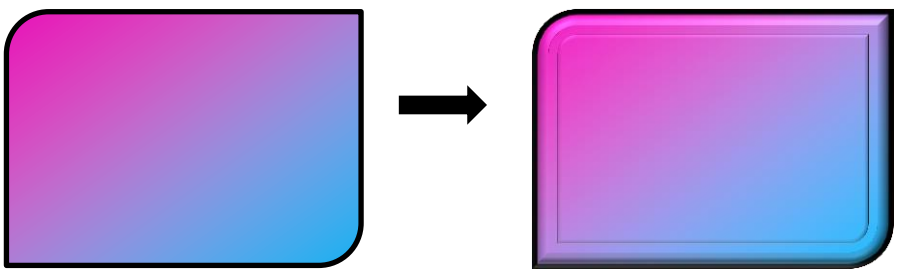
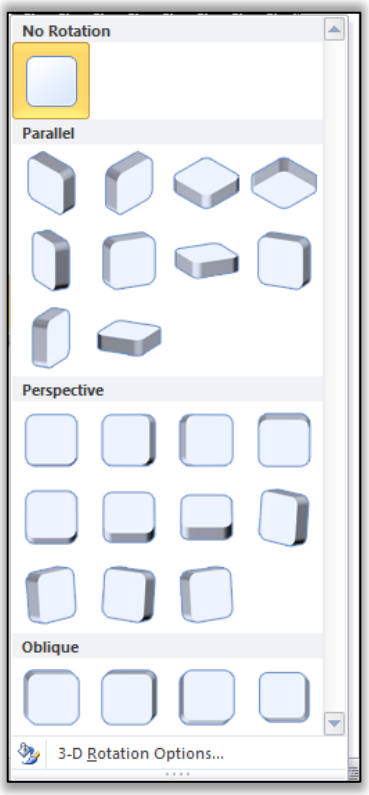
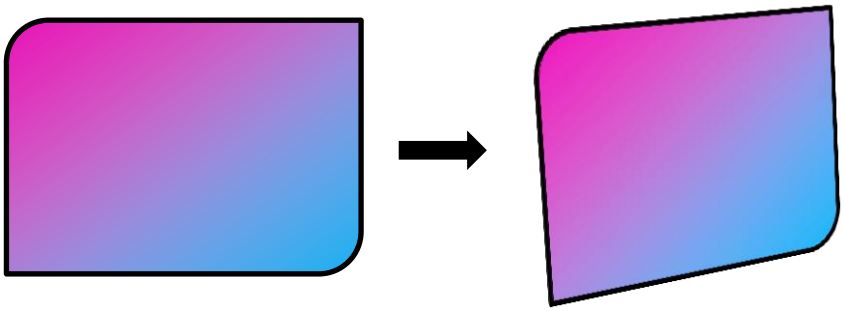
Use of Bevel





Use of 3D Rotation





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Text Fill ➔Fill the color in selected text in text box.

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On the Insert

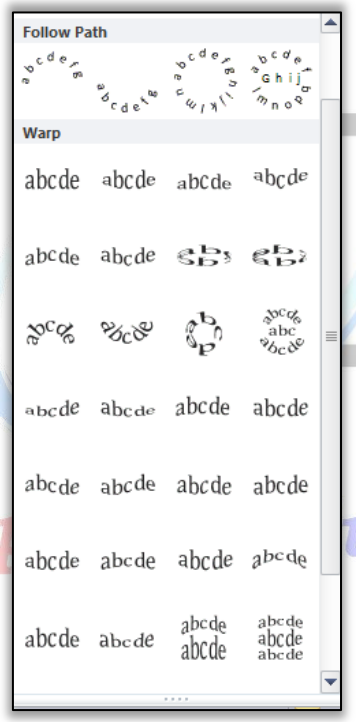
Text outline ➔ Change the outline color and remove outline from the text box.

On the Insert

Text effects ➔ Apply a visual effects to the text , such as a shadow , glow , reflection , or 3-D rotation & transform.

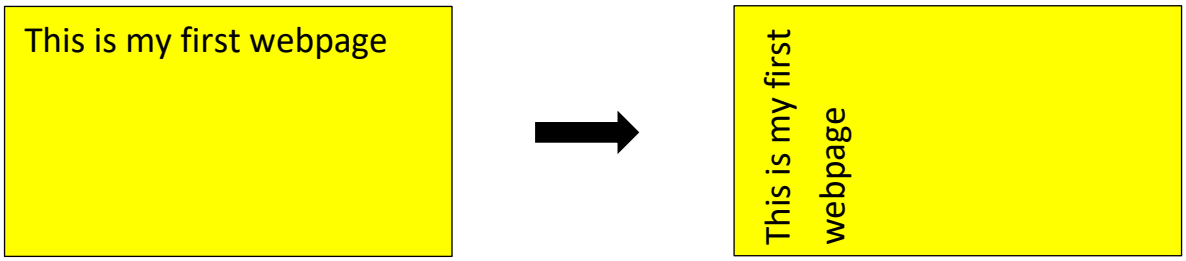
All the text effects is same as shape effects but a one text effects is different that is a transform.

Transform ➔ this tool is transforming your text.

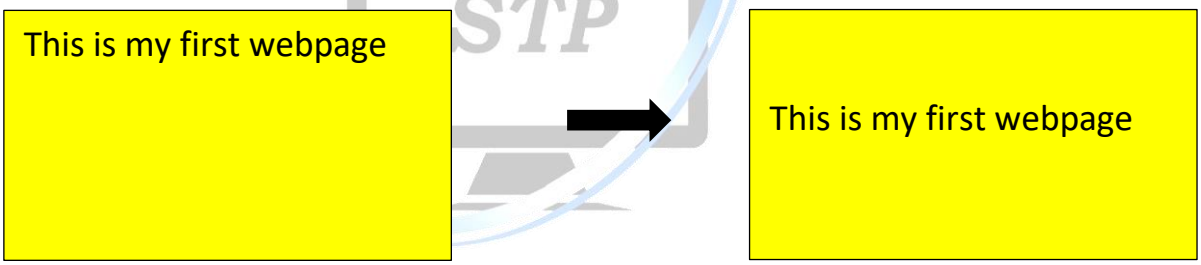


This is my first webpage

Text direction ➔ Change the orientation of text to vertical , stacked, or rotate it to the desire direction.



Align text ➔ Change the alignment of text in the text box.



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~~~~~~~~~~~~~~~~THE END~~~~~~~~~~~~~~~~

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21- April - 2019

DATE

Amit

DIRECTOR SIGNATURE

STP Computer Education
Center Incharge