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Working-with-Microsoft-Word Tutorial 5

Review-Exercise 4
Exercise 4

With luck, and your newly acquired Word skills, your private letter template should look similar to mine. Notice that I have made it more personal by using Jane instead of JJ. I have also reduced the Font size of the copied example in this text box to save space.

Jane Doe 3/52, Central Drive, Scotsville, GARLAND 54321
email: jjdoe@jiggermail.com mobile: 8800 555 222

February 24 2018

Dear

message.

Regards

Jane

Formatting of Text Boxes

Text boxes can be very useful, especially in presentations and brochures. They can be placed in a document and moved wherever needed; however, their placement may affect other elements such as text and images. Learning the right format for the job can save much frustration and re-working.

Overlaying and Grouping Text Boxes

As well as using text boxes in the same plane as text, they can be overlayed one on top of the other. There will be times when two or more text boxes need to be kept together as a group. This makes moving easier. There are, however, some rules to know about when grouping, because the original format might change, affecting how they influence nearby text.

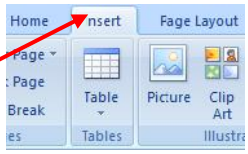
Part 1 – Introducing Text Boxes

Open Word-Letter Template (Priv). Let's try putting your name and address somewhere else below the centralised one. Drop the cursor on the line above the date and **Enter** 6 times – I'll explain why shortly. Re-type (don't copy and paste) your details like this:

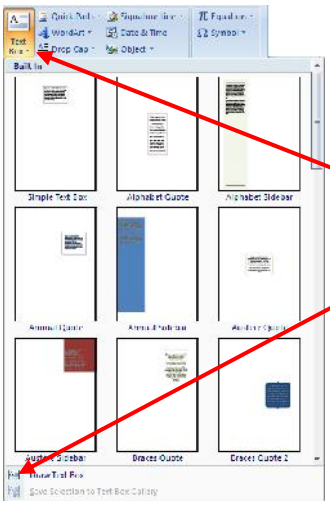
J J Doe
3/52, Central Drive
Scotsville
GARLAND 54321

J J Doe
3/52, Central Drive
Scotsville
GARLAND 54321

Select the lot, **Ctrl+R**, and you should have this: Because everything is right-aligned it doesn't look too neat. I am now going to introduce you to the very basics of Text Boxes. Click anywhere to de-select, then open the "Insert" tab



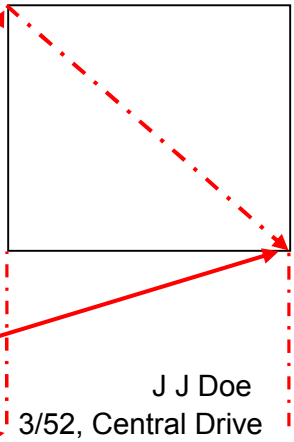
The text box must be drawn ABOVE the address, otherwise it will disappear when you Ctrl+X to cut.
That's why the 6 Enters first.



Drop down the Text Box options.
Forget the templates: just click on:
Draw Text Box at the bottom.

You will be presented with a +

Left-click, hold and drag right and down to create the text box (left and up works too). Make it roughly a size which will take your address details; then release the mouse button.



J J Doe
3/52, Central Drive
Scotsville
GARLAND 54321

A cursor is already flashing inside the box and this is where the text will start from. Select and **Ctrl+X** your right-aligned details, left-click inside the text box; and **Ctrl+V**. You may have to adjust the size of the box to fit your text. To do this, click, hold and drag any of the dots in the corners, or a square on a side of the box; release the button when okay.

Click inside the box to drop the cursor, **Ctrl+A** to Select ALL and **Ctrl+L** to left align. This confirms you can perform the same formatting procedures inside a text box as you can in your main document. In effect, a text box is simply a page within a page.

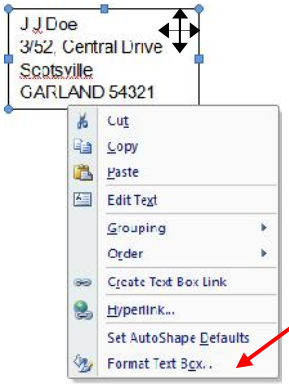
J J Doe
3/52, Central
Drive
Scotsville

Some lines may word-wrap to the next because they are too long for the width of the box. Grab one of the square side-handles and drag out until it all looks neat.

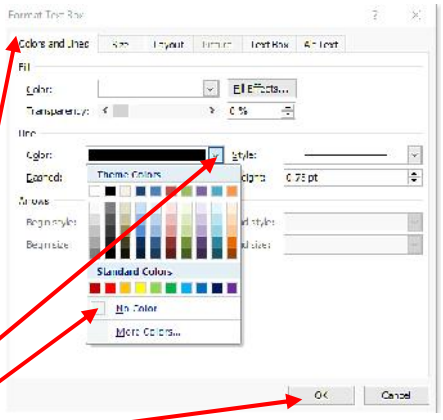
J J Doe
3/52, Central Drive
Scotsville
GARLAND 54321

By doing this, there may be too much space at the bottom. Drag the bottom square handle up to reduce it. You should end up with something like mine, above right.

Text boxes can be positioned almost anywhere. Move the mouse I marker over one of the borders of the box and a cross with arrow-heads will appear. This is the move tool. It can also help to locate a text box, even if it seems invisible. For now, mouse to the text box border and when the cross appears, left-click, hold and drag your name and address to sit against the right-hand margin and below your centralised version.



The default text box comes with a black border and a white background fill. To remove the border: bring up the cross with the arrows and right-click. This will give you a drop-down. Left-click on Format Text Box... Colours and Lines is default. Left-click the Line Color drop-down, then left-click the No Color box; then left-click **OK**.



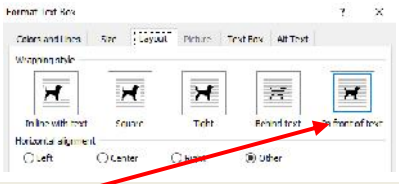
All that should now be visible is the text in the box. As long as you know certain text is in a box, but there are no border lines visible, you can still locate it. Just move the mouse around near where you think the border should be and eventually the move tool will appear. Left-click and the re-size handles are shown. The box can now be re-sized or moved to suit. Save and Close your Word-Letter Template (Priv).

J J Doe
3/52, Central Drive
Scotsville
GARLAND 54321

TIP: When working with text boxes, leave the border lines visible until the layout is finished. That way you will have no trouble with locating and repositioning, etc during the early stages. Before finalisation, just go around each box in turn and make any unnecessary lines invisible with the above procedure.

Part 2 - Formatting Text Boxes

Open a Word-Basic document and **Save As...** Word-Text Boxes. Copy the header above (minus the "Part 2 –"), with a single space below; then **Enter** again and make the new paragraph Normal and left-aligned. Now, **Enter** 6 times. Next, using the mouse or keyboard, Select from the PDF the highlighted text below:



When a text box is first drawn, its default formatting gives it a black border line of .75pt thickness and a white background fill. If you left-click on the border, then right-click and select Format text Box...
the panel shows the text box to be set in front of text.
This means that the box can be moved anywhere; but because it has a solid background fill, it will obscure any text underneath.

Now Copy, and Paste where the cursor is flashing at the bottom of your page. If you haven't already done so, read the text you just copied from and take notice of the associated Microsoft Word screen-print - the Format Text Box menu.

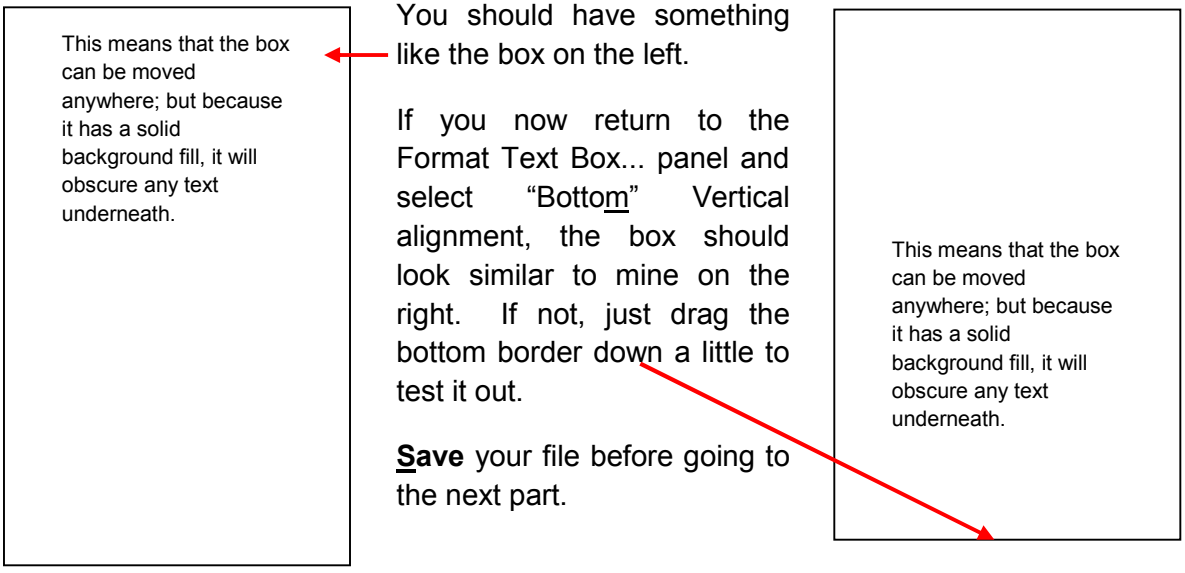
Now I want you to draw a text box. If you can't remember how, refer to Page 43 of this Tutorial. Make sure you do this in the space above your text. You need the width of the box to be about one third of the first line of text below; and when you have this, drag the bottom border down to just above the last paragraph and release the mouse button. You will see the effect of the "In front of text" formatting (in the screen print on the previous page). Left-click inside the box and notice where the cursor is flashing. You are going to change this.

Find the move tool on the border and right-click to bring up Format Text Box... You are in the "Colors and Lines" panel (see the tabs at the top).

Switch to "Text Box" with a left-click. You'll see the default margin settings for left, right, top and bottom, and these can be changed to suit your purpose. Below the margins there are three alignment selectors which are self-explanatory. Let's test these formats.

Close the Format Text Box panel; then Select and Copy the last paragraph of your text, left-click in the text box and Paste. Re-size the box using the appropriate handles so that all of the text is visible, then drag down the bottom border so that the box is tall and skinny with a good space under the text (don't worry about the text beneath that it covers). Left-click in the box and **Ctrl+A** to select all; then, go to the "Home" toolbar and reduce the Font size to Arial 8pt. Now, open the Format Text Box... panel again and make these changes: left and right margins to 0.75 cm; and top and bottom to 0.3 cm. Left-click **OK**.

Compare your work with my efforts:



You should have something like the box on the left.

If you now return to the Format Text Box... panel and select "Bottom" Vertical alignment, the box should look similar to mine on the right. If not, just drag the bottom border down a little to test it out.

Save your file before going to the next part.

The next section involves quite a bit of formatting. Don't worry – there are step-by-step instructions. However, because you will be using the mouse for most of the changes, it will be quicker once they are made, to left-click the **OK** button at the foot of each menu, rather than wasting time Entering using the keyboard. Actually, in some instances, Enter won't work; so stick with the mouse for these tasks. Just remember – it's a left-click to **OK**.

Part 3 - Changing the Layout Format of Text Boxes

Okay, so you have a text box that you can move around, but, because of the default format, if it sits over a block of text, it will obscure it. You are now going to apply a number of different layout formats to see how they can be changed to suit a specific purpose; but for this you are going to use a copy of both the text box and the original body of text. First, move the text box up so that it is clear of the text you copied.

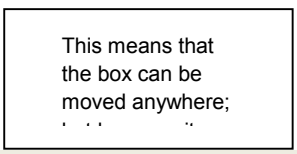
Drop the cursor after the end of the paragraph (in the document, not the text box), and **Enter**, **Enter**. Now, go back, Select the text and **Ctrl+C** to copy. **Ctrl+End** and **Ctrl+V** to paste. This creates a duplicate of your text body. Next, go up to the text box, right-click on a border to select, and left-click Copy. Left-click in a space outside the box and **Ctrl+V.** Your copy should appear slightly offset and over the top of the original. Move the mouse until the move tool appears; then left-click, hold and drag the copy towards the foot of the page, but temporarily release the mouse button when it is over the text. This confirms the box has the default layout formatting of the original because it also covers the text. Pick it up again and drop it below the last line of text. *Note the combined use of mouse and keyboard.*

Right-click on the border of this box and go to Format Text Box... in the usual way. Click on the "Layout" tab to open the panel and left-click on the "Behind Text" option and **OK**. Nothing seems to have changed; but if you pick up the box and drop it within the text above, you'll see that it now sits in the background. For text, this is pretty hopeless; but it is worth remembering, because the same technique can be used to place images under text as an artistic watermark. Move the text box back under the text and try something different.

Right-click for Format Text Box..., and this time select the "Square" option and **OK**. Once again, it just looks like the original box. Left-click on the border and release the mouse button. Hold down the **Arrow up** key and watch it slide upwards, shunting each line of text to the right as it comes into range. Now, try holding down the **Arrow-right** key. The box breaks the text, sending some left and the rest right. If you continue on to the right margin, text will be blocked on the left. The text box will even go past the margin of the document right to the edge; but be warned – taking it to the extreme will render part of it un-printable, because there is always a fine border edge of the page that printers ignore.

While the text box is over the text body, reduce the height using the top and bottom handles of the border and move it so that it sits well inside the paragraph with at least a line above and one below the box. You will lose sight of some of the text in the box, but don't worry about it for now. Go to Format Text Box... It will still be on the Square option. Click on "Advanced..." (bottom right); then the "Text Wrapping" tab at the top. In the presented panel, select "Top and bottom", then **OK** the changes. If you now **Arrow** the box to the centre of the first paragraph, you should have something like this:

When a text box is first drawn, its default formatting gives it a black border line of .75pt



thickness and a white background fill. If you left-click on the border, then right-click and select Format text Box...

Try moving the text box up and down to see how it affects the text above and below. With the Top and bottom layout format set, the box can be moved left or right, but no text will fill the spaces either side because this format extends across between the page margins. **Ctrl+S** to save – close if you fancy a break, and re-open when you resume the tutorial.

Part 4 - Saving Text Box Formats

It's easy to forget these procedures. To avoid having to go back to find How-to, it might be an idea to save the more useful ones to the Word-Format file. In the Word-Text Boxes file, **Ctrl+End** and add **6** new paragraphs. Now draw one text box just inside the left page margin, starting under the second new text block. Make the width of the box about a third of a line. Find the move tool, right-click and left-click Copy. Next, left-click outside the box and **Ctrl+V**.

The copy is already selected. **Arrow up** until the top and bottom borders are in line with the box underneath; then hold **Arrow right** to slide the second box so that it sits beside the first with a small space between. Left-click away to de-select the box and **Ctrl+V** again. Move this third box to align with the top and bottom borders of the other two, and to the right just clear of the second box.

Left-click in the first box to drop the cursor, then type: Default Text Box - in front of text; black border, white fill; no special formatting.

In the second box type: Text Box – square format; coloured fill, no border; Center vertical alignment.

In the third box type: Text Box – Top and bottom format; no fill or border; no extra spaces between text; line spacing single.

Now you are going to go through and format each box in turn as per the text in them.

Obviously, the first one being the default, it can be left as it is.

Find the move tool of the second box and bring up Format Text Box... Select the "Layout" tab, left-click "Square", then open the Colors and Lines tab. Drop down the Fill options and select a background colour (preferably a lightly shaded one). Drop down the Line options and left-click the No Colour box. Left-click the "Text Box" tab and select Center Vertical alignment; then left-click **OK**.

To Format the third box: left-click the "Layout" tab; left-click Square, Advanced..., left-click the "Text Wrapping" tab, then Select the "Top and bottom" option; left-click **OK**. Go to the "Colors and Lines" tab, drop down Fill and Line in turn, and check both "No Color boxes"; then left-click **OK**. I have dragged up the bottom borders for neatness, and to save space:

Default Text Box - in front of text; black border, white fill; no special formatting.	Text Box – square format; coloured fill, no border; Center vertical alignment.	Text Box – Top and bottom format; no fill or border; no extra spaces between text; line spacing single.

Notice that the Top and bottom format hasn't affected the other text boxes. You can check what it does to document text in a moment. First, left-click inside this third box to drop the cursor; **Ctrl+A**, then drop down the Paragraph options from the Home toolbar. Change Spacing After to 0pt, and Line spacing to single. Left-click **OK**.

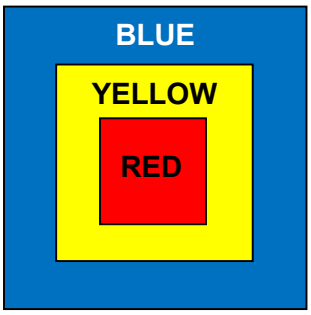
Just to prove a point, find the move tool on the third text box. Make sure you do this next bit in one movement. Left-click, hold and slide the box up into the middle of the document text above and partially over the text box inside it, then release the mouse button. It makes a mess, but it does confirm something – whereas the formatting of individual text boxes affects document text, in most cases, it doesn't push other text boxes out of the way. It does, however, have to follow the rules of "Order", and we'll be coming to that soon. Now **Ctrl+Z**.

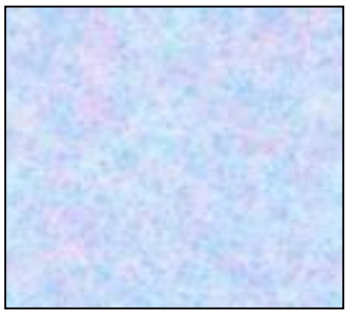
It might be an idea to copy the text-box formats to the Word-Formats file. Open your Word-Formats file and **Ctrl+End**. In your Word-Text Boxes file, hold down the **Shift key** and left-click each of the three text box borders to Select. These will be in a batch. **Ctrl+C** to copy them to the clipboard. Left-click once on Word-Formats to activate it, then **Ctrl+V**.

The copies will be pasted well below the last line of text (the indents formatting); so while they are all still selected, **Arrow up** to leave the boxes three lines below the text above. Move the mouse I marker to the line above the boxes and left-click to drop the cursor. Type: Text Box Formats. Make it Bold and Centralised. If you think you might want extra spacing under the indents format, you can add it now or later. When finished, Save and Close Word-Formats. If you need a break, Save and Close Word-Text Boxes.

Part 5 – Overlaying and Grouping Text Boxes

You now know a little of how formatted text boxes can alter the look of a document by placing them next to or inside text. They can also be used as a design feature. The examples below are fairly simple to create. I'll show you how.





In your Word-Text Boxes document, drop the cursor at the start of a line of text just above the three boxes. **Enter** four times to shunt the text boxes down with the paragraphs. You want them back up where they came from, but first you are going to ensure that they stay together. Holding down the **Shift** key, left-click on each of the boxes in turn to Select them as a batch; and while the move tool is still visible, right-click for the options and left-click: "Grouping > Group". As they are still selected, move them using **Arrow up** and leave them two lines below the last line of document text. Left-click in a space above the boxes to drop a cursor, and **Enter**. The group moves down the page again. This is because the Enter was above them. **Ctrl+End** and the cursor will now be on the last line below the boxes.

When text boxes are initially grouped together, irrespective of their individual formats, the group will revert to the "In front of text format. Check the format of your three grouped boxes by right-clicking the move tool and look in the Format Text Box... panel, Layout tab. While in the panel, left-click "Square" and **OK**. If your grouped text boxes are still on the page, just **Arrow** them to where you want. When I performed this bit of formatting, my grouped boxes seemed to have disappeared; but they were still there and had dropped to a second page that had been created. As the group was still selected, I cut them using **Ctrl+X**, scrolled back up to the previous page; **Arrow**ed **up** the cursor to the line where I wanted them; then Pasted them back with **Ctrl+V**.

While the group is selected (if not, Select now), use the mouse to move the **I** marker to an edge until the move tool appears; left-click, hold and push the group up into the text above and over the text box there; then release the button. Notice what this does to the text, and that it sits on top of the other text box. **Ctrl+Z** to return the group to its original position.

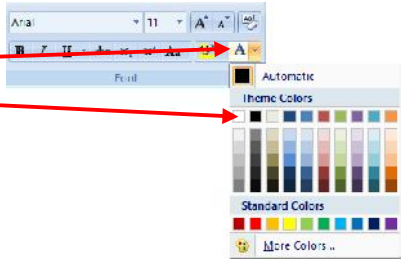
There are times when adjustments may need making to only one box in a group. Locate the move tool for the group with the **I** marker, right-click, slide into the options > Grouping, then across to Ungroup and left-click to Select. Notice how individual boxes are shown with their respective handles; but, at this stage they are still grouped together. Left-click outside the group to de-select first, then find a move tool and click – this box will be selected on its own. For now, you want to re-group; so **Ctrl+Z**; then **Ctrl+S**.

You are now going to replicate the BLUE / YELLOW / RED text box on the previous page. Left-click at the top of your next page to drop the cursor, **Enter**, **Enter**; then and type this:

Text boxes can be layered and grouped as one. When one is created, it can be re-sized to suit; copied, then pasted; and the copy can be re-sized separately so that it fits inside the original it was copied from. Any number of text boxes can be overlayed, one on top of the other; then they can be grouped as one for moving and re-formatting to fit the job in hand.

Arrow up to the first line of this second page and type: Layering Text Boxes. Make it Bold and Centralised. **Ctrl+End** to drop the cursor on a line below the new text. If you don't have one, **Enter** a few times below the text.

Go to the Insert tab and draw a text box below the text about the same size as one of the boxes in your group next to the left-hand page margin. Click back to the Home tab. The cursor will be flashing inside the box. Type: BLUE.
Now, Select this word, Centralise and make it Bold.
While the word is selected, move your mouse pointer up to the Font tools and drop down the Font colour panel.
In the "Theme Color" panel, left-click the White box.



The blue selector highlight is still in the text box, but the word seems to have vanished. It hasn't, and you are going to prove that now. Left-click outside the box to clear the highlight, then find the move tool and right-click for Format Text Box... Go to the Colors and Lines tab, drop down the Fill Color options and left-click the blue square on the "Standard Colors" bottom row, third from the right. Go to the Size tab and change both the Height and Width to 4cm, then **OK**. You should have replicated (Fig. 1) on the next page.

Create the overlayed yellow square by: right-clicking the BLUE box move tool, then left-clicking Copy; right-clicking outside the box and left-clicking Paste. This gives you an off-set duplicate. Right-click on the move tool of this new box for Format Text Box...; and, as you are still in the size options, make both Height and Width 2.6cm. Go to the Colors and Lines tab > Fill, and select the bottom yellow square, fourth from the left, then left-click **OK**. You can barely see the lettering, but if you left-click inside the box, the cursor will appear. **Ctrl+A** to Select; drop down the toolbar Font Color options again, and click on the Black "Automatic" box top left. No, the box isn't blue, so type in YELLOW. Click on a border of the yellow box to Select, and use the **Arrow Keys** to tap the box to sit centrally over the blue one (Fig. 2).

All that's left to do now is make the inner RED box. First, Copy the yellow text box, and Paste the off-set version as before. Right-click on its move tool, go to Format Text Box and change the Fill Color to RED (bottom, 2nd from the left). In the Size panel change both Height and Width to 1.4cm. Now go to the Text Box tab; change the Top Internal margin to 0.4cm; and finally Select Center as the Vertical alignment. **OK** the changes. Clearly, the word needs changing. Click in the box, **Ctrl+A** to select the old word, then type: RED. Keep the black text colour. Re-position the red box in the centre (Fig.3). Holding the **Shift** key, Select each of the overlayed boxes as a batch, then Group them together. **Ctrl+S** your file.

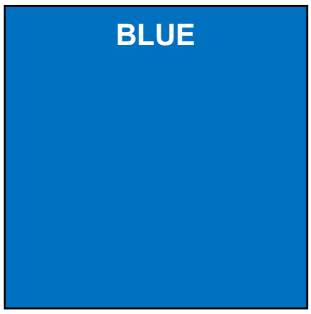


Fig. 1

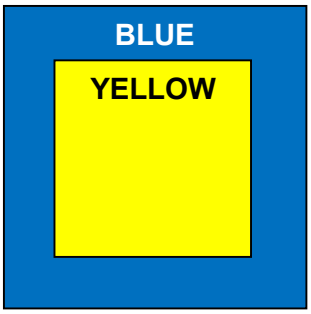


Fig. 2

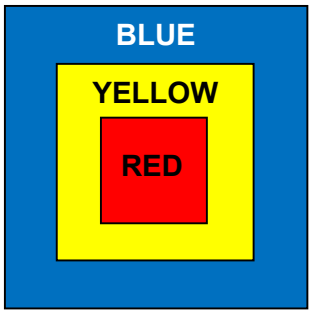


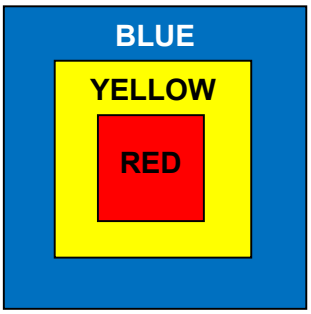
Fig.3

Part 6 – Integrating Text Boxes with Text

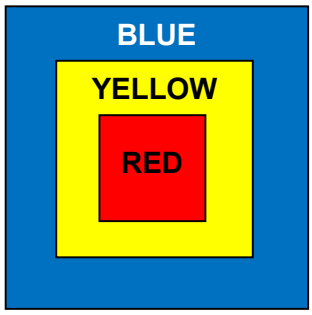
Open your Word-Text Boxes document (if it isn't already). On the second page, you have a paragraph of text with the new layered group of text boxes underneath. Pick these up with the mouse and move them up over the text and drop. They sit over the text, obscuring it. Left-click outside the box to de-select (if you don't you will be stuck in Size format, and you need Layout). Move the mouse to a border for the move tool, right-click and go to Format Object... *(notice that the combined and overlayed text boxes are now regarded as an Object)*. Select the "Layout" tab, left-click on "Behind Text" and **OK**. The paragraph on the page now runs over the boxes.

Go back into the Format options and, this time, left-click on Square, then **OK**. Move the group up into the paragraph of text above it and you should have something like the example on the next page.

Text boxes can be layered and grouped as one. When one is created, it can be re-sized to suit, copied, then the pasted copy re-sized separately so that it fits inside the original it was copied from. Any number of text boxes can be overlayed, one on top of the other, then grouped as one for moving and re-formatting to fit the job in hand.



The position of the object makes it difficult to read the paragraph which is cut in half. If, however, you click for the move tool, then hold down the **Left Arrow** key, you can watch as it slides towards the left margin, and the text sorts itself out to the right until you get this:



Text boxes can be layered and grouped as one. When one is created, it can be re-sized to suit, copied, then the pasted; and the copy re-sized separately so that it fits inside the original it was copied from. Any number of text boxes can be overlayed, one on top of the other, then grouped as one for moving and re-formatting to fit the job in hand; but they will then become an Object.

Let's try something a little bit fancy. **Ctrl+End**, then **Enter** down to clear the text box influence and put the cursor on the left beneath it. Next, click the Insert tab and draw a new text box that extends across the page from left to right margins and about 2 lines in height. Type: YOU CAN PUT MORE THAN JUST WORDS IN TEXT BOXES; make it Centralised, Bold and 14pt. Now, right-click on the move tool to bring up the Format Text Box... options and go to the Colors and Lines tab. Click "Fill Effects" (to the right of "Color"), click on the "Texture" tab and scroll down the choices. Pick a light background colour that will keep the black text visible; then **OK** the changes. Adjust the height of the box so that the words are vertically centralised. This is going to be the header for your second page:

YOU CAN PUT MORE THAN JUST WORDS IN TEXT BOXES

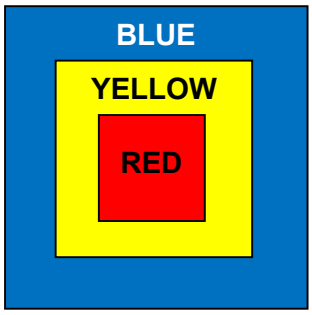
Before going on, mouse-click to drop the cursor at the start of the header: "Layering text Boxes"; then **Enter** 3 times to shift everything down from the top of the page**.** You need to make some final changes to your new fancy header, so right-click on its move tool, go to Format Text Box... and follow this progression: Layout > Square > Advanced... > Text Wrapping > Top and bottom > **OK** > **OK**. This will cause the text box to displace text on the document. It will NOT displace another text box, which is why you needed to move the group down using the keyboard Enter technique.

The header box is still Selected, and you are going to move it to the top of the page where the top paragraph line would be. Once a text box is Selected, the cursor cannot be seen, so it is difficult to know exactly where the top line is. Click on the "Show hidden characters" tool on the toolbar to bring up the ¶ marks. The top one is your target. Hold down the **Arrow up** key to slide the header up to the top paragraph mark. **Delete** 2 paragraphs of space between it and the header below.

You should have something like this:

YOU CAN PUT MORE THAN JUST WORDS IN TEXT BOXES

Layering Text Boxes



Text boxes can be layered and grouped as one. When one is created, it can be re-sized to suit, copied, then the pasted; and the copy re-sized separately so that it fits inside the original it was copied from. Any number of text boxes can be overlayed, one on top of the other, then grouped as one for moving and re-formatting to fit the job in hand; but they will then become an Object.

If all's well, disable "Show hidden characters", then Save and Close Word-Text Boxes.

Exercise 5

You probably have some photos on your PC or laptop. Pick one you might like to put on your private letter template and remember where it is located in Windows Explorer.

Open Word-Basic and Save As... Word-Images. Draw a text box of a suitable size. Bring up the Format Text Box... options and go to the Colors and Lines tab. Click "Fill Effects"; then the "Picture" tab. Click "Select Picture...". Browse Windows Explorer for your chosen photo, left-click on your choice; and **Insert.** Click the "lock picture aspect ratio" box, and **OK**, **OK**.

If you end up with something like this:

Save the file and Close it.

I'll show you more on images in the next tutorial.

Coming next: Working with Images

WT5 – ADDENDUM FOR 365 USERS

Page 44 To re-format a text-box, right-click on a border for the move tool, left-click Format AutoShape/Picture.

Page 49 1st paragraph: when choosing the Square format, then **OK**, 365 does not seem to throw the Grouped boxes elsewhere in the document.

Page 50 To copy a text box, right-click the move tool and left-click Copy. When you right-click outside the box, Paste Options: Keep Source Formatting (K) is the one you want. Alternatively, right-click to Copy, left-click outside the box, then **Ctrl+V**.

In 365, formatting Grouped boxes is catered for in the Format AutoShape/Picture option.