




Word 3  
 Microsoft Word 2007

Action	Technique
<p>1. Insert a Text Box</p> 	<ol style="list-style-type: none"> <li>1. Click the <b>Insert</b> tab on the <b>Ribbon</b>.</li> <li>2. Then click on <b>Text Box</b>. Choose the design you want by clicking on a design from the design gallery.</li> </ol> <p>To draw your own text box, click on <b>Insert</b> and <b>Text Box</b> then click on <b>Draw Text Box</b>.</p> <p>Move your cursor to the area in which you would like to place the text box. Click and hold the left mouse button. Drag the cursor until the text box reaches the desired size. Release the mouse button.</p> <p>Enter text in the text box by clicking and typing in the box. Text in the box can be formatted like any other text in your document.</p>
<p>2. Resize a Text Box</p> 	<p>Select the text box by clicking on it. Then use the <b>handles</b> to change the size of your text box.</p> <ol style="list-style-type: none"> <li>1. Put you cursor on any one of the handles, the cursor will change into a <b>two-way arrow</b>.</li> <li>2. Hold the left mouse button and drag the cursor until the text box reaches the desired size.</li> </ol> <p>OR</p> <p>To resize to an exact height and width:</p> <p>Click the text box that you want to resize.</p> <p>Under <b>Text Box Tools</b>, on the <b>Format</b> tab, in the <b>Size</b> group, enter the measurements that you want into the <b>Height</b> and <b>Width</b> boxes. If you do not see the <b>Format</b> tab select/click on the text box.</p>
<p>3. Move a Text Box</p> 	<p>An advantage of using text boxes is that they can easily be moved around anywhere on the document. Select the text box to be moved. Move the pointer to the border of the text box. The pointer now becomes a <b>four-way arrow</b>. Click and drag the text box to its new location.</p>

# Microsoft Word Ii Designing Your Documents

**Vikas Gupta**



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## **Table of Contents Microsoft Word Ii Designing Your Documents**

1. Understanding the eBook Microsoft Word Ii Designing Your Documents
  - The Rise of Digital Reading Microsoft Word Ii Designing Your Documents
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word Ii Designing Your Documents
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Word Ii Designing Your Documents
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word Ii Designing Your Documents
  - Personalized Recommendations
  - Microsoft Word Ii Designing Your Documents User Reviews and Ratings
  - Microsoft Word Ii Designing Your Documents and Bestseller Lists
5. Accessing Microsoft Word Ii Designing Your Documents Free and Paid eBooks
  - Microsoft Word Ii Designing Your Documents Public Domain eBooks
  - Microsoft Word Ii Designing Your Documents eBook Subscription Services
  - Microsoft Word Ii Designing Your Documents Budget-Friendly Options



6. Navigating Microsoft Word Ii Designing Your Documents eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Word Ii Designing Your Documents Compatibility with Devices
  - Microsoft Word Ii Designing Your Documents Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Word Ii Designing Your Documents
  - Highlighting and Note-Taking Microsoft Word Ii Designing Your Documents
  - Interactive Elements Microsoft Word Ii Designing Your Documents
8. Staying Engaged with Microsoft Word Ii Designing Your Documents
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Word Ii Designing Your Documents
9. Balancing eBooks and Physical Books Microsoft Word Ii Designing Your Documents
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Word Ii Designing Your Documents
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Word Ii Designing Your Documents
  - Setting Reading Goals Microsoft Word Ii Designing Your Documents
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Word Ii Designing Your Documents
  - Fact-Checking eBook Content of Microsoft Word Ii Designing Your Documents
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- 
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