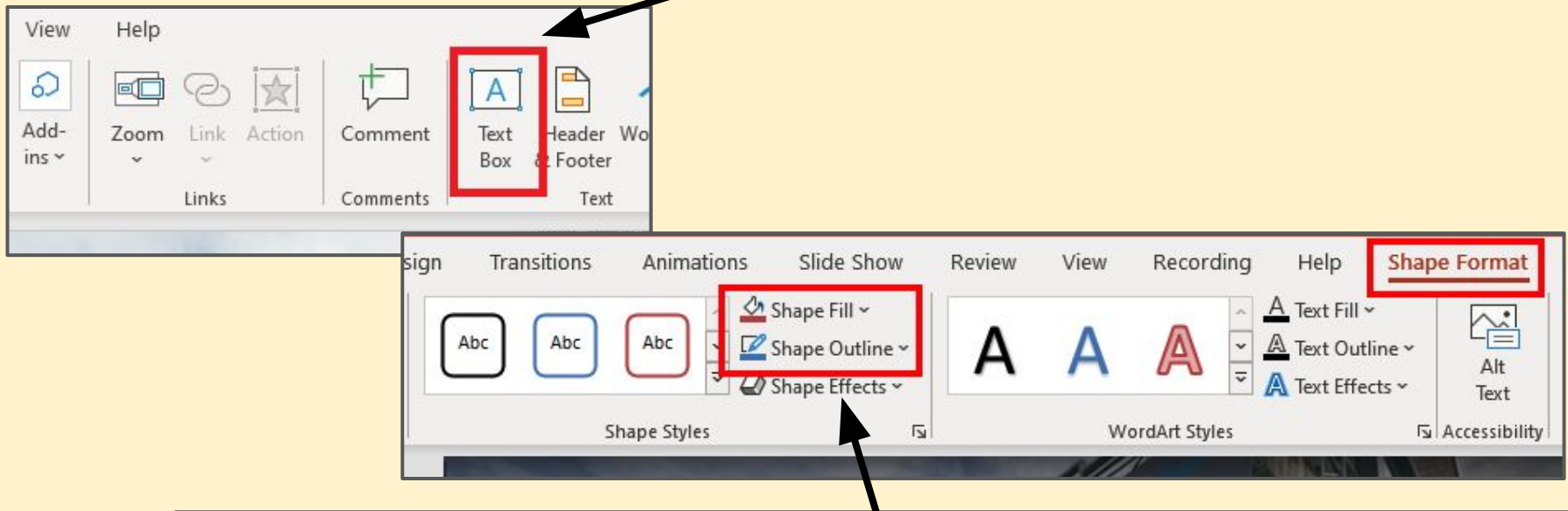


IMMP skills - text boxes

Use the **Insert** menu to insert text boxes or shapes Just draw a box and add text - don't worry about the size of it yet



Click **Shape Format** at the top and use the **Shape Fill** and **Shape Outline** options to format the box

Hint: try making the Shape Outline **Weight** a bit thicker

You can use buttons as text boxes - don't forget to right click and **Add Text**

IMMP skills - fancy formats



Cowdrey Stand

Built in the 1980s and named after Kent and England legend Colin Cowdrey.

The stand has three floors and an outside seating area.

Click on the buttons to find out more

Ground floor

First floor

Second floor

Outlining text can make it stand out more effectively

You can use **partly transparent** text boxes to help show text on a complex background

Changing the **Weight** and **Colour** of box outlines can make a real impact

IMMP skills - cool text boxes

1. Add a textbox or shape and add your text as normal

2. Click Shape Format at the top

3. Then click the **small arrow** at the bottom of **Shape Styles**

4. On the **Format Shape** sidebar:
- open the **Fill** section
 - choose a **solid fill** colour (grey or white work well)
 - use the **transparency slider** to make it partly transparent

The image shows a PowerPoint slide with the following elements:

- Slide Title:** IMMP cricket only.pptx - Last Modified: Fri at 13:40
- Ribbon:** Design, Transitions, Animations, Slide Show, Review, View, Recording, Help, **Shape Format** (highlighted with a red box).
- Shape Styles:** Three text boxes with 'Abc' inside, each with a different fill color (black, blue, red). A small arrow icon at the bottom right of this section is highlighted with a red box.
- Format Shape Sidebar:** A sidebar on the right with 'Shape Options' and 'Text Options' tabs. The 'Fill' section is expanded and highlighted with a red box. It contains radio buttons for 'No fill', 'Solid fill', 'Gradient fill', 'Picture or texture fill', 'Pattern fill', and 'Slide background fill'. Below these, a 'Color' dropdown and a 'Transparency' slider (set to 17%) are highlighted with a red box.

IMMP skills - text outlines

1. Add your text. A chunky font works best. Highlight it

2. Click **Shape Format** at the top

3. Then click **Text Outline** in the **WordArt Styles** section

4. Choose a contrasting colour to make the text really stand out

5. Change the **Weight** to make the outline thicker or thinner

