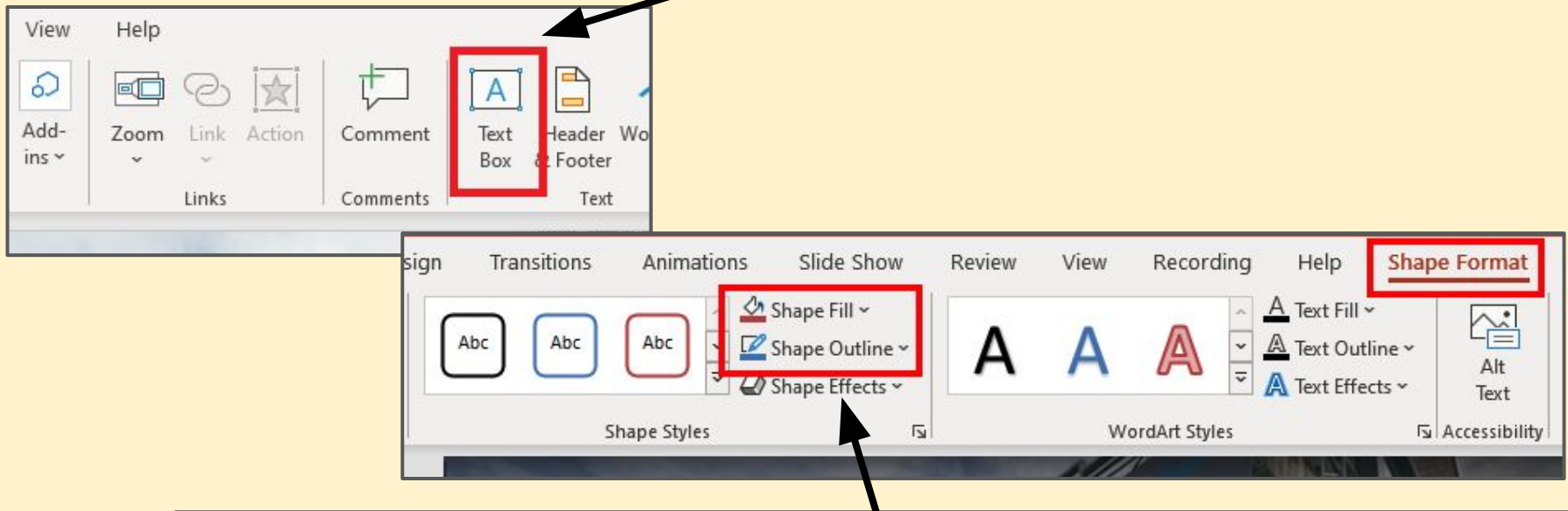# IMMP skills - text boxes

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

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

IMMP cricket only.pptx - Last Modified: Fri at 13:40 ⌄   🔍 Search (Alt+Q)

gn   Transitions   Animations   Slide Show   Review   View   Recording   Help   **Shape Format**

Abc | Abc | Abc

🖊 Shape Fill ⌄
📝 Shape Outline ⌄
🧽 Shape Effects ⌄

A A A

A Text Fill ⌄
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A Text Effects ⌄

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WordArt Styles

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

Format Shape

Shape Options   Text Options

🔻 Fill

○ No fill
◉ Solid fill
○ Gradient fill
○ Picture or texture fill
○ Pattern fill
○ Slide background fill

Color   🪣 ⌄

Transparency   ——|——   17%

▷ Line

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

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