**Tutorial E1 Formatting a Textbox (31 points)**

1. There are several different ways you can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your textbox.

1. Formatting the textbox actually lets you change the \_\_\_\_\_\_\_\_\_\_\_\_ of the \_\_\_\_\_\_\_\_\_\_\_ itself, which the text is placed inside.

1. To begin, select your textbox by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- inside the textbox.

1. We can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ click inside that textbox and select \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_text box.

1. In the format dialog textbox, here you can do some of the more \_\_\_\_\_\_\_\_\_\_\_\_\_ formatting changes.
2. You can decide if you want to have a \_\_\_\_\_\_\_\_\_\_\_\_ and if you do what \_\_\_\_\_\_\_\_\_\_\_\_.

1. You can decide what kind of line you would like surrounding the textbox and how \_\_\_\_\_\_\_\_\_\_\_\_\_ you want that line style.
2. Lastly, you can choose the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the line…this is how thick the line will appear.
3. You can also venture into \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which will allow you to pick different borders to surround your text.

1. You can also decide on a color \_\_\_\_\_\_\_\_\_\_\_\_\_, or you can add fill \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. In the fill dialog box, you can decide to even use \_\_\_\_\_\_\_\_\_\_\_ fill colors and decide the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and decide the type of diagonal you would like to have.

1. Brain break…go to www.dictionary.com and please write the definition for **transparent** here:
2. You can also determine the \_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your textbox.

1. You can decide layout, which will decide how \_\_\_\_\_\_\_\_\_\_\_\_\_ you would like your text or whether you want it \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. You can also look at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ alignment to decide where you want your text to be centered.

1. You can also use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to fit your text in just right inside the textbox, and you can even \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the text itself.

1. There are other ways to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your textbox other than right clicking.

1. If you look in your ribbon, you will see \_\_\_\_\_\_\_\_\_\_\_\_\_ tools appear whenever you are in your textbox.

1. From here, you can add several other, more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ effects.
2. You can determine the color; you can use gradient or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or pattern fills.

1. You can also create \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ effects to make the text stand out even more.

1. You can also apply \_\_\_\_\_\_\_\_\_\_\_ effects.

1. Textbox challenge!

\*Create a text box with your first and last name inside it.

\*Use 5 textbox features of your choice mentioned in this tutorial to enhance your textbox.

\*Under your textbox, explain the 5 features you used with proper terminology (i.e. gradient, shadow effect, etc.).

\*When finished, call me over, and I will award you up to 5 points!