**Tutorial E2 Changing Textbox Sizes (16 points)**

1. The simplest way to change the \_\_\_\_\_\_\_\_\_\_\_\_\_ of your textbox is to simply click on the textbox, go to one of your four \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and where you see the \_\_\_\_\_\_\_\_\_\_\_\_\_, clear circle, you can click on it and drag.
2. You can \_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the corners or increase the size from the \_\_\_\_\_\_\_\_\_\_\_ or bottom, or you can use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the textbox.
3. You may want to look at other options. \_\_\_\_\_\_\_\_\_\_\_\_ click on your textbox and select \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ textbox.
4. Select the tab for \_\_\_\_\_\_\_\_\_\_\_\_\_\_; you can put in a specific size you would like the textbox to be.
5. You can decide the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of its height and width.
6. You can also \_\_\_\_\_\_\_\_\_\_\_\_\_ this so it doesn’t change.
7. There is yet another way. Go to your ribbon that you have the option for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tools.
8. If you go to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group on the right hand side of your screen, you can set you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and width here.
9. If you select \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you will see you can decide several different aspects of size when it comes to your textbox.
10. If you select the size group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the right hand corner, you will see this is another way to get to your format textbox dialog box.