

LEVEL 2 - Create text boxes and auto shapes. Grouping

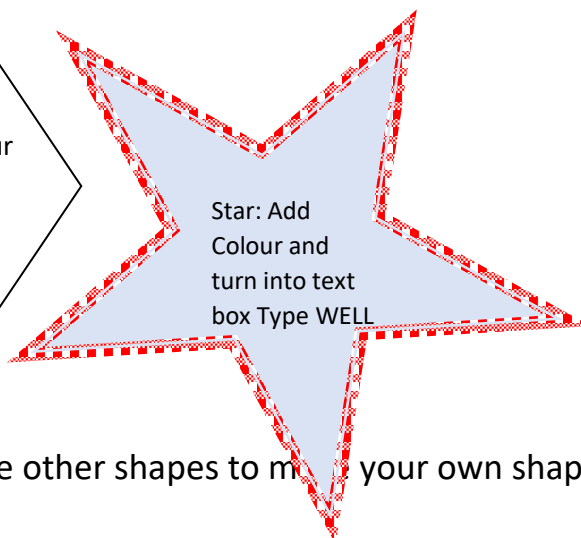
TEXT BOXES – INSERT RIBBON – TEXT BOX – DRAW TEXT BOX

AUTO SHAPES

1. Open a MS Word 2016 document and create the following shapes. (**Insert > Shapes**)

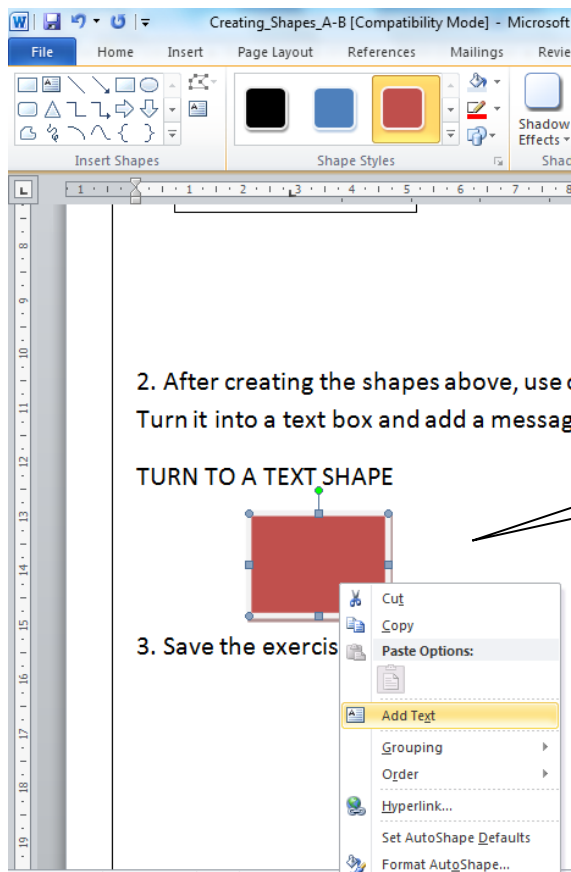
SQUARE:
4.45cm X 4.45cm
Turn this shape into a text box and add the colour you want

Right Arrow: Add Colour and turn into text box and Type your name



2. After creating the shapes above, use one of the other shapes to make your own shape. Turn it into a text box and add a message to it.

TURN TO A TEXT SHAPE



Draw Shape
Right Click on shape
Choose ADD TEXT

GROUPING

INSERT RIBBON - ONLINE IMAGE

Searched for Plane

WORD ART type country i.e. Italy

PICTURE & WORDS OVERLAP

Picture Behind Text

Words **BRING FORWARD**

CTL Select IMAGE and SELECT TEXT

PICTURE TOOLS > FORMAT > GROUP



The image should now move as one image and not 2