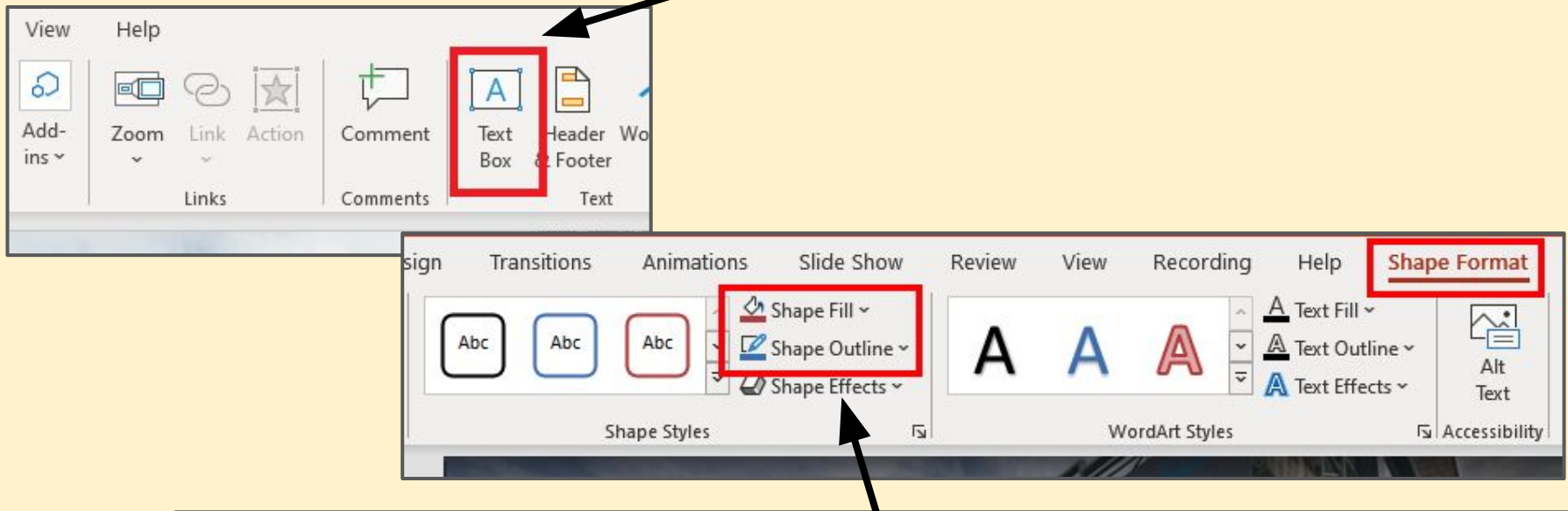


IDMP skills – text boxes

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**

IDMP 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 (slide 4)

You can use **partly transparent** text boxes to help show text on a complex background (slide 3)

Changing the **Weight** and **Colour** of box outlines can make a real impact (slide 3)

IDMP 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 screenshot shows the Microsoft PowerPoint interface. The top ribbon is highlighted with a red box, and the 'Shape Format' tab is selected. Below the ribbon, the 'Shape Styles' section is visible, with a small arrow icon at the bottom highlighted by a red box. The 'Format Shape' sidebar is open on the right, showing the 'Fill' section with the 'Solid fill' option selected. The 'Color' and 'Transparency' options are highlighted with a red box, with the transparency slider set to 17%.

IDMP 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

