

# ADD TEXT BOX IN EXCEL 2010

## Text Boxes

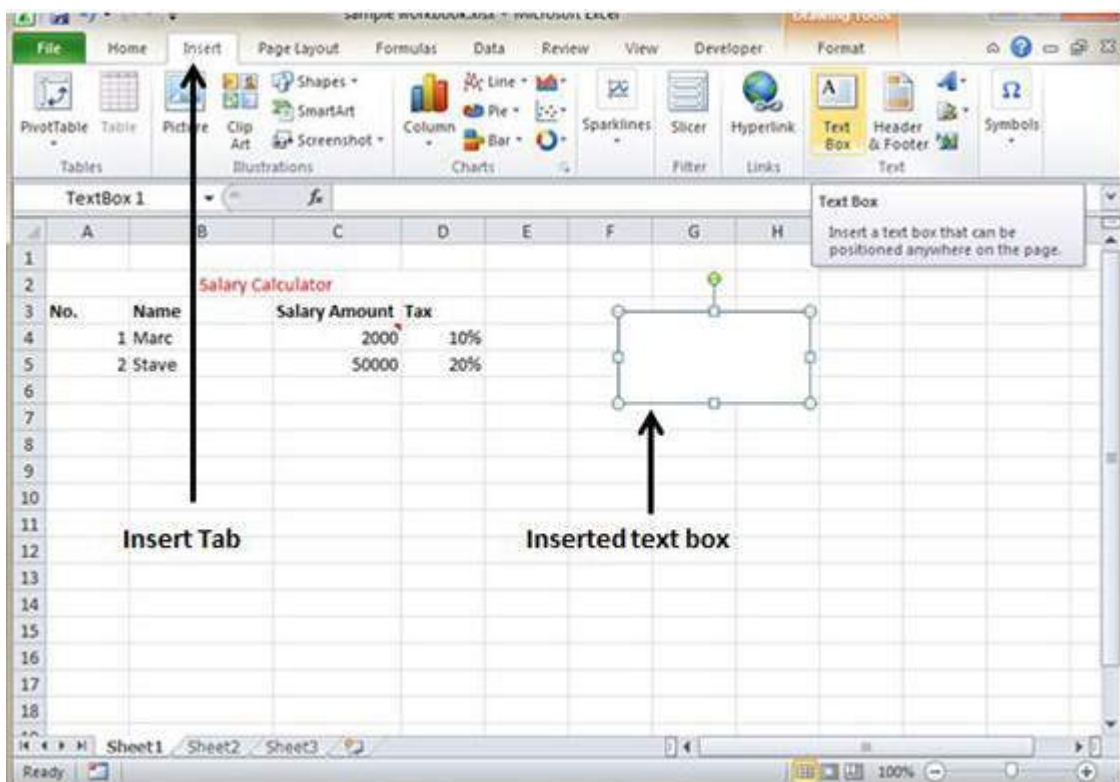
Text boxes are special graphic objects that combine text with a rectangular graphic object. Text boxes and cell comment are similar in that they display text in rectangular box but text boxes are always visible while cell comment become visible after selecting cell.

## Adding text boxes

To add text box perform below actions.

- Choose Insert » Text Box » choose text box or draw it

Initially comment consist of Computer's user name. You have to modify it with text for the cell comment



## Formatting text box

After you added text box, you can format text box by changing the font, font size, font style, and alignment, etc. Let us see some of the important options there.

- **Fill** : Specifies filling of text box like No fill, solid fill. Also specifying transparency of text box fill.
- **Line Colour** : Specifies the line colour and transparency of the line.
- **Line Style** : Specifies line style and width.
- **Size** : Specifies the size of the text box.
- **Properties** : Specifies some properties of text box.
- **Text Box** : Specifies text box layout, Auto-fit option and internal margins.



