



# Spiffing up MS Word Docs

## Page Border

- Open a **Word** document.
- Click on **Format** and **Borders and Shading**.
- Select the **Page Border** tab.
- Choose either **Box**, **Shadow**, or **3D**.
- Select a style and click **OK**.

## Insert a Text Box

To be able to move your text anywhere:

- Click **Insert** and **Text box** (or use the **text box icon** on the **Drawing** toolbar: a white box with a capital A and lines.)
- Your cursor turns to a cross-hair. Click & drag a box.
- Type your text.
- Adjust the size of your text box.
- Click on the **line tool** (the paint brush in the Drawing toolbar) and select **No line**.
- Click off of the text box to see what it looks like.

## Change the Direction of your Text

- Select the text (must be in a text box).
- Click on **Format** and **Text Direction**.
- Choose the direction you like and click **OK**.

