

Fun with Fonts

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Font formatting allows you to change the appearance of individual characters of text. Some of the different options are as follows:

Font typeface: (Comic Sans, Book Antiqua, Verdana, **STENCIL**, Tahoma, Calibri)

Size: (8, 12, **18**, **24**)

Style: (**bold**, *italic*, regular, ***bold italic***, underline)

Color: your choice

I will demonstrate using the Ribbon which is present in newer versions of Word and also in Word Pad

Before making any changes to your document, you must first highlight (select) the word or sentence you want to change. You do that by following ONE of the following methods:

1. Left click at the beginning of the text you want to select, hold down the mouse button and move the mouse indicator over the text to highlight it.
2. Double click on a single word. This will select a single word.
3. Place your mouse indicator at the beginning of a line until a slanted arrow appears, then click. This will select the entire line.

To change the font typeface, select the portion of the text you want to change: In the Home Tab's Font section, click the Font Face down arrow. Choose the desired font from the list.

To change the font size, select the portion of the text you want to change: In the Home Tab's Font section, click the Font Size down arrow. Choose from list.

To change the style of the font, select the portion of the text you want to change: In the Home tab's Font Section, choose **B** (Bold) *I* (Italicize) U (Underline)

To change the color of the font, select the portion of the text you want to change:
In the Home Tab's Font section, click the Font Color down arrow. Choose from list.

To use Subscript, Superscript or Strikethrough: select the portion of the text you want to change:

In the Home Tab's Font section, click on the option you desire.

To either grow or shrink the font size: select the portion of the text you want to change:

In the Home Tab's Font section, Click on one of the **As**. (one grows, one shrinks)

To add text effects: select the portion of the text you want to change:

In the Home Tab's Font section, click on the Text Effects **A** and choose what you like.

To highlight the text: select the portion of the text you want to change:

In the Home Tab's Font section, click on the Text Highlight Color down arrow and choose from the list.

There are many ways to change the appearance of your letters, but you should keep in mind that too much formatting can distract the reader and reduce the document's ability to communicate its message.

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