

## Changing the Appearance of Text

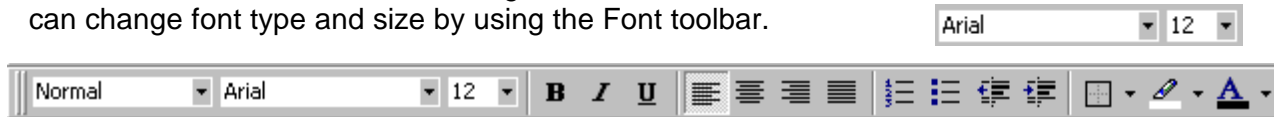
### Text Formatting

#### Manipulating Fonts

Windows and Office applications (Word and Excel etc) provide a number of fonts for use in documents. A font is a name on how text appears or looks.

E.g.            Arial            **Comic Sans**            **ALGERIAN**            Garamond

Fonts can also have their size changed. Font sizes are measured in Pica or Points. You can change font type and size by using the Font toolbar.



By selecting text and changing any of the font settings you can alter the appearance of text in your document.

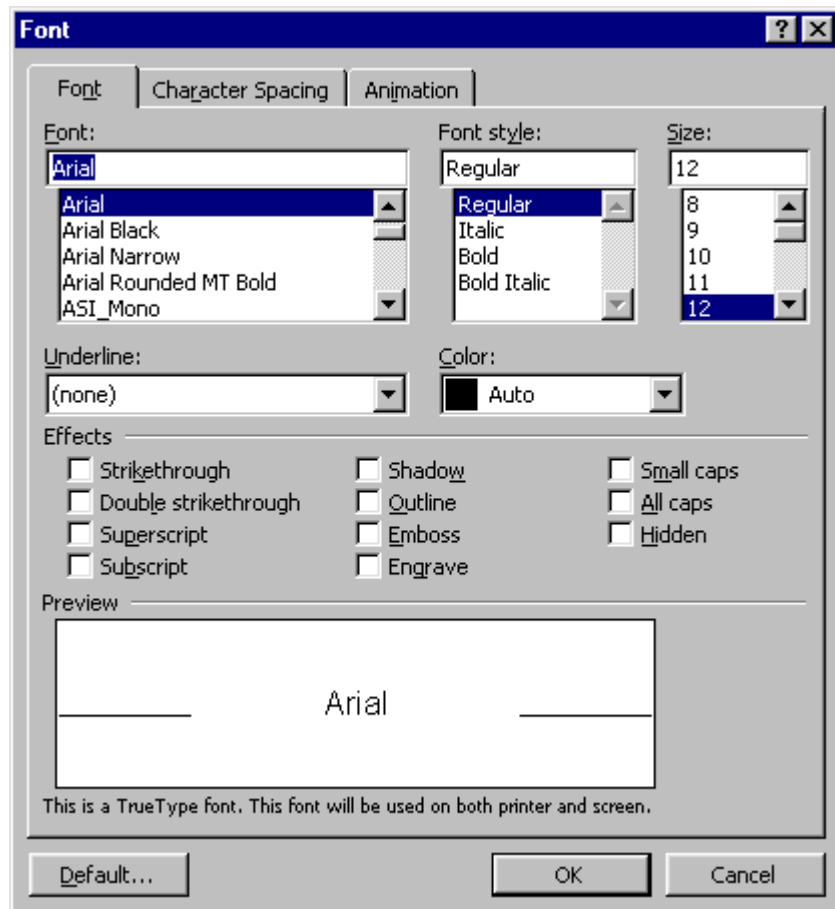
The font manipulations can also be carried out by using the Font dialog, which is accessible via the **FORMAT - FONT** menu item.

All the font operations described for modification via the toolbar can also be carried out through the Font dialog.


Special effects can also be generated that are not available via the toolbar.

Superscript, Subscript, ~~Strikethrough~~, Emboss and Shadow.

A preview of the selected options can be seen at the bottom of the dialog.



## Bold, Italics and Underline

Other common font formatting options are **Bold**, *Italics* and Underline. These can all be turned on or off by using the buttons, or by  using the Format Font dialog or by using the keyboard shortcuts :

**Bold** - CTRL + B

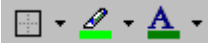
*Italics* - CTRL + I

Underline - CTRL + U

## Applying different colours and animation to text

Colour can be applied to text in two ways, colour or highlights :

- This is coloured text
- **This is highlighted text**

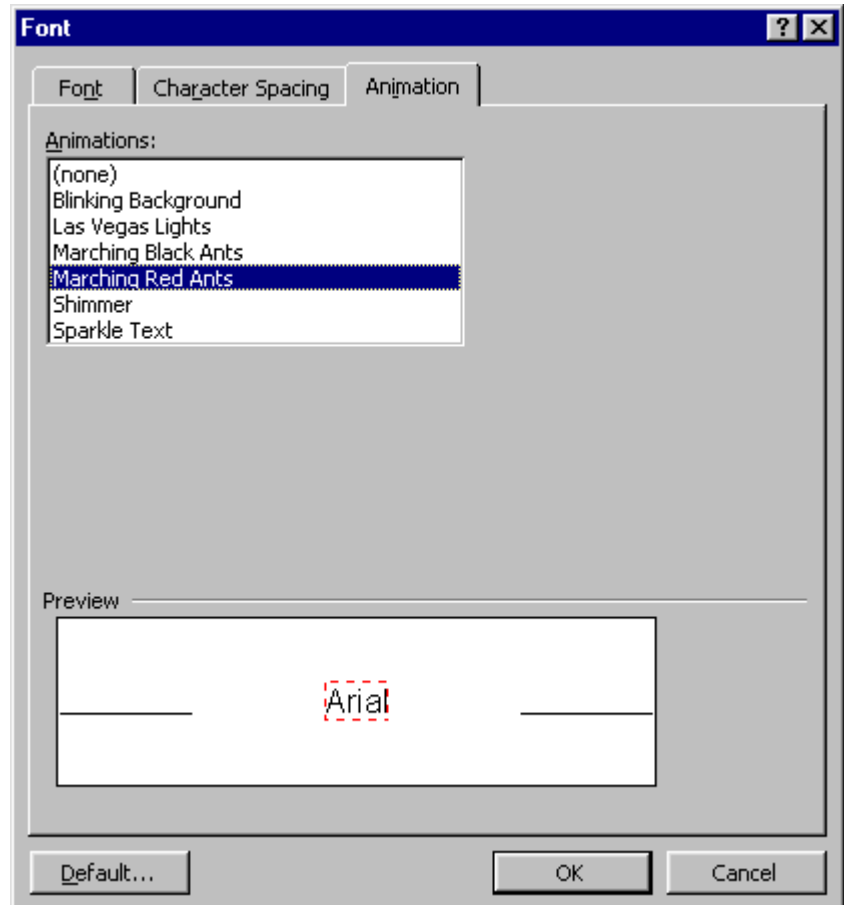
To add colour to text you can use the Format Font dialog or the toolbar  buttons.

To add animation to text, open the Format Font dialog and select the Animation tab.

None is the standard selection and means no animation.

The other options perform a visual change on the text at regular intervals.

Experiment with them and view the results in the Preview box at the bottom of the screen.



## Alignment and Justification

Text alignment is a common operation which allows you to left, centre or right justify text. This means that the text aligns itself along the point you have selected.

This is LEFT aligned.

This is RIGHT aligned.

This is Centred.

Justification is where a paragraph is positioned so that its edges on both left and right are aligned. All the paragraphs in these notes are justified. Here is an example of an unjustified (left aligned) paragraph.

"I wandered lonely as a cloud that floats on high o'er vales and hills, when all at once I saw a crowd a host of golden daffodils, beside the lake, beneath the trees, fluttering and dancing in the breeze. Continuous as the stars that shine and twinkle on the milky way, they stretched in never ending line along the margin of the bay."

Notice the jagged edge on the right hand side.

The Format Paragraph dialog can also be used to perform justification and alignment.

Left and right indentation measurements as well as special commands such as a hanging indent can be performed using this dialog.

Line spacing can also be altered. This paragraph is an example of 1.5 line spacing.

A preview of the chosen options can be seen in the preview section at the bottom of the dialog. Use the options and experiment to discover what various combinations will appear like.

