

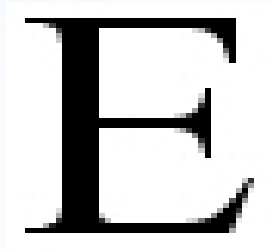
# COMPUTER APPLICATIONS

# Working with Fonts

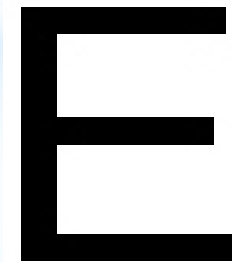
A font is a style and design of text.

Examine this letter:

Illustration;



Now examine this one:



# Cont...

- ❑ As you can see, the two styles are completely different.
- ❑ Notice how straight and blocky the second one is compared to the first.
- ❑ The first one has little pointy bits on its edges. The pointy bit is called a serif.
- ❑ Fonts are basically split into two types - those that have the pointy edges, and those that don't.
- ❑ The pointy fonts are called serif fonts, and the ones without pointy bits are called sans serif fonts.

# Cont...

- ❑ The first of the letter Es is the very popular serif font "Times New Roman".
- ❑ The second letter e is the most popular sans serif font "Arial".
- ❑ With Microsoft Word 2007 and later, the font you get if you don't make any changes is called Calibri. Calibri is a sans serif font that looks very similar to Arial.

# Cont...

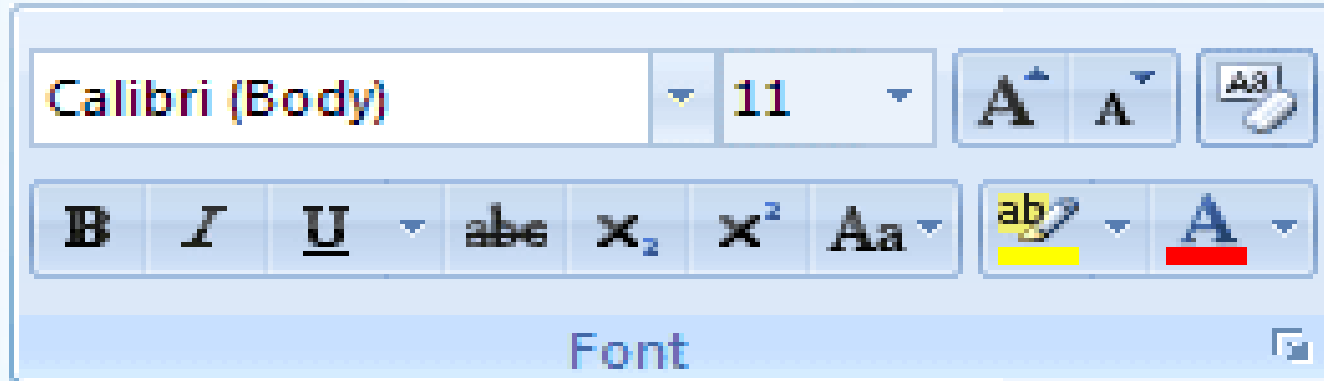
- It's common practice to use a sans serif font for headings and a serif font for text.
- We'll follow that tradition. We'll use Arial for the heading of our report, and use Times New Roman for the body text.

# Cont...

- ❑ To change the font heading to Arial, do the following;
- ✓ Select the heading at the top of your report, the one that says "Constable Tucker's Crime Statistics"
- ✓ Locate the Font panel on the Home ribbon at the top of Microsoft Word
- ✓ Now look for the Font and Font sizes area:

# Cont...

Illustration;

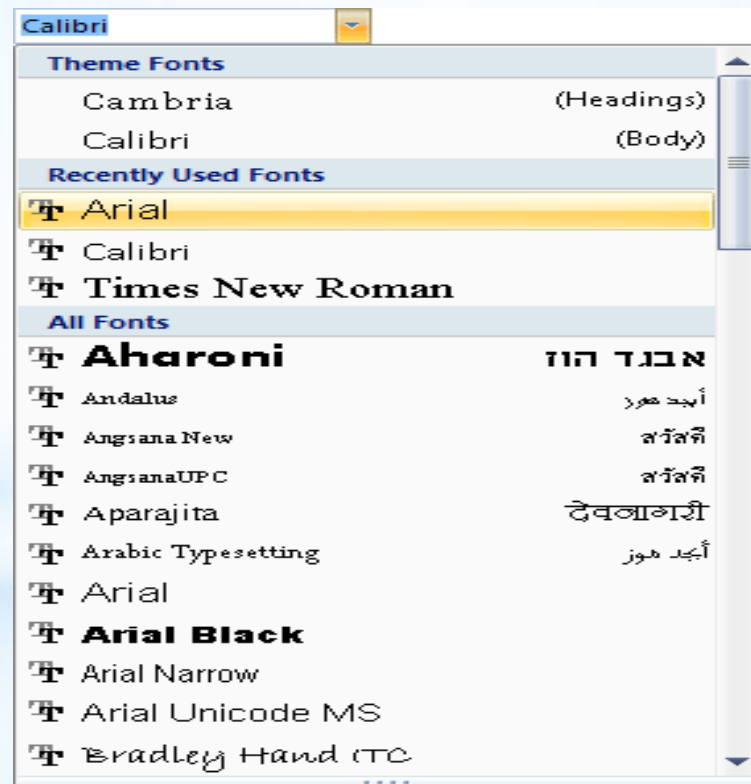


- ❑ The font above is set to Calibri, and the size is 11.
- ❑ The big A and the little A just to the right of font size are quick ways to either increase or decrease the size of selected text.

# Cont...

- ❑ Click the down-pointing arrow to the right of the font box to reveal a list of all the fonts on your system:

Illustration;





# Cont...

- Hold your left mouse button down on the vertical scroll bar to the right of the fonts.
- Move your mouse down to scroll through all of your fonts (you may not have the same ones we have).
- If you hover your mouse over a font name your text will change, giving you a preview of what it looks like. Click a font once to select it.
- We want Arial so select it from the list.

# Cont...

- Use the font size box just to the right of the font name box and change the size to 16.
- Remove any underline you added for the title.
- Centre your heading, as well.
- Your report will then look like this:

# Cont...

Illustration;

## Constable Tucker's Crime Statistics

	January	February	March
<b>Murder</b>	0	0	0
<b>Rape</b>	0	0	0
<b>Arson</b>	0	0	0
<b>House Burglary</b>	0	0	0
<b>Shop Burglary</b>	0	0	0
<b>Other Burglary</b>	0	0	1*
<b>Drunk Driving</b>	1	1	1
<b>Speeding</b>	1	1	1

*\*Does not include Mr Irate's alleged theft from his sweet shop*

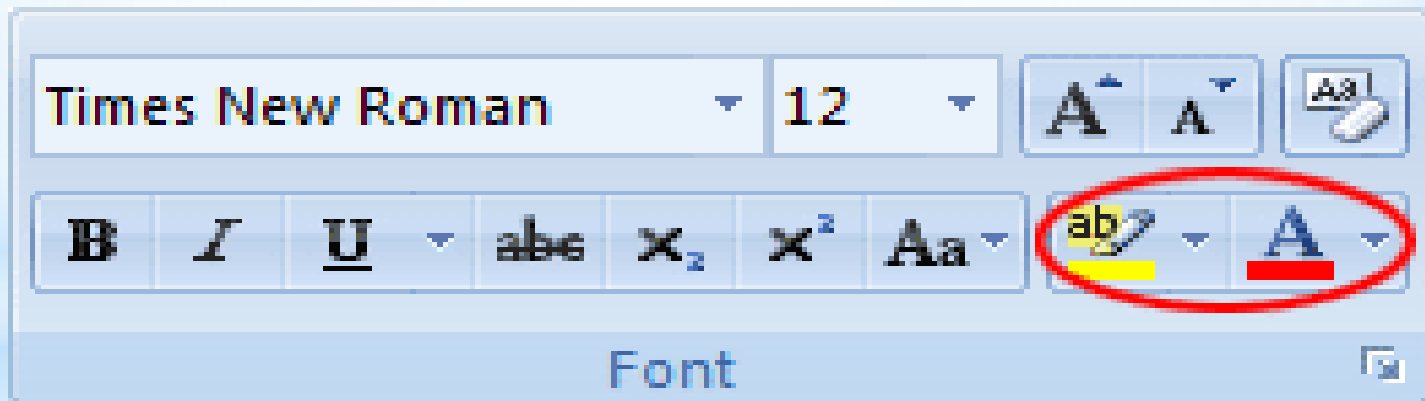
### The crimes committed are:

- The theft of a Delia Smith Cookery book from Councilman Todd's chauffer
- The same person was caught drink driving three times in three months
- Councilman Todd's chauffer was also speeding when he was driving under the influence of alcohol

# Font Colors

- You can set a different colour for your font.
- To do that, highlight the text you want to change.
- Then locate the red underlined letter A on the Font panel of the Home ribbon:

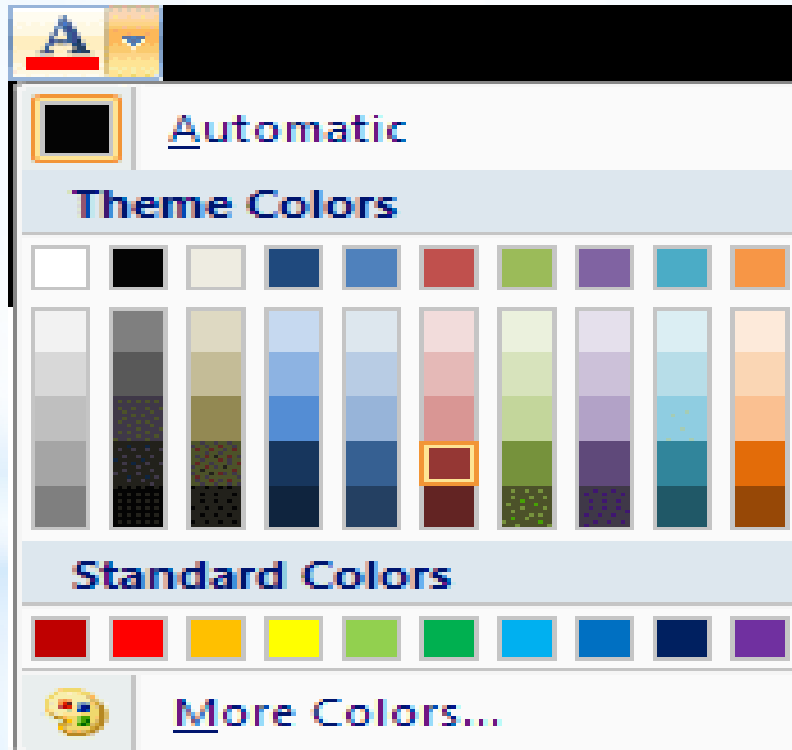
Illustration;



# Cont...

- Click the arrow next to the letter A to see some colours appear:

Illustration;



# Cont...

- Select a colour from the list by clicking one with your left mouse button, or click the "More Colours" link at the bottom.
- To the left of the font colours option there is a yellow underline with the letters "ab" on top.
- What this does is to change the background colour behind your text.
- Have a play around with this to see what it looks like.

# Cont...

- When you finished experimenting, click the Undo arrow to get back to how it was before.
- The Undo arrow is at the top of Microsoft Word, just to the right of the Save icon:

Illustration;

Word 2007



Word 2010



# Cont...

- You can also use the keyboard shortcut combination of CTRL and Z to undo things.
- Just hold down the CTRL key. Keep it held down and press the Z key.
  
- In the next lesson, we'll take a look at page margins.