

Font Changes

Changing the type of font

1. *Select the text that you wish to change*
2. *Click on the down arrow next to the font box*



The down arrow to change the font

3. *Click on the name of the font you require*

Changing the size of text

1. *Select the text that you wish to change*
2. *Click on the down next to the font size box*



The down arrow to change the font-size

3. *Click on the size of the font you require*

Keyboard shortcuts to change font size

Press Ctrl +]
Press Ctrl + [

Increases the size of the font
Decreases the size of the font

Text Alignment

Alignment signifies whereabouts your text will line up on the page.

- *Note:* Alignment will change the whole paragraph that your cursor is in. Word thinks that paragraphs are where you have pressed the Return key, even if it is only a blank line.

Examples of text alignment

This text is left aligned – this alignment is used for normal text

This is text is centre aligned – used for headings

This text is right aligned – used for dates

And this is a piece of fully justified text. *Note:* it has straight edges on both sides. Extra spaces have been placed between the words to achieve this.

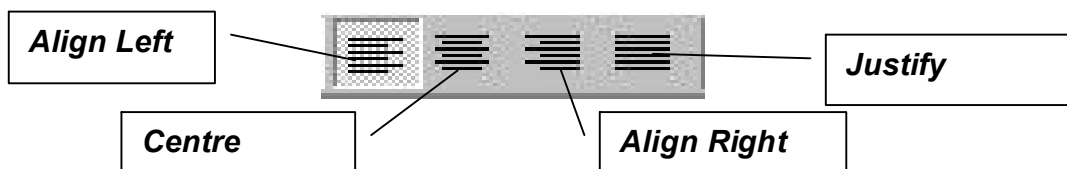
How can I have left-aligned and right-aligned text on the same line like this?

You cannot achieve this effect with the alignment icons because as far as Word is concerned the same line is the same paragraph, and you are only permitted one type of alignment per paragraph.

The solution is to set tabs or to use a table (covered on Happy Computers Intermediate Word course).



Using the text alignment icons



1. Click into the paragraph that you wish to change
Or
Select several paragraphs
2. Click on the icon that you require (shown above)