



# Fonts

A font is a style of type which can be increased/decreased in size. Windows has a variety of “TrueType” fonts which will print with all printers (shown with  next to the font). Other fonts are available according to your printer (shown with .

Some examples of fonts are shown below.

*This is BrushScript MT 16 pt font* (TrueType font)

This is Arial 14 pt font (HP Laser printer font)

A **serif font** refers to fonts that have small embellishments at the end of the line strokes of each character, eg this text, which is Times New Roman, is a serif font.

A **sans serif font** refers to fonts without embellishments - plainer fonts such as this text which is Arial font.



## Proportional/monospaced fonts

Most companies use “proportionally spaced fonts” where the spacing between characters is adjusted according to the size of the characters. Examples are Times New Roman, Arial, Helvetica. “Monospaced fonts” are fonts such as Courier, Gothic, Prestige which always has the same amount of space between characters.


Type	Font	Example
Mono	Courier 12 pt	iiiiiiiiiii mmmmmmmmmm
Proportional	Times New Roman 12 pt	iiiiiiiiiiiiiii mmmmmmmmmmmmmmmmmmmm

## Precautions with proportionally spaced fonts

- 1 You must not use the Spacebar to align figures, except for spaces between words and sentences.
- 2 Avoid using the full-stop key to insert dots.

Fonts and character formats such as bold, underlining, italics, etc, can be used -

- With the [Format] menu**
- With the Formatting Toolbar**
- By using Shortcut Keys**

When character formatting is applied to a single word it is not necessary to select the word. For example, click anywhere within the word then click on the Bold button  to bold the entire word.

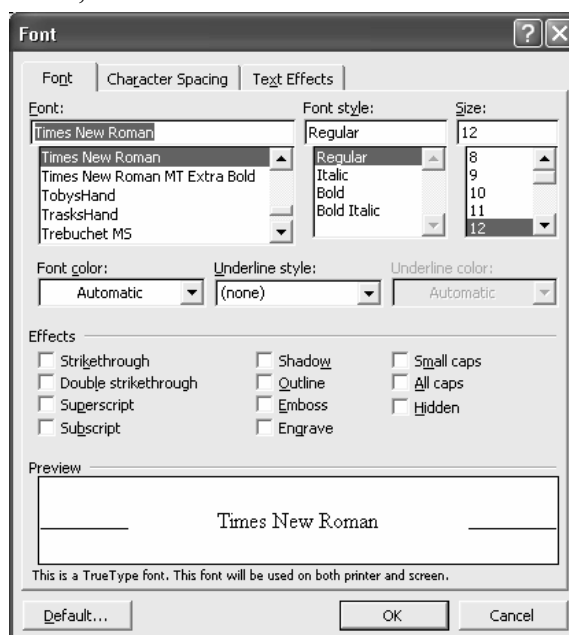
In the exercise on page 60 you will use the menu and toolbar methods. The exercise on page 62 teaches the shortcut keys.

### Tip

In Word it is preferable to select text and then apply formatting rather than applying formats as you type.

## Format dialog box

Ctrl D The [Format] Font dialog box allows you to select text and then choose the font, font style, size, colour, to be applied to that text, etc.



The Preview box will display the text as it would appear when formatted. Options within this dialog box and on the Character Spacing and Text Effects tabs are described and shown below.

Option	Description	Example
<i>Font Tab</i> Underline style	Applies various underlining as shown in the example box.	<u>This is underlining words only.</u> <u>This is an example of underlining.</u> <u>This is an example of underlining.</u>
Strikethrough, Double Strikethrough	Can be used to indicate text that may be deleted from a document	We have <del>had</del> a busy day. Fonts <del>and font sizes</del> can enhance your work.
Superscript Subscript	Raises characters above the line Lowers characters below the line	4 <sup>2</sup> x 3 <sup>4</sup> CO <sub>2</sub>
Shadow Outline Emboss Engrave	Creates decorative effects which are often better used with reverse print. These effects are printer dependent.	<b>This is Shadow print</b> <i>This is Emboss print</i> <i>This is Engrave print</i>
Small caps All caps	Changes lower case to small capitals. Changes text to all capitals.	THIS IS SMALL CAPS THIS IS ALL CAPS
Hidden Text	Displayed on screen with dots but not on printout - used for comments.	<u>This is a comment</u>
<i>Character Spacing Tab</i> Scale	Allows you to scale, ie stretch or shrink text horizontally	<b>THIS IS WORD 2000</b> (Scaled by 150%)
Spacing	Allows you to increase spacing between characters and words.	THIS IS WORD 2 0 0 0 (expanded by 3 pt)
<i>Text Effects Tab</i> Animation	These effects will not print but are useful for on-line documents such as Intranet or Internet pages.	<u>THIS IS WORD 2000</u> ! (Marching Black Ants)

## The Formatting toolbar

The following buttons on the Formatting toolbar allow you to easily format selected text and change paragraph alignment.






The following illustrates the alignment buttons (which are actually “paragraph” formats).

Align Left	Center	Align Right	Justify
The text typed in this box shows left alignment called “ragged text”.	This is centred text Use the Center button It is so easy Click on the button	Text can be right aligned Not used often Ideal for references Used too for names	This text is justified alignment where the text is even at the left and right margins.


When character formatting is applied to a single word it is not necessary to select the word. For example, click anywhere within the word then click on the Bold button **B** to bold the entire word.

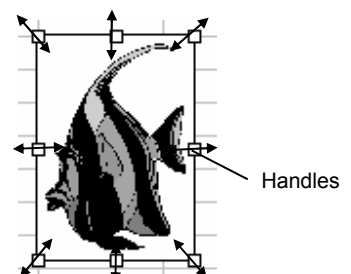
### Exercise 75

- 1 Open the file called **Dining Out** (the finished document is shown on the next page).
- 2 Press Enter twice, then Ctrl Home. Type: **Advertisement**
- 3 Double-click on *Advertisement*. Click on the Bold button **B**. Click on the Italic button *I*. Click on the Align Right button .
- 4 Click on the Font  and select Arial. Click on the Font Size  and select 10.
- 5 Select the heading *Mt Hobson Lookout*.
- 6 Choose [Format] Font, change the font to Garamond and the font size to 36 pt. Add a Wavy Underline style, select a font colour of your choice and add Shadow and Outline.
- 7 Click on OK to see the changes made.
- 8 With heading selected press Ctrl D and change the Underline style to (none). Click on OK.
- 9 Make other changes to the advertisement as shown on the next page.
- 10 Save your document.

## Inserting graphics

### Exercise 76

- 1 Insert your Office XP Media Content CD into your CD ROM drive.
- 2 Choose [Insert] Picture, Clip Art. The Insert Clip Art Task Pane will appear at the right of the screen.
- 3 Click in the Search text box and type **dining**. Click on the Search button.
- 4 Click on a graphic of your choice. The graphic will be inserted into your document.
- 5 If the Picture toolbar is not displayed right-click on any toolbar and select Picture. With the graphic selected click on the Text Wrapping button  and select Square. This will allow text to wrap around the graphic and will enable it to be moved freely around the screen.



- 6 Resize the graphic by dragging inwards on a corner handle.
- 7 Move the graphic by dragging with the mouse pointer to the right of the Casual, Elegant Dining heading.
- 8 Choose [Insert] Picture, From File. Click on the My Documents button. Double-click on the file called **cook**.
- 9 Resize and position the graphic to the right of the heading Elegant, Relaxed Dining. You may need to change the text wrapping options applied to the graphic.
- 10 Save, print and close.

Arial, 10 pt, Bold, **Advertisement**  
 Italics, Right Aligned

Garamond, 36 pt, Bold,  
 Shadow, Outline,  
 Centred

# Mt Hobson Lookout

## ***Kresta Café and Craft Shop***

Arial, 20 pt,  
 Bold, Italics,  
 Red, Centred


### **BYO UNLICENSED**

Insert this heading  
 Arial, 16 pt, Small  
 Caps, Bold, Centred

#### **Casual, Elegant Dining**

Insert this side heading  
 Arial, 14 pt, Bold, Left Aligned

Delicious buffet, fresh sandwiches, salads and tasty snacks.  
 Tempting cakes and great cappuccino.  
 Terrace dining at an affordable price.  
 Souvenir and craft shop.



Arial, 11 pt,

*Open every day 7 am – 11 pm*

Italics

## ***Romeo's Summit Restaurant***

Arial, 20 pt, Bold,  
 Red, Italics, Centred


### **FULLY LICENSED**

Arial, 16 pt, Bold,  
 Small Caps,  
 Centred

#### **Elegant, Relaxed Dining**

Arial, 14 pt, Bold

A sensational dining experience awaits you.  
 Contemporary Australian cuisine.  
 Perfect for intimate dining, celebrations and special functions.



Arial, 11 pt

*Open 7 days* – lunch, afternoon tea and dinner

Italics

**Phone: 9369 9922**

Add this text  
 Arial, 14 pt, Bold,  
 Italics, Centred

For reservations

Arial, 14 pt,  
 Underline, Centred

## Shortcut Keys

The following shortcut keys can also be used for formatting.

Ctrl Key	Applies
Ctrl D	Font dialog box
Ctrl B	Bold
Ctrl I	Italics
Ctrl U	Underline (does not break between words)
Ctrl Shift D	Double underline (does not break between words)
Ctrl Shift W	Word underline (breaks between words)
Ctrl Shift F	Font change (Formatting Toolbar)
Ctrl Shift P	Font size change (Formatting Toolbar)
Ctrl Shift A	All Caps
Ctrl Shift K	Small capitals (example Small Caps ⇔ SMALL CAPS)
Ctrl Shift H	Hidden Text
Ctrl Shift +	Superscript
Ctrl =	Subscript
Ctrl [	Decreases font size to previous point size
Ctrl ]	Increases font size to next point size
Ctrl Shift >	Increases font size to next <b>listed</b> size
Ctrl Shift <	Decreases font size to previous <b>listed</b> size
Ctrl Spacebar	Turns off <b>all</b> formatting: it will also change the font back to the default font (if you have made a font change) of the current style.

### Exercise 77

- 1 Open the file called **Formats**.

Formats can be turned on before typing and turned off after typing, eg click on Bold, then type text, then click on Bold again. The text will be in bold but additional text will not be in bold.

- 2 Press Ctrl End. More than one key can be applied, eg Ctrl BIU will apply bold, italics and underlining.
- 3 Press Ctrl BI. Type: **Pacific Fair Shopping Centre**
- 4 Press Ctrl BI. Press Enter.
- 5 Type the following sentence using the turn on formats, type, then turn off formats method. Use the shortcut keys Ctrl Shift KD (ie small caps and double underline).

SOFTWARE EDUCATIONAL RESOURCES LTD

- 6 Save the document. Press Ctrl Home.  
The Formats column lists the formats you will apply to the paragraph displayed in the Sample column.
- 7 Triple click on *The Font dialog box....* paragraph. Press Ctrl D and apply Century Gothic, 12 pt, Shadow, Wiggly Double Underline, then click on OK.
- 8 Select the next sample paragraph (*Bold can...*) and apply the relevant formats using the method shown in the Format column. Work down the table applying the relevant formats.
- 9 Save, print and close the document.

**Exercise 78**

- 1 Open the file called **Send-a-Basket**.
- 2 Edit and change character formats as indicated.
- 3 Check spelling, print preview, print, save and close your document.

98 Coogee Bay Road }  
 PO Box 29132 } Right align  
 COOGEE NSW 2034 } 10 pt font size

SEND-A-BASKET - Centre, Comic Sans MS 36 pt  
 Australia's Original Gift Basket Shop - Centre, 16 pt bold

Simply Flowers - Comic Sans MS 16 pt, bold

Did you know that Australia's leading gift basket specialists also offers a total floral service?

run on

Our fully trained florists can prepare your order with care. Choose the best in season<sup>al</sup> fresh flowers, or even an everlasting arrangement of ~~spectacular~~ dried flowers. The choice is endless - baskets, wall hangings, reception area ~~and~~ table arrangements, weddings and bereavments.

Christmas Basket - Comic Sans MS 16 pt, bold

With Christmas around the corner why not send a Gourmet Basket/Hamper which contains the following:

- Texan Fruit Cake
- Smoked Salmon/Caviar
- Liqueur Fruits
- Wine/Methode Champenoise
- Biscuit Caddy
- Gherkins, Olives, Cocktail Onions
- Fancy Teas/Coffee
- Chocolate Liqueur Sauces
- Imported Cheese, Pate, Crackers
- Exotic Chutney/Relish/Savory Jelly
- Mineral Water/Sparkling Grape Juice
- Smoked Oysters/Smoked Mussels

Centre, Comic Sans MS font  
 Use drag and drop feature to rearrange this section so the shortest line is first, longest line is last, ie pyramid shaped  $\Delta$

~~Some of our other gift baskets are as follows:~~ Other Baskets - Comic Sans MS 16 pt bold

- Baby Basket - contains gifts for Mum and for Baby including <sup>fresh</sup> fruit and flowers.
- Convalescent/Get Well Basket - toiletries, ~~and~~ notepaper, magazines, fresh fruit and flowers.
- Special Wallaby Basket - Australian goodies of wine, pate, cheese, jams, etc and a Australian souvenir. ~~A nice idea to welcome friends/business associates to Australia or to send overseas.~~

Circled words in italics

- Send-a-box
  - Send-a-bouquet
  - Send-a-balloon
- } Comic Sans MS, 16 pt, centre

Telephone: 9625-7387 }  
 Facsimile: 9625-9163 } Centre, bold, 14 pt

# Headings and Layout

There are several ways of formatting a heading, depending on the emphasis required.

## Centred Heading

This is an example of a centred heading. This type of heading can be used with any style of paragraph - block, first line indent, indented or hanging.

**Note:**

You would not use a block heading at the left margin and then use a centred heading after it – a centred heading is usually a priority heading.

### Font size headings

It is not current practice to underline headings. Font sizes are used to grade headings in basic office work, eg reports, documents, etc.

Word allows you to grade headings by changing the **size** of the “font”. This is a preferable way to emphasise text rather than using underlining.

The larger the “point” size, the larger the type.

Often headings are in a sans serif font, ie a plain font without small embellishments at the end of the line strokes of each character (eg Arial) and the main text in a serif font, ie with small embellishments at the end of the line strokes of each character (eg Times New Roman, which is an easy-to-read font).

In most commercial documents the first heading is in the largest font size (eg 18 pt), the second heading would be a slightly smaller font size (eg 16 pt) and side headings in a slightly smaller font size (eg 14 pt).

Headings can be emphasised with bold and/or italics but ensure that these enhancements are also graded, eg do not bold a heading unless the heading above it is bold also.

As a general rule, for office type work do not use more than two fonts in one document. A variety of font sizes can be used and the use of excessive capitalisation can be eliminated.

## First Heading

### Second Heading

XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX  
XXXX XXXX XXXX

### Third Heading

XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX  
XXXX XXXX XXXX

### Fourth Heading

XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX  
XXXX XXXX XXXX