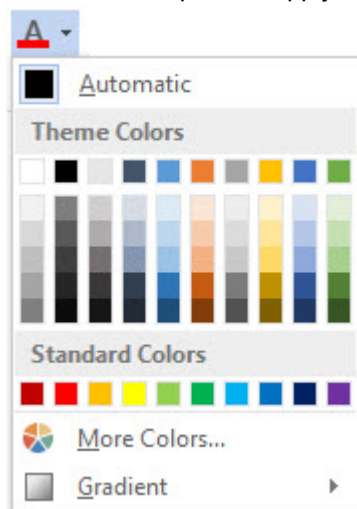


Font Color

Affects the color of the characters.

Click the arrow for Font Color to open a menu of choices.

Click a color square to apply the color.



Font Style

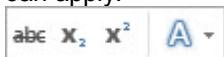
Makes characters stand out from other text. Styles include **bold**, *italics*, and underline.



Effects

Refers to special effects you can add to the text, such as ~~strikethrough~~, ^{superscript} or _{subscript}, shadow, SMALL CAPS, and so on.

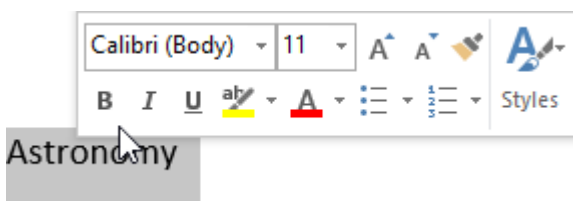
Click a button to apply the effect, or click the arrow on the Text Effects and Typography button to see a gallery of effects you can apply.



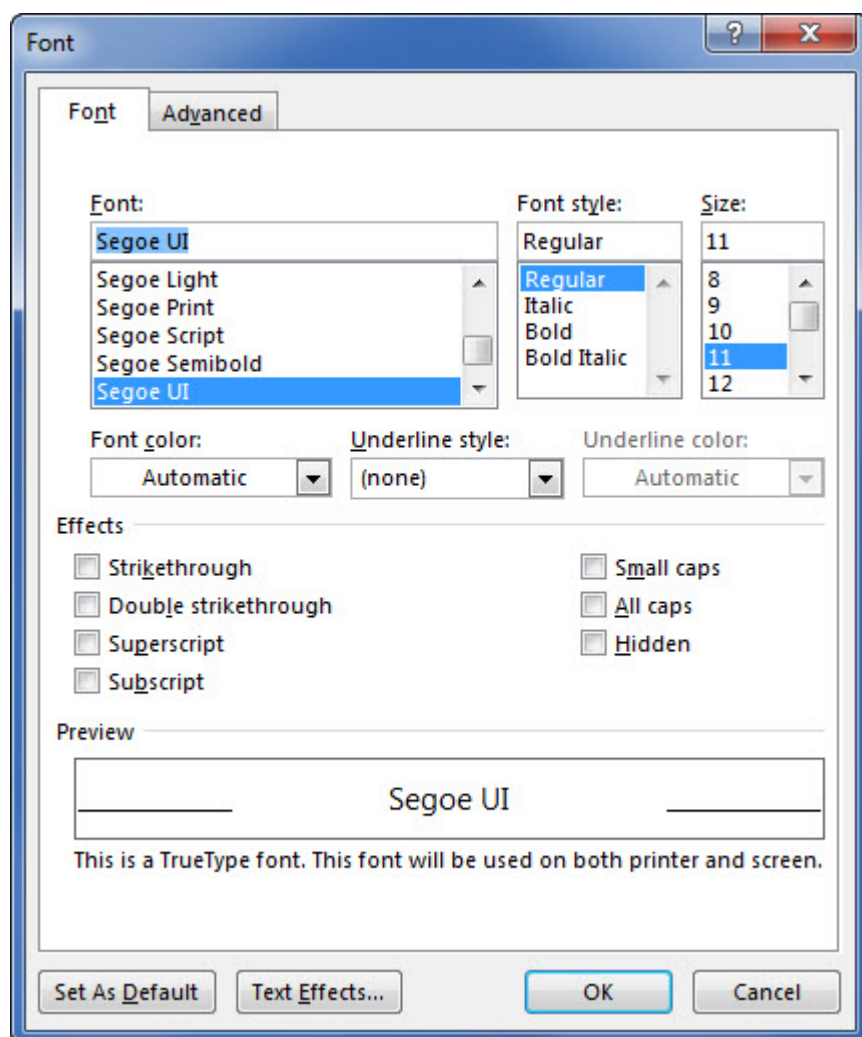
Most users type the text first, then apply formatting. Select the text you want to format, then do one of the following:


- On the Home tab, in the Font group, click the appropriate formatting button; or
- use the formatting options in the Font dialog box; or
- press the appropriate keyboard shortcut for the formatting option you want to use; or
- right-click in the document, and then click **Font**; or
- on the Mini toolbar, click the appropriate option.

Many common character formatting features are located on the Home tab, in the Font group. The Mini toolbar appears only when text is selected; it contains buttons for applying specific, common features for formatting characters and paragraphs.



To apply effects, you can also use the Font dialog box.



When you want to remove all formatting options from selected text, on the Home tab, in the Font group, click  (Clear All Formatting).

Try It! Exercise

In this exercise you will use some of the basic editing tools to work with text.

First, let's work in Excel.

1. In the taskbar, click the **Excel** button to restore the Excel window.
2. If necessary, click cell **A1** in the worksheet to select it.
3. On the Home tab of the Ribbon, in the Font group, click **Bold** to apply the bold style.
4. In the Font group, click the arrow for the Font Size, then click **18** to make the text bigger.
5. In the worksheet, click cell **A4**.
6. Now press the left mouse button and drag down to cell **A5**, then release the mouse button. You have now selected cells A4 and A5.
7. On the Home tab in the Font group, click **Bold**.
8. On the Home tab in the Clipboard group, click **Copy** to copy the contents of these two cells to the Clipboard.
9. In the worksheet, click cell **A7**, then in the Ribbon, in the Clipboard group, click **Paste** to paste the contents of the Clipboard into the worksheet at cell A7.

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10. In the worksheet, click cell **A11**, then in the Clipboard group in the Ribbon, click **Paste**.

11. In the worksheet, click cell **A14**, then press **Ctrl**+**V**.
12. Press **Esc** to deactivate the Clipboard.
13. Press **Ctrl**+**S** to save your changes, then minimize the Excel window.

Next, let's work in PowerPoint.

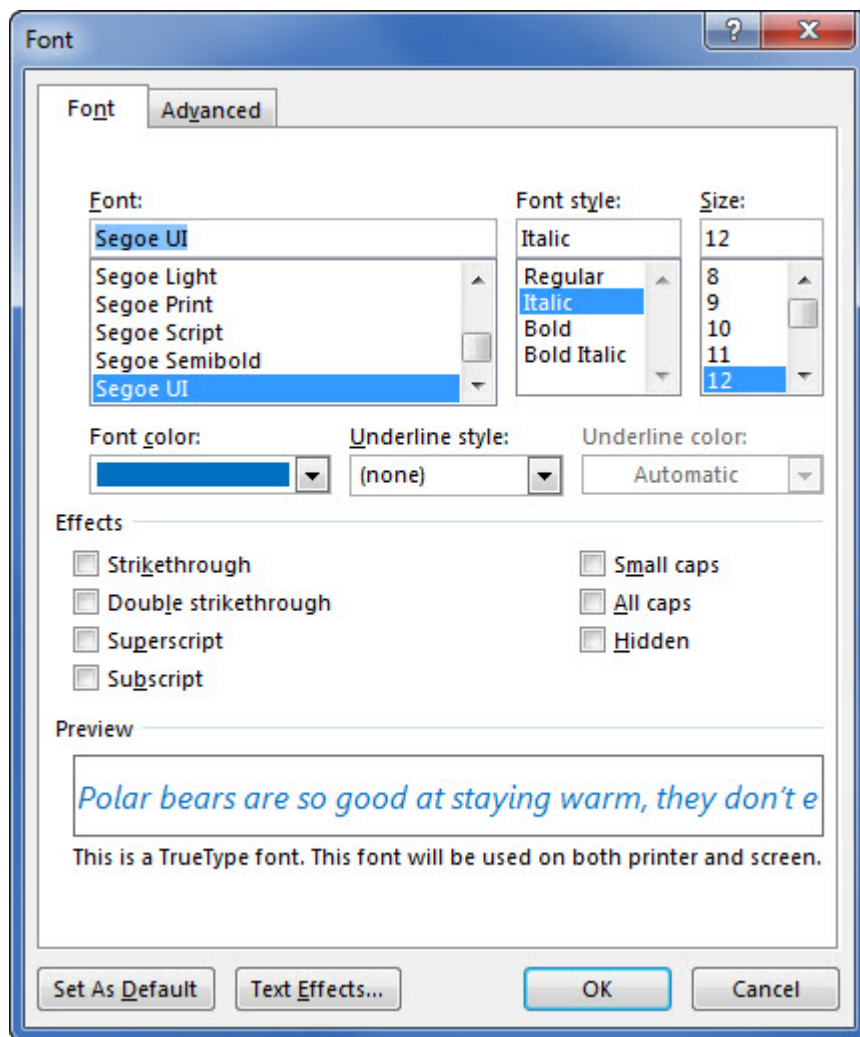
14. Restore the PowerPoint window.
15. In the slide thumbnails pane at the left side of the window, click slide **2**.
16. In the slide pane, click just to the left of the "C" in the word Canada.
17. Click and drag to select the words **Canada, Greenland, Norway** and **Russia**.
18. Release the mouse button, then in the mini toolbar, click **Bold**.
19. In the Mini toolbar, click the arrow for the Font Color, then click **Blue** in the list of standard colors at the bottom of the menu. (If the Mini toolbar disappears, click the arrow for the Font Color in the Font group in the Home tab of the Ribbon, then click **Blue**.)
20. In the slide thumbnails pane, click slide **6**.
21. In the slide pane, select the text **clicks and other noises**.
22. On the Home tab of the Ribbon, in the Font group, click the **Text Shadow** button to apply a shadow to the selected text.
23. Save your changes, then minimize the PowerPoint window.

Next, let's work in Word.

24. Restore the Word window.
25. In the Polar Bears document, select the text **What Do They Hunt?**
26. On the Home tab in the Font group, click **Bold**.
27. In the document, select the text **What Makes the Polar Bear Special?** then in the Mini toolbar, click **Bold**.
28. Select the paragraph that begins *Polar bears are so good at staying warm ...*
29. On the Home tab, in the Font group, click the **Font** dialog box launcher.
30. In the Font dialog box, in the Font Style list, click **Italic**.
31. In the Font dialog box, in the Font Size list, click **12**.

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32. In the Font dialog box, click the arrow for Font Color, then click **Blue**. The Font dialog box should appear as shown on the next page:



33. Click **OK** to apply the settings. The selected paragraph should appear like this:

Polar bears are so good at staying warm, they don't even sleep in dens! Only pregnant bears dig dens to keep them safe while they have their babies.

34. In the document, select the sentence **Their body fat also helps them stay afloat when they are swimming.** (This is the last sentence in the paragraph under the text What Makes the Polar Bear Special?)

35. Press **Ctrl**+**X** to cut the text and copy it into the Clipboard.

36. Press **Enter** to add a line of space between the paragraphs.

37. Click at the end of the last sentence in the document to position the cursor.

38. Press **Spacebar**, then press **Ctrl**+**V** to paste the text into a new location.

39. In the Quick Access toolbar, click **Undo**. This removes the pasted text.

40. In the Quick Access toolbar, click **Redo**. This pastes the text in again.

41. Save your changes, then minimize the Word window.

Using Proofing Tools

IC-3 Objective 2-1.1

To “proof” a document means to read it over and check for spelling and grammar errors. Office applications include spelling and grammar tools which run “in the background” as you work. These tools display hints when they discover words that might need to be reviewed.

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