Microsoft Word
Shortcuts and Font Formats

Microsoft Word Shortcuts and Font Formats
1.5-hour Classroom* / 1.0-hour Zoom Session

* Classroom sessions include time to repeat exercises for practice

Shortcuts to quickly move through a document; basic and advanced Font formats.
TOPICS: Text Navigation Shortcuts; **Basic** *Font* <u>Formats;</u> Advanced Font Formats; Special Text Effects; and Special Symbols (/ˈspeSHəl/ /ˈsɪmb(ə)ls/)

Pandora Rose Cowart
Education/Training Specialist II
Educational Technologies
UF Health IT Training

E206 Professional Park   (352) 273-5051
PO Box 100002   prcowart@ufl.edu
Gainesville, FL 32610-0002   http://training.health.ufl.edu

Evaluation: https://go.ufl.edu/trainingeval

Ribbon/Alt Key Shortcuts

A shortcut is a "faster" route to where you are going. There are commons ones like copy (**Ctrl-C**) and paste (**Ctrl-V**), and then there are ones that are only important to you. For example, I use Alt-I-P-F to insert a picture from a file. That might not be a shortcut that you would want to learn.

When you press the Alt button on the keyboard in a program like Microsoft Word, letters pop up in the ribbon at the top of the window. Depending on your version, you may have different tab names, but you should see something like this:
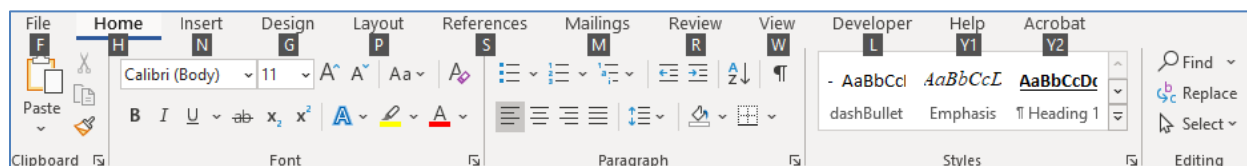
Unlike the control keys, you don't need to keep the Alt key down, once you press it the letters appear. Notice there is no I in the list above, so where does my shortcut come from? Well, from a much older version. In fact, if you push Alt and then I, you will get a warning message.


Office access key: ALT, I,

Continue typing the menu key sequence from an earlier version of Office or press ESC to cancel.

Alt-I used to open the Insert menu, P opened the picture options, F opened the Insert Picture (from a file) window. I can still use the sequence, but if I wanted to update my keyboard shortcut to the current versions, I would need to find the new "path".

I would still need to open the Insert tab, so **Alt-N**. Once I press the N to open the Insert tab, I will get a new set of options. I would then press the P to open the Pictures window or menu.
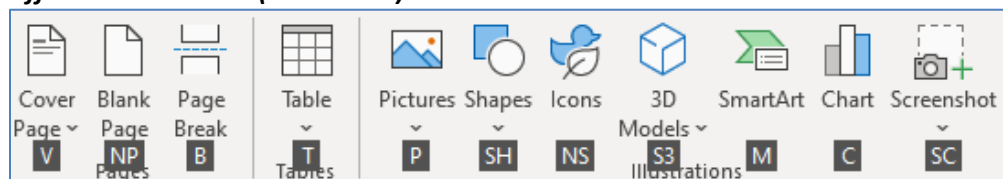
Office 2016 Alt-N-P
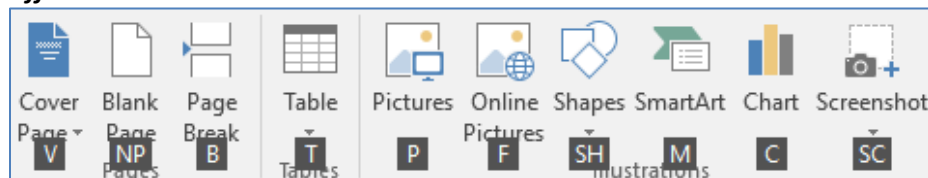
Office 2019 Alt-N-P
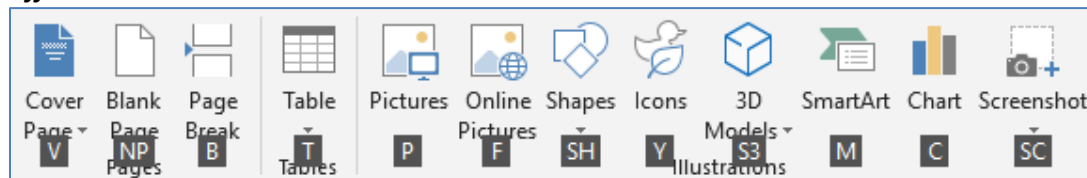
Office 365 Alt-N-P-D (this device)

Office 365 combined the Pictures, Online Pictures, and a new category Stock Images

Of course, you can click on the **Insert** tab and click the **Pictures** button. And depending on your comfort with the keyboard, the mouse may be faster.

Are there actions you do all the time that you think the keyboard may make faster? Well, check to see if there is a file path. For example, strikethrough text, you select the text and click the Strikethrough button ab , but I can also select the text and press **Alt-H-4** to turn the strikethrough on or off. Need to open the Page Setup window, try **Alt-P-S-P**. Remember do not hold the buttons down like you do with the control, press and release each button before you put in the next letter.

Quick Access Toolbar

The toolbar above the ribbon has the Save, Undo, and Redo options. If you right-click on any button in the Ribbon you can add it to the Quick Access toolbar. When you press the Alt-key you will see numbers pop to make these quick shortcut keys if you want them. For this picture of Office 365, Alt-2 Saves. Though I would probably use Ctrl-S to save and F12 to Save as.

Ctrl and Function Key Shortcuts
Hold the Ctrl key down, press the letter for the shortcut you desire.

Editing

Select All	Ctrl-A	Find	Ctrl-F
Cut	Ctrl-X	Replace	Ctrl-H
Copy	Ctrl-C	Goto	Ctrl-G
Paste	Ctrl-V	Format Painter	Ctrl-Shift-C/Ctrl-Shift-V

File Management

Open Document	Ctrl-O	Close Document	Ctrl-W or Ctrl-F4
Save Document	Ctrl-S	Save As…	F12
New Document	Ctrl-N	Print Preview/Print	Ctrl-P

Formatting Text

Bold	Ctrl-B	Italicize	Ctrl-I
Underline	Ctrl-U	Double Underline	Shift-Ctrl-D
Subscript	Ctrl-=	Superscript	Shift-Ctrl-=
Small Caps	Shift-Ctrl-K	All Caps	Shift-Ctrl-A
Font Window	Ctrl-D		

Resizing

Increase Font Size	Shift-Ctrl->	Decrease Font Size	Shift-Ctrl-<
Increase Font Point	Ctrl-[	Decrease Font Point	Ctrl-]
Single Space	Ctrl-1	Double Space	Ctrl-2
1.5 Spacing	Ctrl-5		

Alignments

Left Align	Ctrl-L	Justify Align	Ctrl-J
Center Align	Ctrl-E	Distribute letters evenly	Shift-Ctrl-J
Right Align	Ctrl-R	Reset Paragraph	Ctrl-Q

Indents

Increase Indent	Ctrl-M	Decrease Indent	Shift-Ctrl-M
Increase Hanging Indent	Ctrl-T	Decrease Hanging Indent	Shift-Ctrl-T

Spacing

Single Space	Ctrl-1	1.5 Spacing	Ctrl-5
Double Space	Ctrl-2		

Breaks

Page Break	Ctrl-Enter	Column Break	Shift-Ctrl-Enter
Line Break	Shift-Enter		

(A line break goes to the next line without breaking the paragraph. This is great in bullets.)

Miscellaneous

Undo	Ctrl-Z	Redo/Repeat	Ctrl-Y
Insert Hyperlink	Ctrl-K		

Special Characters

à è ì ò ù	Ctrl-`, then type a letter
á ð é í ó ú ý	Ctrl-', then type a letter
ä ë ï ö ü ÿ	Ctrl-Shift-;, then type a letter (think ctrl-: to get the umlaut)
ã ñ õ	Ctrl-Shift-', then type a letter (think Ctrl-~ to get the tilde)
ê î ô û	Ctrl-Shift-6, then type a letter (think Ctrl-^ to get the caret)

Other Shortcuts

Those are the ones I know, there are many more. You can find Windows and Mac shortcuts here:

https://support.microsoft.com/en-us/office/keyboard-shortcuts-in-word-95ef89dd-7142-4b50-afb2-f762f663ceb2

Navigating with the Keyboard

Right-Click button

On the bottom right-hand side of the full windows keyboard, you will often find a Right-Click button. It may look like a little menu, or like this one an arrow pointing to the menu. If you do not have the button, you can use the shortcut Shift-F10 to open the right-click menu. Look for the underlined letters on the right-click menu to follow that prompt. For example, right-click P, opens the paragraph window.

Arrow Keys

Horizontal

The ← (left arrow) on the keyboard will move your cursor left one character and the → (right arrow) on the keyboard will move your cursor right one character.

- Hold down the SHIFT key while moving your horizontal arrow keys to select text as you move.

- Hold down the CTRL key while moving your horizontal arrow keys to move word by word.

- Hold down the SHIFT *and* CTRL key while moving your horizontal arrow keys to select words.

Vertical

The ↑ (up arrow) on the keyboard will move your cursor up one line and the ↓ (down arrow) on the keyboard move your cursor down one line.

- Hold down the SHIFT key while moving your vertical arrow keys to select text as you move.

- Hold down the CTRL key while moving your vertical arrow keys to move by paragraphs.

- Hold down the SHIFT and CTRL key while moving your vertical arrow keys to select paragraphs.

Home Key

The HOME key takes to you the beginning of the current line.

- Hold down the SHIFT key and press the HOME key to select text from where the cursor is blinking to the beginning of the line.

- Hold down the CTRL key and press the HOME key to move to the beginning of the document.

- Hold down the SHIFT and CTRL key and press the HOME key to select from where the cursor is blinking to the beginning of the document.

End Key

The END key takes to you the end of the current line.

- Hold down the SHIFT key and press the END key to select text from where the cursor is blinking to the end of the line.

- Hold down the CTRL key and press the END key to move to the end of the document.

- Hold down the SHIFT and CTRL key and press the END key to select from where the cursor is blinking to the end of the document.

Backspace and Delete

The BACKSPACE key erases text backwards, from right to left, backing over the text.

The DELETE key erases text forwards from left to right erasing text after the cursor. Delete is more universally used throughout windows to remove objects such as images, table cell contents, and files. Backspace is used fundamentally for text only.

- Hold down the CTRL key when you press Backspace or Delete to will erase word by word.

Insert

The insert key used to put you into a "Type Over" mode, but that has been disabled. You'll find the setting in the Word Options, on the Advanced tab: **Use Overtype Mode**.

PageUp and PageDown Keys

The PageUp key will move your cursor up one screenful, toward the top of the document. The PageDown key will move you down one screenful, toward the bottom of the document.

- Hold down the SHIFT key when you press the PageUp/PageDown key to select text from the cursor to the screenful above or below (respectively).

- Hold down the CTRL key when you press the PageUp/PageDown key move to the top of the previous/next page.

    o However, if you have used the Find/Replace/Goto features in Word, Ctrl-PageUp/PageDown will find the next object for which you last searched.

Navigating with the Mouse

Scroll Wheel

When your mouse hovers over the ribbon at the top of the window and move the scroll wheel on your mouse, Word will scroll through the different tabs. When your mouse is hovering over the document, it will scroll through the pages. As with the Scroll Bar, this will only move the pages, not the cursor.

- Hold down the CTRL key while using the scroll wheel to zoom in and out.

Clicking Inside Text

- Click once (Single Click) - moves the cursor to where you clicked.

    o Hold the SHIFT key when you click to select text from the cursor to where you clicked.

    o With no selection, hold the CTRL key when you click to select the sentence. With a selection made, hold the CTRL key, and drag the mouse to add to the selection.

- Click twice (Double-click) - selects word.

- Click three times (Triple Click) - selects the paragraph.

- Click and Drag - With no selection, Click and Drag to select text. With a selection, **click** inside and **drag** to move the selected text.

Clicking Outside Text

Move your mouse into the left margin so that the mouse cursor turns into a white arrow that points back at the text and:

- Click once (Single Click) - select the line

- Click twice (Double-click) - select the paragraph

- Click three times (Triple Click) - select the whole document (Same Ctrl-A)

Moving and Duplicating with the Mouse

Hover over selected text and you will get the Select Arrow. Drag and a shadow will follow your mouse. Let go and the select text will be *Moved* to the new location.

- Use the Ctrl button while dragging the mouse and you will see a small plus sign added to the shadow. When you let go, Word will *Duplicate* the selection instead of moving it.

Selecting Text

There is a select option in the editing group at the end of the Home Tab. There are many ways to select the whole document: Ctrl-A, Triple-Click in the left margin, Ctrl-Click in the left margin, and for those mousers out there that hate using the keyboard, we have our Select All option under the Select menu.
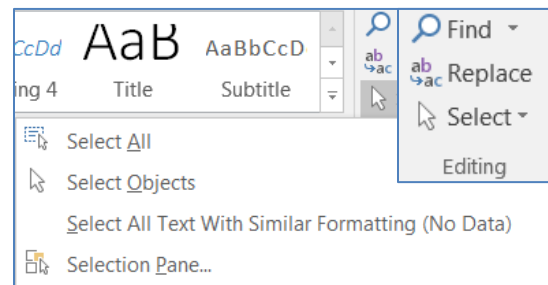
But this menu goes way beyond selecting our document, we can use it to help us work with pictures and illustrations. If you cannot click on an inserted object like a line, it may be because it's behind text. The **Select Objects** button will change the function of the mouse to ONLY click on the objects, not the text. Press escape (ESC) on the keyboard to return the mouse to its usual behavior. You can also use the Selection Pane to choose some inserted pictures.

The **Select All Text with Similar Formatting** option will select all the text with a style matching the font currently selected.

Format Painter

The format painter is found in the **Clipboard** group of the **Home** tab. It helps everything fall into place. Word has a bad habit of getting bogged down with too many formats. This handy tool copies the formats of one bit of text and pastes just the format on another.
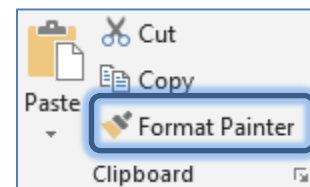
To use the Format Painter place yourself in the text with the "good" format, click once on the button (a paintbrush will follow your mouse pointer), click on the text you want to reformat. This tool turns itself off after each use. To turn it on, and keep it on, double-click on the button on the standard toolbar. To turn it back off, simply click on that button again or press escape (Esc).
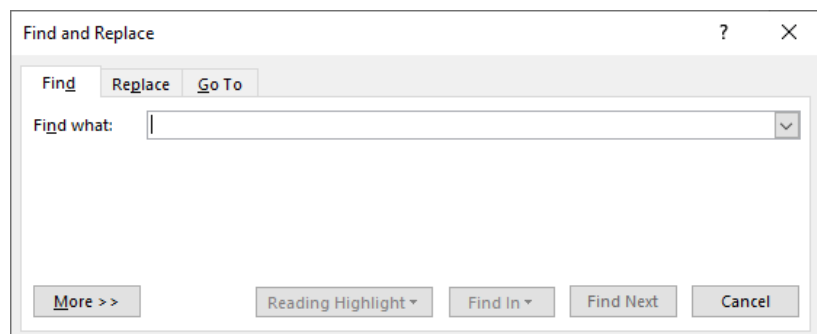
Find and Replace

Some of the most powerful tools in the Microsoft Suite are the **Find** and **Replace** in Microsoft Word. The tools are listed in the **Editing** group on the **Home** tab.

When you click on the **Find** button, or press Ctrl-F, Word will open the Navigation pane on the left side of the window. When you type a word or phrase into the search box, Microsoft Word will tell you how many matches it found, and give you a small preview of each match. You may even see the text highlight yellow within the file. When you click on a match within the Navigation pane, Word will move the focus of the document to the chosen selection.

If you would like more search options, you can click the drop-down arrow in the search box and choose **Advanced Find**. This option is also available from the **Find** button drop down list on the Ribbon.

The Advanced Find window also contains the **Replace** and **GoTo** options, so you can use the keyboard shortcuts Ctrl-H (replace) or Ctrl-G (Goto) to open the "advanced" search window.
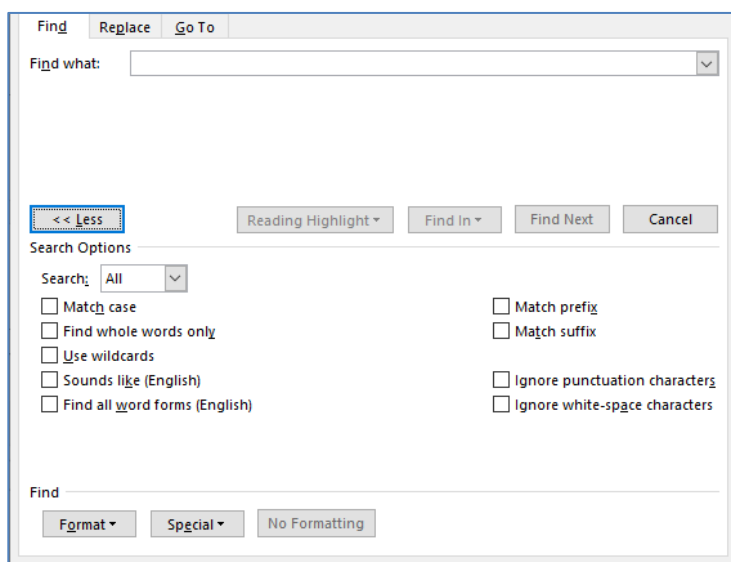
"More" Search Options

The **More** button expands the window to show more find/replace options.

Match case will set the search to be sensitive to the capitalization of your text.

FIND	RESULT
Car	<mark>Car</mark>efree <mark>Car</mark>ly drives a car.

Find whole words only to search for words instead of fragments.

FIND	RESULT
Car	<mark>Car</mark>efree <mark>Car</mark>ly drives a car.

Use Wildcards when you want to be able to find words without looking for all the characters. Use the question mark (?) to represent one character and the asterisk (*) to represent multiple characters.

FIND (Use wildcards)	RESULTS
s?t	sat, set, sit
s*d	sad, stood, stand, sod

The **Sounds like** option will try to find words within your document that sound similar, but are not spelled the same as the word in your Find what: box.

FIND (Sounds like)	RESULTS
Soul	Soul, Sole, Cell

The **Find all word forms** will attempt to find a word in all of its tenses and pluralities.

FIND (Find all word forms)	RESULTS
shop	shop, shops, shopping, shopped
goose	goose, geese

The **Match prefix** will attempt to find words that begin with your find option.

FIND	RESULT
Ter	<mark>Ter</mark>race, <mark>Ter</mark>rific, <mark>Ter</mark>rier

The **Match suffix** will attempt to find words that end with your find option.

| FIND	RESULT
Ter	Compu<mark>ter</mark>, laugh<mark>ter</mark>, hal<mark>ter</mark>

The last two options allow Word to Ignore punctuation characters such as periods and commas, and Ignore white space characters such as line breaks, tabs, and spaces.

| FIND	RESULT
Apples and Oranges	Apples and Oranges
	Apples, and Oranges

Replacing Formats

Microsoft Word allows you to find and replace different formats throughout your document. For example, I can find all the instances of the word "green" and replace them with a green font.
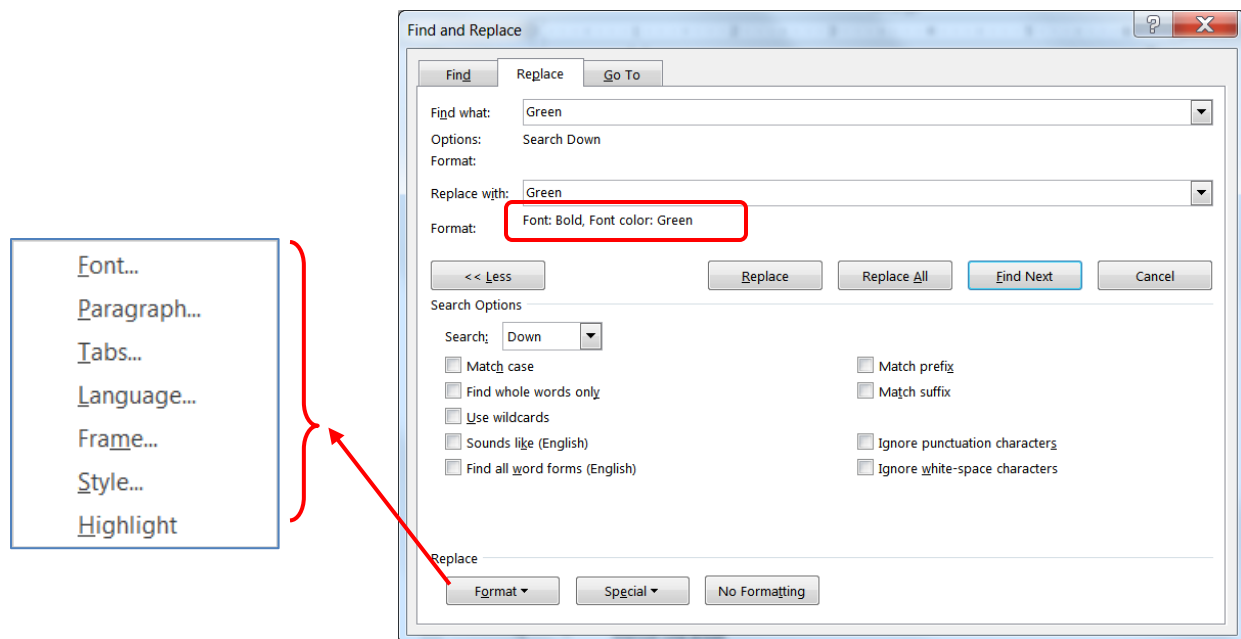
You can use the Format button at the bottom of the Find and Replace window to be able to find and/or replace Font, Paragraph, Tab, language, Frame, Styles and Highlighting formats.

One option you can do is simply find a particular format and replace with another format (in this example changing all the red fonts to green fonts):
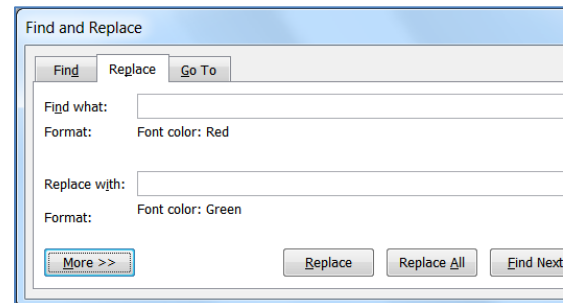

If you replace all, Word will find all text colored red and change the color to blue, no matter what the text or other formats might be. There is a **No Formatting** button in the **More** section that allows you to clear any formatting options you have set.

Special

The **Special** button lists characters that cannot be typed into the search box.

You can choose the options from the list, and it will enter them into the Find or Replace with line, or you can type in the code for the special character. Here are some common ones:

^p	–	Paragraph Mark
^t	–	Tab Character
^^	–	Caret Character
^l	–	Manual Line Break
^m	–	Manual Page Break
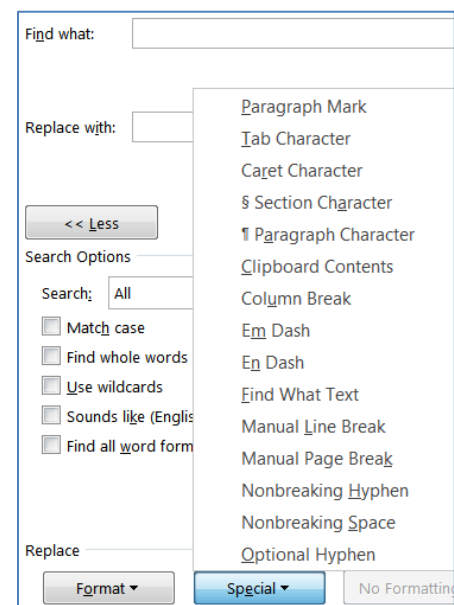
Format Font

Most options to change the format of the text can be found on the **Home** tab, in the **Font** group.
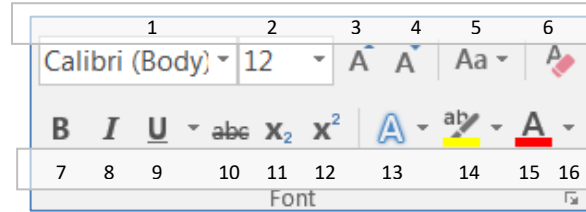
1. List of <u>Fonts</u> - Changes the shape of the selected text.

2. List of <u>Font Sizes</u> - Changes the size of the selected text. You can type in your own custom size, the range is 1pt to 1638pt, including half sizes (e.g. 14.5pt)
   Use Ctrl-[or Ctrl-] to increase and decrease by one font point.

3. <u>Increase Font Size</u> - Increases the size of the selected text, based on the list of font sizes.
   Use Ctrl-> to increase the font based on the list of sizes.

4. <u>Decrease Font Size</u> - Decreases the size of the selected text, based on the list of font sizes.
   Use Ctrl-< to decrease the font based on the list of sizes.

5. <u>Change Case</u> - Changes the capitalization of your selected text. Choices include: Sentence case.; lowercase; UPPERCASE; Capitalize Each Word; and tOGGLE cASE.

6. <u>Clear All Formatting</u> - Change the selected text to the default settings.

7. <u>**Bold**</u> - Changes selected text appear **darker**, like writing with a marker instead of a pen.
   Use Ctrl-B to bold.

8. <u>Italic</u> - Changes selected text to appear *slanted*, leaning the letters to the right. Use Ctrl-I to Italicize.

9. <u>Underline</u> - Changes selected text to have a <u>single line</u> under the text. The dropdown allows you to pick different underlines and <u>underline colors</u>. Use Ctrl-U for a basic underline.

10. <u>Strikethrough</u> - Changes the selected to have a ~~single line~~ through the middle of the letters.

11. Subscript - Changes the selected text to be $_{small\ and\ lowered}$. Example: H_2O ("**Sub**way goes down"). *Use Ctrl-= to subscript.*

12. Superscript - Changes the selected text to be $^{small\ and\ raised}$. Example: x^2 ("**Super**man goes up").
    Use Ctrl-+ to superscript.

13. <u>Text Effects and Typography</u> - Changes the text to have more dramatic appearance. More about this later.

14. <u>Text Highlight Color</u> - Changes the mouse to a highlighter. Turn on this tool and drag over text to ==highlight==/un-highlight or select text and choose the ==highlight color==.

15. <u>Font Color</u> - Changes the selected text to the chosen color. When you choose a color it becomes the default. To see other color options, click **More Colors…** to see all the colors available.

16. [⊡] **More Font** – Opens the Font dialog box with more Font settings

Font Dialog Box

This window can be opened by clicking on the "more" button in the Font Group, by right-clicking on text and choose **Font…,** or by pressing *Ctrl-D* on the keyboard.

Font - Changes the shape of the selected text.

Font Style - Choose between bold and italic options to change the selected text.

Size - Changes the size of the selected text, type in any number between 1 and 1638; the larger the number, the larger the text.

Font color - Changes the color of the selected text. The **More Colors…** option is also available here.

Underline style - Places a custom underline on selected text. You'll find more options here than are listed in the ribbon menu.

Underline color - Available only when there is an underline, changes the color of the chosen underline style.

Effects

Strikethrough: ~~How now brown cow.~~

Double Strikethrough: ~~How now brown cow.~~

Superscript: ^How now brown cow.^ *(Shortcut key **Shift-Ctrl-=)***

Subscript: How now brown cow. *(Shortcut key **Ctrl-=)***

Small caps: HOW NOW BROWN COW.
   *(Shortcut key **Shift-Ctrl-K)***

All Caps: HOW NOW BROWN COW.
        *(Shortcut key **Shift-Ctrl-A)***

Hidden: This option will "hide" the selected text, as if it were a tab or space character. The text will not show on the screen until you turn on the Show/Hide button ¶ (on Home Tab).
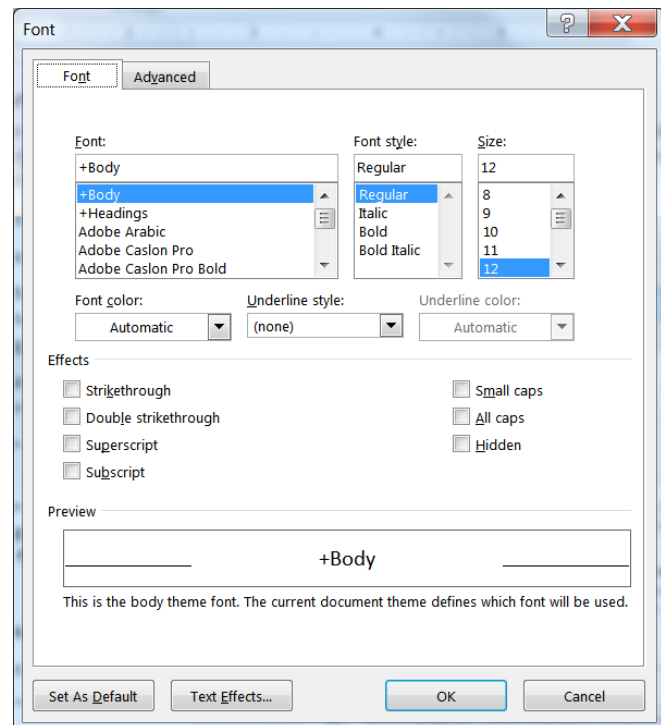
Set as Default…

You will find this option at the bottom of the window. *Default* formats are how all new documents will be set. This button allows you to set the default text formatting to your current choices. Word will give you a choice, to change the fonts for this document, or for all new documents created.
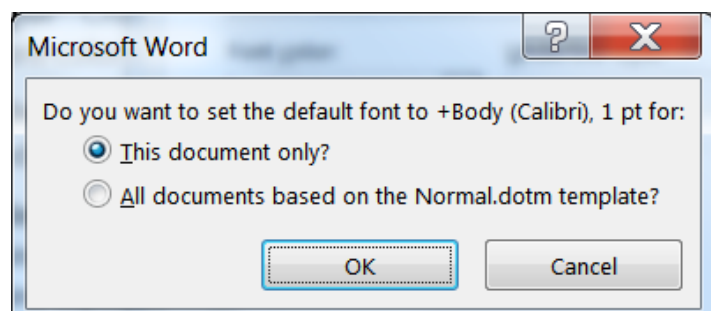
Text Effects
The Font group on the Home tab contains the **Text Effects and Typography** button. The **Text Effects** usually work best on larger fonts, but can be used on any size.

How now brown cow?

How now brown cow?

How now brown cow?

How now brown cow?

How now brown cow?

How now brown cow?

How now brown cow?

How now brown cow?

Outline – The outside color of the letters. Inside colors are set with the standard font color option.

OUTLINE

Shadow – Set the inner, outer, or a perspective shadow.

SHADOW

Reflection – Reflects the text under the original words.

REFLECTION

**Glow** – Surrounds the letters with a color that blurs.

GLOW

Format Text Effects Pane
At the bottom of the Font dialog box, there is a **Text Effects…** button. This opens another window where you can set the Text Fill and Text Outline. There is a second tab to set the Shadow, Reflection, Glow, and other options.

But you cannot see these changes until you click **OK**. Instead, you should open the **Format Text Effects** pane.

The Shadow, Reflection, and Glow options on the Text Effects menu, all list "Options…" at the bottom of their choices.

Anyone of these will open the Format Text Effect pane on the right-side of the window. Click on the little triangles in front of the category to expand and collapse the different options.
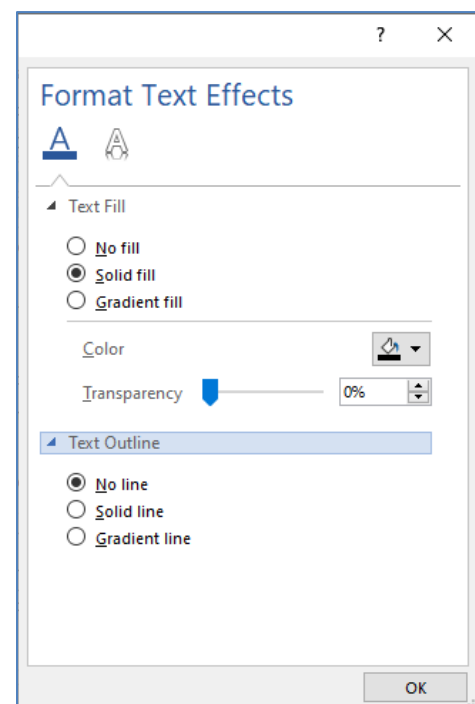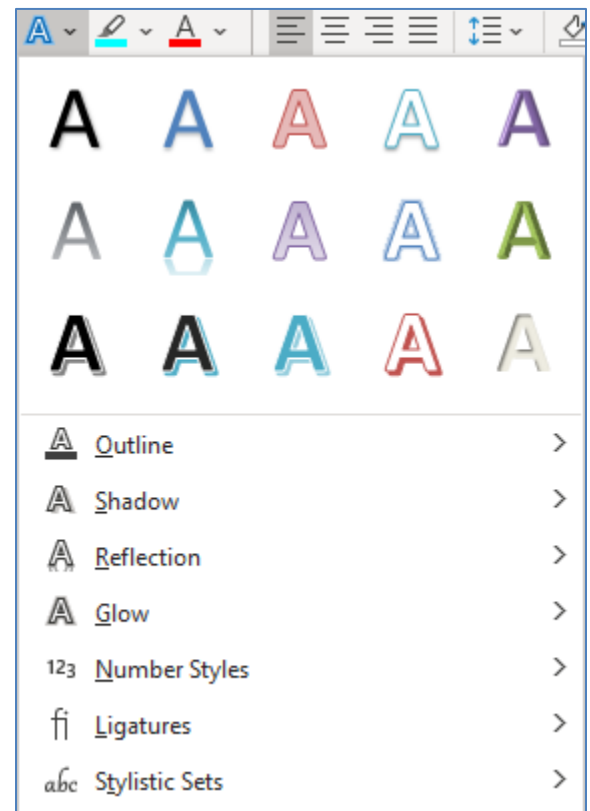
Typography

The Font group on the Home tab contains the **Text Effects and Typography** button. Certain fonts are adjustable and can be used to design your own style. The examples below are showing the different features in the fonts Calibri, Gabriola, and Corbel.

Number Styles – This option will change the spacing of your numbers.

Default (normal)	Proportional	Tabular	Proportional Old	Tabular Old
0123456789	0123456789	0123456789	0123456789	0123456789
0123456789	0123456789	0123456789	0123456789	0123456789
0123456789	0123456789	0123456789	0123456789	0123456789

Ligatures – These are the connections between the letters. Look how the F's and I's change.

Default	Standard	Standard and Contextual	Historical and Discretionary	All ligatures
Best fig waffles.	Best fig waffles.	Best fig waffles.	Best fig waffles.	Best fig waffles.
Best fig waffles.	Best fig waffles.	Best fig waffles.	Best fig waffles.	Best fig waffles.
Best fig waffles.	Best fig waffles.	Best fig waffles.	Best fig waffles.	Best fig waffles.

Stylistic Sets – These add a bit of flourish to the text. It works best with curvy fonts like Gabriola

Default	1	2	3	4	5	6	7
Best fig waffles.	Best fig waffles.	Best fig waffles.	Best fig waffles.	Best fig waffles.	Best fig waffles.	Best fig waffles.	Best fig waffles.
Best fig waffles.	Best fig waffles.	Best fig waffles.	Best fig waffles.	Best fig waffles.	Best fig waffles.	Best fig waffles.	Best fig waffles.

Advanced Font Features
The second tab of the format Font window has several **Advanced** options.

Scale – This option will compress or stretch text horizontally, while keeping it its current height. This can range from 1% to 600%.

200%　　　Sample Text
100%　　　Sample Text
50%　　　Sample Text

Spacing – This option will expand or condense the spacing **between** characters.
　　　This can range from 0 to 1584.

Expand by 1　　　Sample Text
Normal　　　Sample Text
Condensed by 1　　　Sample Text

Position – This option will raise or lower the text relative to the baseline.
　　　This can range from 0 to 1584.

Lowered by 3　　　Normal　　　Raised by 3
Sample Text　　　Sample Text　　　Sample Text

Kerning for fonts – This option automatically adjusts the amount of space between certain combinations of characters, so the entire selection looks more evenly spaced.

OpenType Features – These are discussed on the previous page.
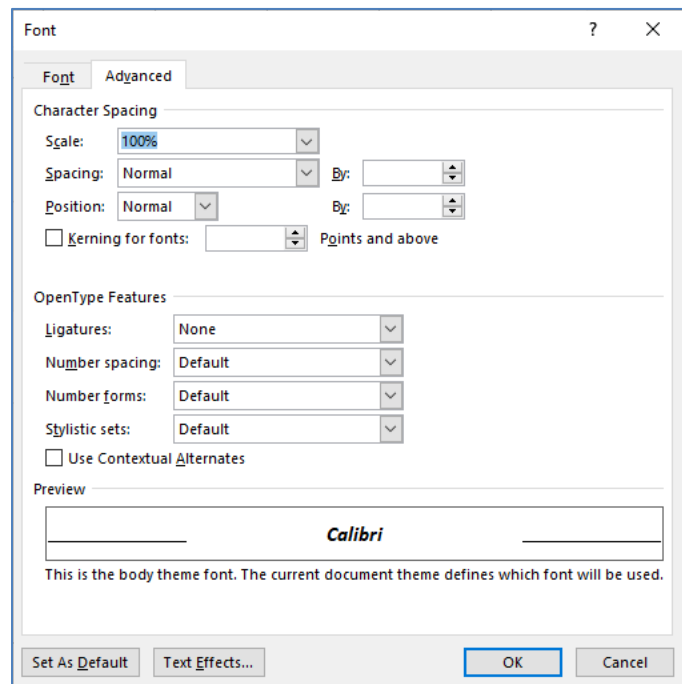
Symbols
The Symbols option is on the far right of the Insert tab.

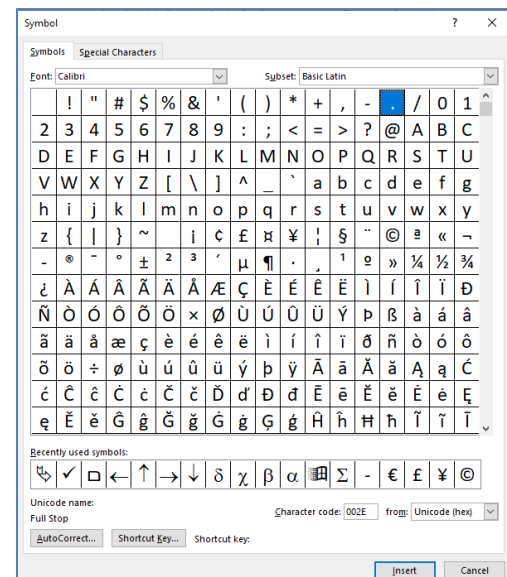This is where we can find the special characters:
© ™ ÷ Σ

This is also where we can find the accented letters:
Á À Ä Â Ã á à ä â ã

And the phonetical (IPA) letters:
Phonetical = /fəˈnɛt ɪ kəl/

the fun letters in the fonts such as Wingdings and Webdings.

Class Exercise 1 – Navigating and Basic Formatting

Create a document and move around

1. Open a new Word document
    a. If needed, adjust the Zoom
    b. If needed, turn on the Ruler from the View tab
2. Type: How now brown cow?
3. Practice navigation buttons
    a. Left/Right Arrows
    b. Home/End
    c. Shift Arrows/Home/End
    d. Ctrl Arrows
    e. Shift-Ctrl Arrows

Cut and copy the paragraph

1. Select the sentence with the Enter at the end
    a. Drag the mouse over the selection
    b. Or use the keyboard: Home; Shift-End
2. Cut and then Paste 5 times

> How now brown cow?
> How now brown cow?
> How now brown cow?
> How now brown cow?
> How now brown cow?

3. Undo back to the Cut
    a. Use the dropdown arrow next to the Undo
    b. This should bring you back to just one How now brown cow?

Cut and copy the sentence only

1. Select the sentence <u>without</u> the Enter at the end
    a. Drag the mouse over the selection and carefully move back to the ?
    b. Or use the keyboard: Home; Shift-End; Shift-Left Arrow (←)
2. Cut and then Paste 5 times

> How now brown cow? How now brown cow? How now brown cow? How now brown cow? How now brown cow?

3. Review the clipboard tools
    a. Cut: Ctrl-X
    b. Copy: Ctrl-C
    c. Paste: Ctrl-V
    d. If the clipboard button pops up in the corner of your selection press the **Esc** key to make it go away.

4. Paste about 2.5 inches of *How now brown cow?*

   a. Press and hold the Ctrl key, press and hold the V key. Release the V occasionally to see how far you've gone.

   b. Undo if you go too far (Ctrl-Z)

   c. There should be at least 200 words (50 cows!). Check the status bar to see how many words are in the file.

> How now brown cow?

Create three paragraphs and move around

1. Find a spot around 1-inch down, 3-inches over, click in front of a How and press Enter

2. Split the second paragraph in half

   a. Click in the middle of the second paragraph, in front of a How and press Enter

3. Practice navigation buttons

   a. Left/Right Arrows

   b. Up/Down Arrows

   c. Home/End

   d. Shift/Ctrl with Arrows/Home/End

4. Practice with the mouse in the text

   a. Single-click – move cursor

   b. Double-click – select word

   c. Triple-click – select paragraph

   d. Ctrl-Click – select sentence

   e. Shift-Click – select range

5. Practice with the mouse in the margin

   a. Single-click – select line

   b. Double-click – select paragraph

   c. Triple-click – select document

6. Select All options

   a. Triple click in margin

   b. Press Ctrl-A

   c. Use the Select menu in the Editing group of the Home tab

Basic Font Formatting

1. Choose the last full sentence on the first line of the first paragraph

> How now brown cow? How now brown cow? How now brown cow? <mark>How now brown cow?</mark> How now brown cow? How now brown cow? How now brown cow? How now brown cow? How now brown cow? How now brown cow? How now brown cow? How now brown cow? How now brown cow? How now brown cow? …

2. Font

    a. Open the list of Fonts and hover over the name to see the live preview
    b. If your version has little clouds in front of the font names, they are not yet installed so there won't be a preview. If you choose the font, it will download it and after that it will be available.

3. Font Size

    a. Open the Font size menu and hover over the sizes to see the live preview
    b. Erase the number in the font size box and type in 15.5
    c. Use the Increase Font Size and Decrease Font Size button

        i. Keyboard shortcut Shift-Ctrl-> and Shift-Ctrl-< (greater than/less than)

        ii. To move one point at a time, use Ctrl-[and Ctrl-] (brackets)

4. Change Case

    a. Try the different capitalizations
    b. Set this to **Capitalize Each Word**

5. Bold/Italics/Underline

    a. Ctrl-B to bold
    b. Ctrl-I to italicize
    c. Ctrl-U to underline
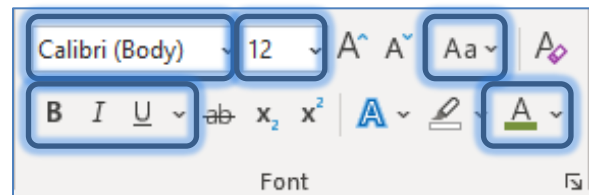
6. Special Underline

    a. Open the underline menu to choose a different style
    b. Open the underline menu to choose a different color

7. Font Color

    a. Open the font color menu to see the live preview of colors
    b. Open the font color menu and choose More Colors
        i. Pick a color from the Standard tab
        ii. Adjust the color from the Custom tab

Clear Formatting

1. Select All (Ctrl-A)

2. Click on the **Clear All Formatting** button

    a. Notice it did not change the capitalization we selected

3. Close and don't save the file

Class Exercise 2 – Water

Open the file Word-Fonts-Water.docx

1. Make sure you can edit the file. If not try one of these options

    a. Save the file with a different name (F12)

    b. Exit Word and Extract the file

    • Or you can drag the file out of the Zipped folder and open it from the new location.

*Superscript and Subscript*

Superman goes UP, subway goes DOWN

1. Select the 2 in **H20** and subscript x_2

2. Select the 3 in **Density: 997 kg/m3** and superscript x^2

> **Formula: H_2O / Density: 997 kg/m^3**

Special Characters – Degree symbol

1. Click between the 2 and F in Boiling point: 212F

2. From the Insert tab, in the Symbols group, choose **More Symbols** from the Symbol menu

3. If needed, change the Font menu to **(normal text)**, it will be at the top of the list

4. Scroll through the list until you find the Degree symbol.

5. Click on the Insert button to put the degree symbol in the correct place.

6. You don't have to close this window. Click between the 0 and the C in **(100C)**

7. Push the **Insert** button again

> **Boiling point: 212°F (100°C)**
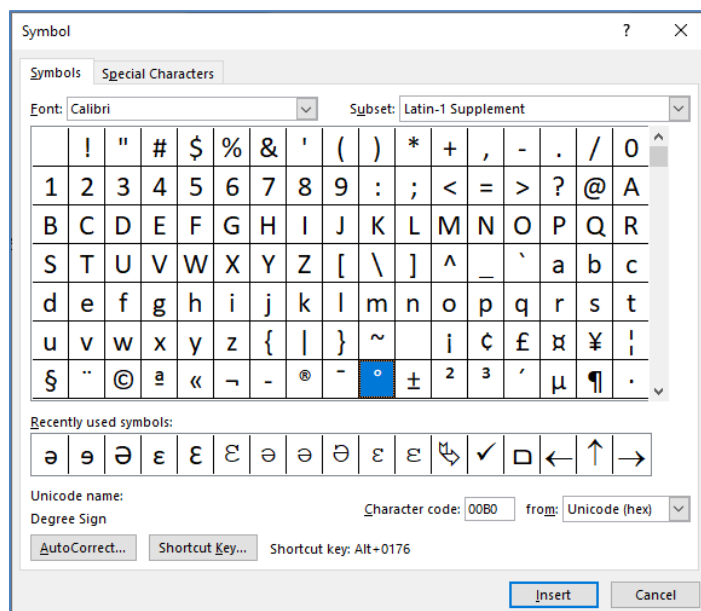
This is where we can find other special characters:

© ™ ÷ Σ

This is also where we can find the accented letters:

Á À Ä Â Ã á à ä â ã

And the phonetical (IPA) letters:

Phonetical = /fəˈnɛt ɪ kəl/

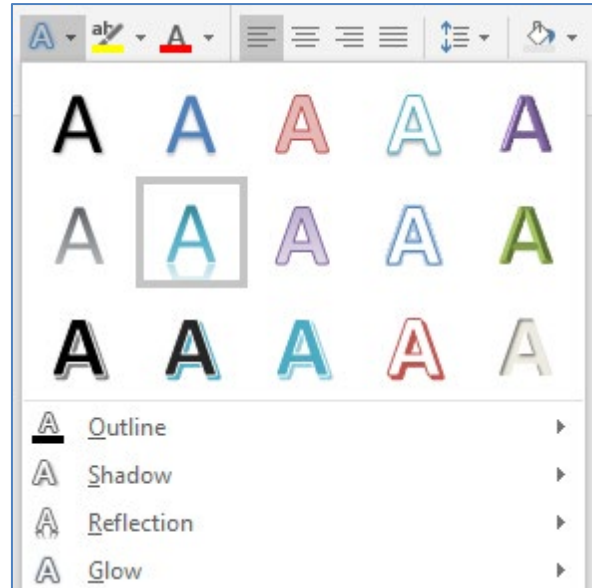the fun letters in the fonts such as Wingdings and Webdings:

Text Effects

1. Select the title **Water**
2. Format
   a. Font Arial Black
   b. Font Size 36
   c. Change Case UPPERCASE
   d. Align Center
3. Open the **Text Effects and Typography** menu
4. Choose the option with the reflection
5. Open the menu again, and change the **Outline** color to a dark color

6. Exit Word, and don't save the file

Class Exercise 3 – Advanced Character Spacing
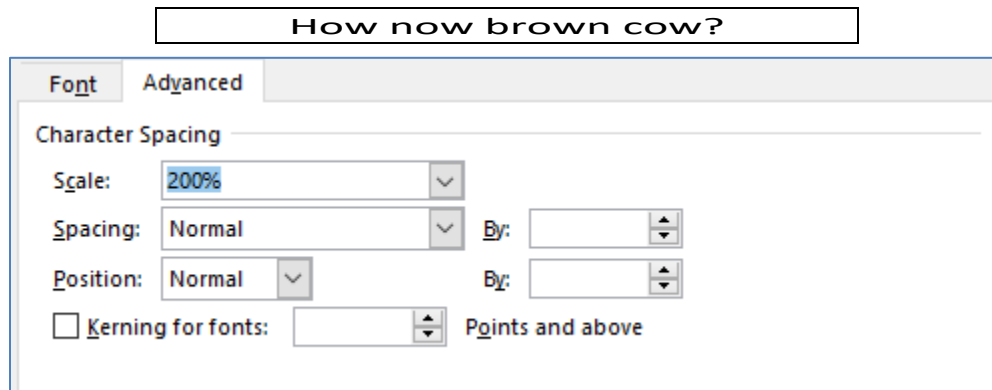
Create a document and move around

1. Open a new Word document
2. Type: How now brown cow?
3. Select the whole line and cut
   a. Include the enter at the end of the line!
4. Paste 8 times
   a. This should put each *How now brown cow?* on its own line.
5. Select All
6. On the Home tab, from the Styles group choose **No Spacing**
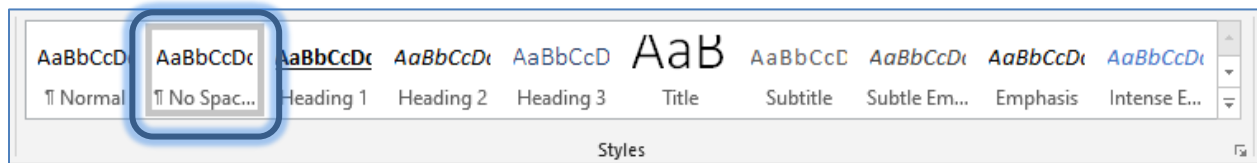
7. Change the font size to 16

Change the Font Scale

1. Select the second *How now brown cow?*
2. Right-click on the selection and choose **Font** from the shortcut menu
   a. You can also open this window by using the "More Fonts" button in the Fonts group
   b. Or using the keyboard shortcut Ctrl-D
3. Turn to the Advanced tab in the Font window
4. Change the Scale to 200%

How now brown cow?

Font   Advanced

Character Spacing

Scale: 200%

Spacing: Normal   By:

Position: Normal   By:

☐ Kerning for fonts: Points and above

5. Delete the sentence

Change the Font Spacing

1. Select the second How now brown cow?
2. From the Advanced tab of the Font window change the spacing to Expanded
   a. By 3pts
3. Select the fourth *How now brown cow?*
   a. Change the Font Character Spacing to Expanded by 0.3pts
4. Select the sixth *How now brown cow?*
   a. Change the Font Character Spacing to Condensed by 0.2pts

How now brown cow?

How now brown cow?   *Expanded by 1pt*

How now brown cow?

How now brown cow?   *Expanded by 0.3pts*

How now brown cow?

How now brown cow?   *Condensed by 0.2pts*

How now brown cow?

5. Close and don't save the file

Class Exercise 4 – Cows

Open the file Word-Fonts-Cows.docx

1. Make sure you can edit the file. If not try one of these options
   a. Save the file with a different name (F12)
   b. Exit Word and extract the file
      i. Or you can drag the file out of the Zipped folder and open it from the new location.

Format the Titles

1. Select the title *Cattle*
   a. Align Center
   b. Bold
   c. Size 14
   d. Uppercase
2. Select the title *From Wikipedia…*
   a. Align Center
   b. Italics
   c. Size 10
3. Select the title TERMINOLOGY
   a. Bold
   b. Underline
   c. Capitalize each Word (or Sentence case)

Using Font Spacing to adjust the paragraph

1. Select the whole paragraph that starts with *Young cattle of both sexes are called calves*
2. Change the character spacing to condense by 0.1pts
   a. This should bring the 'orphan' word *age* up a line
3. Change the character spacing to expanded by 0.1pts
   a. This should push *years of* to the last line with Age

Young cattle of both sexes are called calves until they are weaned, then weaners until they are a year old in some areas; in other areas, particularly with male beef cattle, they may be known as feeder calves or simply feeders. After that, they are referred to as yearlings or stirks if between one and two years of age.
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Colorful Text

1. On the second pager, select the title *Common Cow Names*
2. Bold and Underline the title
3. Select the title Flowers and its bullet, change the color
4. Select the title Bells and its bullet, change the color
5. Select the title Other and its bullet, change the color
6. Format the titles and bullets with the Text Effects

   Flowers

   - Rose, Jasmine, Daisy

   Bells

   - Claribel, Annabelle, Belle

   Other

   - Gertrude, Bessie, Moo-Moo

7. Close and don't save the file