The Font Dialog Box and the Paragraph Dialog Box

The Font Dialog Box

If you press control D from anywhere within the document, the font dialog box will open. You are placed in the font edit combo box. You can use the arrow keys or page up and page down to find the font that you want; you can also type the beginning of the name of the font you are looking for to jump to it more quickly.

If you hit the tab key, you will move to the “font style” edit combo box. Here you can make the text regular, bold, italic, or bold italic. If you hit the tab key again, you will be in the size edit combo box where you can select a font size.

Hitting the the tab key again moves you to the font color button; if you activate this button you will find a grid where you can choose a different color for your font other than the standard black.

If you hit the tab key yet again, you will be in the underline combo box. Here you can select from a variety of fancy underline options.

(Note: You may also access many of the font dialog functions through the second group of options in the home ribbon).

The Paragraph Dialog Box

There are several ways to access paragraph options. First, you can enter the paragraph dialog box by pressing alt h, followed by p, then g. Second, you can press the applications key, arrow down to paragraph, and press enter. Finally, you can access the most common paragraph commands directly from the home ribbon.

Most paragraph options you will use are found on the indents and spacing tab of the dialog box, though you may want to explore the line and page breaks tab as well.

From the dialog box, you can change the alignment of your text to have it left aligned, centered, right aligned or justified, just like with the keyboard commands you learned earlier. To do this, find the “Alignment” combo box. You can also choose how your paragraphs are indented, for example you might want the first line of each paragraph indented for regular writing, but you might want to use a hanging indent, where every line after the first one is indented, if you are writing a list. Lastly for now, you can change line spacing by tabbing to the “Line Spacing” combo box and choosing an option from this list, though there are keyboard commands to do this as well.

Assignment

1. change all of the text in this document to the font called Arial. (hint: you will need to use the “select all” command that you learned in the cutting and pasteing unit before you change the font).

2. change the line spacing of this document to 1.5 lines.

3. change the first line in this document to 16 point type.

4. right align, underline, and put into 14 point font each of the subheadings (the lines called The Font Dialog Box and The Paragraph Dialog Box.