Name:

Section :Section

Subject :Microsoft Word(Exercise)

Date: / /

Accessibility Feature in Word

Microsoft Word includes features that make the software accessibility to a

winder range of users, including those who have limited dexterity, low

vision, or other disabilities.

**Set the font for a web page or plain-text that you open**

If the wrong font for a Web page or plain-text file is applied when you import it into Microsoft

Word, you can select the font that you think the page enclosed in. On the Tools menu, click Options, and then click the General tab.

* Click Web Options, and then click the Fonts Tab.
* Under Character set, select the character set that is used to encode the file.
* Do the following:
  1. In the Proposition font box, select the font that is used for normal text.
  2. In the fixed-width font box, select the font for moonscapes text.

M

icrosoft Word can’t display the different settings at the same time, indent and tab markers that appear dimmed show the settings for the first paragraph in the section.

To apply a format to several selected paragraphs that have different formats, you can still adjust the ruler settings, click toolbar buttons and select dimmed or blank options in the Paragraph dialog box.