

Formatting: Text

All classes

1

Agenda

- Formatting
 - Size and Type
 - Bold, Underline, Italic
 - Text Case
 - Align

2

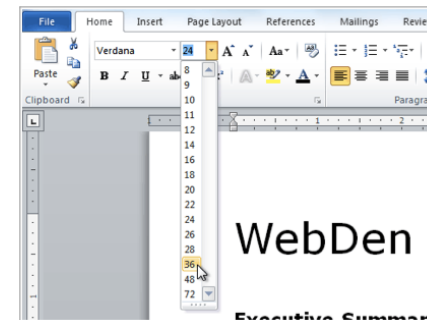
Motivation

- change look of text
- draw readers attention
- communicate your message
 - newspaper / flyer

3

Font size

- Select text
 - Home -> Font -> Font size -> chose the font size
 - “Grow Font” or “Shrink Font” buttons



4

Font type

- Different font types
 - verdana, arial, ...
- Select text
 - Home -> Font -> Font (drop-down)
 - select the font

5

Font color

- text color
- highlight text color (background)
- Select text
 - Home -> Font -> Font color
 - Home -> Font -> Text highlight color

6

More Font Formatting

- **Bold, Italic and Underline:** Select the text
 - Home -> Font -> Bold / Italic / Underline
- **Text case** (uppercase, lowercase)
 - Home -> Font -> Font case
 - lowercase, UPPERCASE, ...
- **Text align**
 - Home -> Paragraph -> text align
 - left, center, right and justify

7

Exercises

- Different formatting of text
- Different paragraphs with uppercase, lowercase, capitalized

8