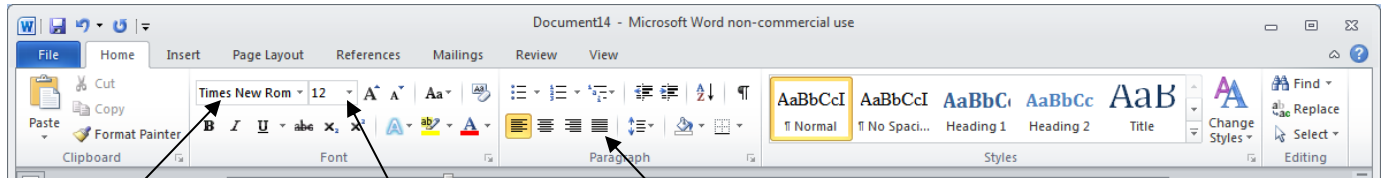


Setting up Fonts

Selecting FONTS

1. Highlight the text you wish to change.
2. ONCE the text is highlighted properly, click on the “Home” tab which will bring up this ribbon.



This is the font type. Click on the down arrow to see the font choices.

This is the font size. Click on the down arrow to see the size choices. We will use 12 pt. for this project.

These are the justification icons. Left justified means the text lines up on the left side. Right justified means the text lines up on the right side. Centered will center the text around the middle. Full justification will line up the text on both the right side and the left side adding extra spaces in the text to do this. We use this when we have columns and we will use this for our CA regions project

Left justified

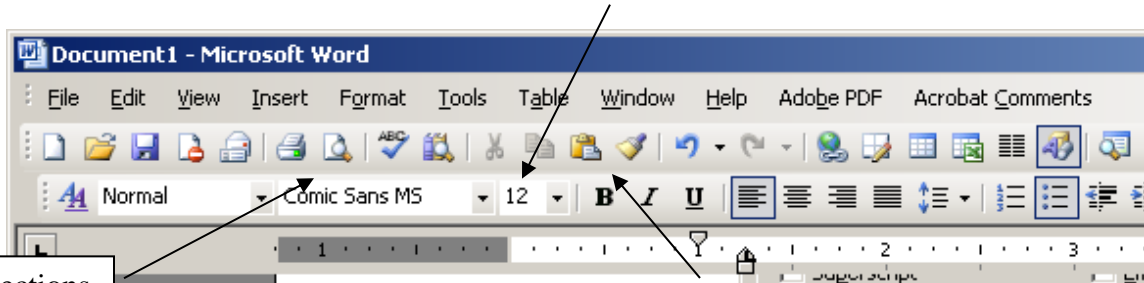
Centered

Right justified

Fully justified

3. For this project we will be using a simple, easy to read fonts. Suggestions: Helvetica, Times New Roman, Arial, or Calibri. Select your font. Font size will be 12 pt. for this project.
4. Since we have a narrow paper it will look best if the text is fully justified. Select the text and then click the “Fully justified” icon. Or place the cursor in a paragraph then click the “fully justified” icon and it will format that paragraph. Complete for all paragraphs in the project.

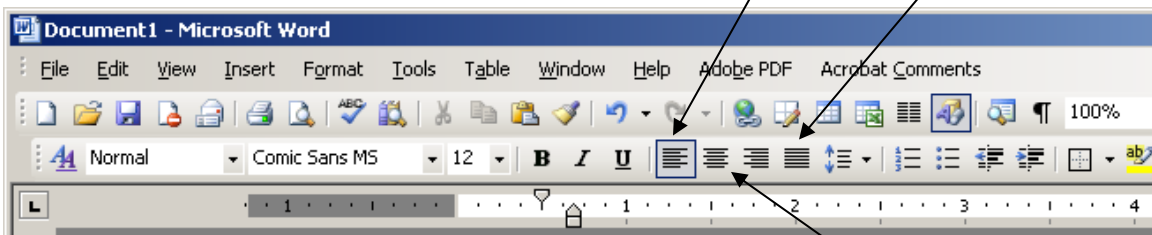
- Click on the FONT names in the “Font:” box. You can use the up and down arrows to scroll through the different Fonts. As you select each Font, it will appear in the bottom box “Preview”. When you see one that you think will work then pick the “Font style” and “Size”. Usually we pick “Regular” and “12”. You need to check your document and see what it looks like. You will probably pick a larger size and possibly bold for a title. Once you have the Font you want, click OK.
- When you are back in your document you may adjust the Font Size and Style by using the short cut buttons on the bar. To change the size, FIRST highlight the text you wish to change, THEN click on the down arrow and pick either a smaller or larger number.



- To change the Style, FIRST highlight the text you wish to change, THEN click on the style you want. Bold, Italic, or Underlined.
- You may also change the FONT by FIRST highlighting the text you wish to change and then clicking on the down arrow next to the Font. Selecting the Font you want.
- REMEMBER, you do not want to spend all your time picking a Font. Make sure your teacher can read it, that it looks good and simple. This is a report, not a fancy ad.
- WHEN you are done formatting, SAVE your document.

3. REMEMBER:

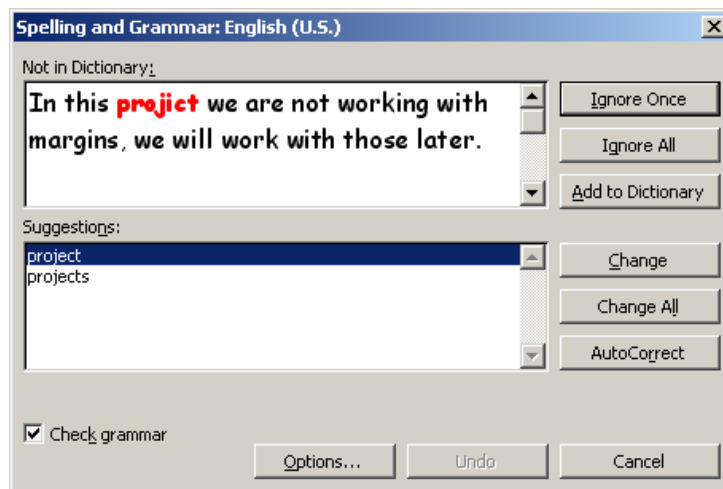
- Your goal is to make your document easily readable. So you need to pick fonts that are easy to read and large enough.
- You also want to make your document look good. So you want to make sure your text fills the page well. Some tips:
 - Your title should be larger, possibly bolder and centered.
 - Leave some space between your title and your text.
 - Your text should be either left justified or fully justified.



- Paragraphs should either be indented 5 spaces or Centered
- OR you can use block paragraphs. This is when you do not indent at the beginning but leave at least one blank line BETWEEN paragraphs.
- IF you need to add a picture to your document, make sure you leave enough space for it (or include it before formatting).
- Make sure your text is not all squeezed into the top of the page. If you have only a few lines for the whole page, make sure you start it a few lines down and the FONT is big enough without being too big. Try to be consistent through out your document with FONT type and size.

4. BEFORE changing your FONT, run the SPELL CHECKER.

- Click on “Tools”
- Click on “Spelling and Grammar”
- IF you have no errors, then it will tell you that the check is complete.
- IF you have errors the Spelling and Grammar screen will pop up. Your mistake will be shown in red in the top box. Remember, the word that is highlighted may be spelled correctly, it is highlighted simply because it is not in your computer’s dictionary. IF this is the case (for example the word “Chumash”) then you may click on “Ignore All”. This will tell the computer to skip whenever it comes to that particular word.
- IF the word is spelled wrong, the computer will show you possible suggestions in the bottom box. IF one of the suggestions is the correct spelling, then click on that spelling and click change. This will change the word in your document.



what

You

real dictionary!) to fix the spelling.

- REMEMBER the computer does not always know word you are trying to spell so the suggestions may not be correct. need to use your OWN brain (or a

- Once you have completed the spell checker, you may proceed to picking your FONTS.