LINE / FONT APPEARANCE

To center this line, first select it, then press Ctrl + E.

To make this sentence have Right Alignment, first select it, then press Ctrl R

To make this paragraph have a FULL justified alignment, first select all of it then press Ctrl J. Full Justified Alignment means that all of the lines (with at least 2 or more lines) will line up evenly at both the right and the left side.

To make this paragraph have a FULL ALL justified alignment, first click anywhere in it and then press Ctrl + Shift + J. Full All Justified alignment means that all of your lines will line up at the right and left side, including the last line.

To change the font of these lines, first select them, then on the Ribbon, choose the home tab (if it is not already open) and use the “Font” pull down bar to choose a different font. You will notice that this paragraph will give you a “live preview” of what your text will look like if you use that font. You could also just select the paragraph and move the mouse slightly up and a “mini toolbar” will appear. Using the mini toolbar will not allow you to see the live preview, however.

To change the font size of this paragraph, first select it, then use the font size pull down on the Home tab of the ribbon (or the “mini toolbar”) to change the font size. (Keep in mind that the smaller the number, the smaller the size, and vice versa). Size 32 is equal to ½ inch. Don’t choose anything SO LARGE it makes text below go onto page two.

To make this sentence change to an italic font, first select it, then press CTRL + I.

To make this sentence change to a bold font, first select it, then press CTRL + B.

To make this sentence underlined, first select it, then press CTRL + U.

To make this sentence change to a strikethrough font, first select it, press Ctrl + D, select strikethrough.

To make this sentence change to an outline font, first select it, then click the text effects button and choose one of the outline options.

To make this sentence change into small caps, first select it, then press Ctrl + D, select small caps.