1. **Bold, Italics, & Underline Exercise:**

**Directions Using the Keyboard Shortcuts Legend on the right, Bold, Italicize and Underline, complete the tasks below.**

Read the task to do in the Instruction column and format the data in the data column.

|  |
| --- |
| **Keyboard Short Cuts** |
| Ctrl + B |
| Ctrl + I |
| Ctrl + U |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Instruction Column** | **Edit this Column** |  |
| **1** | Bold | WILLETON HOTEL |  |
| **2** | Italics | Alice Springs   |  |
| **3** | Underline | All modern facilities |  |
| **4** | Bold, and Italics | Family restaurant |  |
| **5** | Bold and Underline | Moderate tariff |  |
| **6** | Italics and Underline | Telephone |  |
| **7** | Bold, Italics, and Underline | Fax No |  |

**Directions: In the sample sentences below, edit the sentences according to the instructions:**

1. **Italicize & color font blue for the words 'over the lazy' in the following sentence**

The quick brown fox jumped over the lazy dog

1. **Underline & color font blue of the word 'lazy dog' in the following sentence**

The quick brown fox jumped over the lazy dog

1. **Bold, Italicize & color font blue of the words 'The quick' in the following sentence**

The quick brown fox jumped over the lazy dog

1. **Bold, Underline & color font blue of the words 'brown fox' in the following sentence**

The quick brown fox jumped over the lazy dog

1. **Italicize, Underline & color font blue of the words 'over the lazy dog' in the following sentence.**

The quick brown fox jumped over the lazy dog

1. **Bold, Italicize, Underline & color font blue of the words 'quick brown fox jumped' in the following sentence.**

 The quick brown fox jumped over the lazy dog

Scroll down to page 2 and continue working…

1. **Superscript, Subscript & Font Effects Exercise**

**Press CTRL + D to access the Superscript Tool, use shortcut noted in yellow or this button.**

**Part A. Superscript Exercise (Shortcut Keys: CTRL & SHIFT + plus sign)**

**Directions:** Format the following blue numbers/symbols into superscript: e.g. 6m2

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 25m2 | 4m3 | 30m2 | 6m3 | 60m3 | 4m2 | x2 | Copyright©  |

**Part B: Subscript Exercise (Shortcut Keys: CTRL & = equals )**

**Press CTRL + D to access the Superscript Tool, use shortcut noted in yellow or this button **

**Directions:** Format the following blue numbers into subscript: e.g. H2O

|  |  |  |  |
| --- | --- | --- | --- |
|  **H2O** | **SO2** | **CO2** | C3H8 propane |

**Part C. Font Effects Exercise**

**Directions:** Format the following lines of text as per the instruction column.

* Use the Text Effects Menu in the HOME TAB for effects in #1 & #2
* For #3 - #7 Press CTRL + D to Access the Full Font Menu to find effects.

|  |  |  |
| --- | --- | --- |
|  | Data | **Instruction** (Point means Font Size) |
| 1 | WILLETON HOTEL | 36 point, Outline (Green Color Outline) |
| 2 | Alice Springs   | 40 Point, Shadow |
| 3 | Family restaurant | 18 point, Small Caps |
| 4 | Moderate tariff | 15 Point, All Caps |
| 5 | Telephone | 12 Point, Strikethrough |
| 6 | Fax No | 16 Point, Double Strikethrough |
| 7 | Authors | 12 Point, Hidden |