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

|  |
| --- |
| **Keyboard Shortcuts** |
| Ctrl + B |
| Ctrl + I |
| Ctrl + U |

**Part A. Font Enhancements**

Directions Using the Keyboard Shortcuts Legend on the right 🡺

Bold, Italicize and Underline the text in the DATA COLUMN.

|  |  |  |
| --- | --- | --- |
|  | **Instructions Column** | **Edit this Column – DATA 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 |

**Part B; Font Enhancement and Font Color Exercise:**

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

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

The quick brown fox jumped over the lazy dog

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

The quick brown fox jumped over the lazy dog

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

The quick brown fox jumped over the lazy dog

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

The quick brown fox jumped over the lazy dog

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

The quick brown fox jumped over the lazy dog**II. Superscript, Subscript & Font Effects Exercise**

**Part A. Superscript Exercise**

**Three ways to apply Superscript are:**

1. **Shortcut Keys: [ CTRL & SHIFT + equals sign]**
2. **Press CTRL + D to access the Superscript Effect in the Font Menu** 🗷
3. **Use Superscript Tool Button found in the Tool Ribbon above**

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

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

**Part B: Subscript Exercise**

1. **Shortcut Keys: [ CTRL & = equals sign]**
2. **Press CTRL + D to access the Subscript Effect in the Font Menu** 🗷
3. **Use Superscript Tool Button found in the Tool Ribbon above**

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

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

**Go on to the Next Page!**

**III. Font Effects & Topography Exercise**

**Font Effects Exercise: Changing font size** (point) **& applying an effect.**

**Directions:**

Format **(Column C)** Items as per the instructions in columns A and B.

* For exercises 1 & 2, use the **Text Effects Menu** in the **HOME TAB** for effects.
* For exercises #3 through #7: Press CTRL + D to Access the **Full Font Menu** to find all effects listed in Column C #3 through #7.

|  |  |  |  |
| --- | --- | --- | --- |
|  | (Column A)  Change Font Size | (Column B)  Change Font Effect | (Column C)  DATA COLUMN |
| 1 | Size 36 point | Outline  (Green Color Outline) | WILLETON HOTEL |
| 2 | Size 40 point | Shadow | Alice Springs |
| 3 | Size 18 point | Small Caps | Family restaurant |
| 4 | Size 15 point | All Caps | Moderate tariff |
| 5 | Size 12 point | Strikethrough | Telephone |
| 6 | Size 16 point | Double Strikethrough | Fax No |
| 7 | Size 12 point | Hidden (this hides text) | Authors |