Working with Fonts 

# Opening Word

1. If you see the Blue W – Word icon – on your desktop, you can just double click on that. If you don’t see it, click on the Office Button or Start button in the lower left corner of your screen. You will find it under All Programs > Microsoft Office.

NOTE: *The appearance of the icon will vary depending on the version you are using. However, it will always be a blue W.*

1. When Word opens, just click on New Blank Document.
* Open a new Word Document.

# Home Tab

## Working with Text

* **Selecting Text** – Hold the left mouse button down and drag the I-Beam until all of the text you want to select is highlighted a gray color. You can highlight as much or as little text as you want. Text **must** be highlighted (selected) before you can make any changes to it.
* Type your name.
* Practice highlighting it.

Font Group (NOTE: active selections will be highlighted on the menu icons.)

* **To change font:**
	+ In the **Font** group, you will see a box with the current font name (Calibri is default) listed.
	+ Click on the **Down** arrow on the right side of the word.
	+ Choose the font that you like. Notice how the text changes within your document as you point at different fonts.
	+ Once you find one you like, click on it to select it.
	+ HINT: If you know the name of the font you want, type the first letter in the font name box. It will save scrolling all the way down.
* Highlight your name. Look at it in the different fonts.
* Which font do you like best? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **To change the Font Size:**
	+ Font size options are just to the right of the font style options.
	+ Simply click the down arrow to the right of the font size.
	+ You can also just click the grow font or shrink font icons.
* Leave your name highlighted.
* Change the font size. Make it larger and smaller.
* **Bold,** *Italic* and Underline
	+ If you have already typed the text that you would like to be bold, italic or underlined, select the text and click the appropriate option(s).
	+ If you have **not** started typing the text that you would like to be bold, italic or underlined, click on the appropriate option(s) and begin typing.
	+ You may choose more than one option if you would like.
	+ You can clear all formatting by clicking the Clear Formatting icon.
* Leave your name highlighted.
* Make it bold, italic and underlined.
* Clear the formatting.

* **Font Colors**
	+ You can highlight areas of your document by selecting the text you want and click on the Text Highlight icon.
	+ Use the arrow to select the color you wish.
	+ If you highlighted a section and want to unhighlight it, select “No color” from the color options.
	+ To change the color of the Font, click the arrow on the font color icon and click on your choice.
	+ Current color selections will display on the icons.
* Leave your name selected.
* Highlight it any color.
* Change the color of the font.

## Clipboard Group

* ***Copy*** – highlight text first, then click the Copy icon (2 papers). You can also type CTRL + c.
* ***Paste*** – click cursor where you want to insert the text and click Paste. You can also type CTRL + v.
* ***Cut*** – highlight text you want to remove from one location and paste in another. Click the scissors icon. Then paste it where desired. You can also type CTRL + x to cut.

Using Clipboard Tools:

* Copy your name.
* Paste it 2 times.
* Cut your name once and paste it at the bottom.