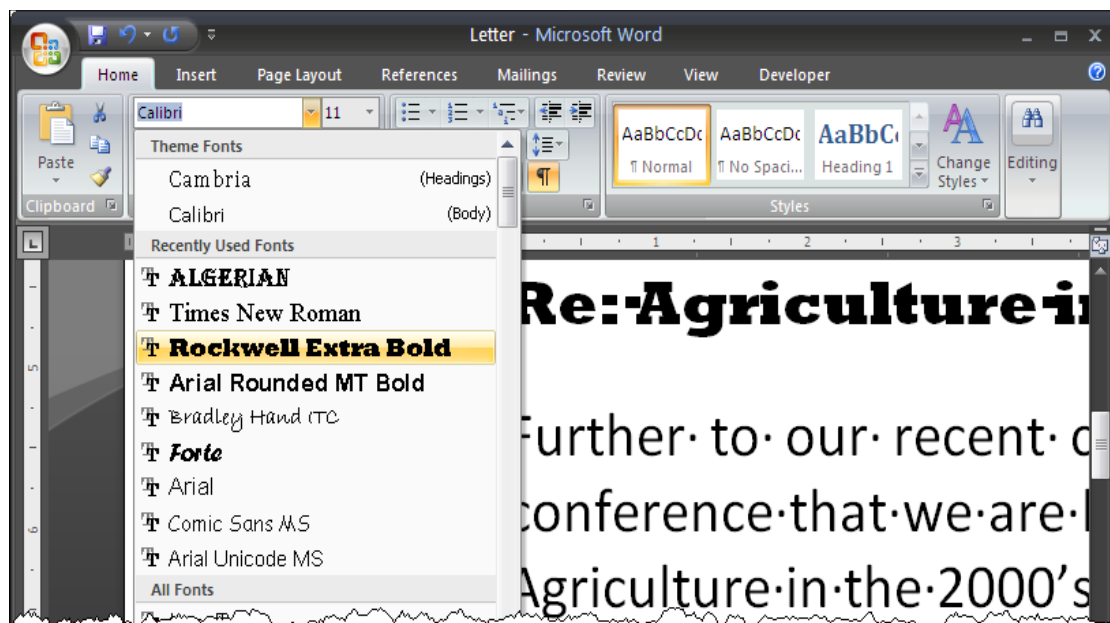


Microsoft Word - Fonts



Fonts

The font button has the live preview option, so as selections are highlighted and then the cursor is over the fonts, the document shows how the document would look before the final choice is made.



Font Size

Font size is controlled by the font size button, a size from the list can be selected. If other sizes are required, then the value can be typed in.

The font size is measured in points. A point size of 72 will give a text size of one inch height. The size can be seen as Live Preview is active.

The shortcut key is Ctrl-Shift-P and this opens up the font dialog box.

The font can also be increased or decreased slightly by using Grow Font and Shrink

Font. (They can be used repeatedly if necessary.)

Icon

Name

Shortcut key



Grow font

Ctrl->



Shrink font

Ctrl-<