

Fonts

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NO TEACHER LEFT BEHIND

How to Move a Block of Text

- Before you can move or copy a part of text, you need to “tell” *Word* specifically which part of the text to move.
- You do this by highlighting the text.

To Highlight a Piece of Text

- Move your cursor to the first letter of the text you want to copy.
- Left-click, **BUT DO NOT RELEASE!**
- Drag the mouse, while you continue to hold down the left mouse button, to move the cursor through the piece of text you want to move.
- When the cursor is at the end of the piece of text, release the mouse button.



Or use these Shortcuts...

Move your cursor into the left margin next to one of your paragraphs.

- To highlight a line --- Click once.
- To highlight a paragraph --- Click twice.
- To highlight the entire text --- Hold down the Shift key and click once.

Clicking your cursor on any area not highlighted will cancel the highlight.

How to Move a Block of Text

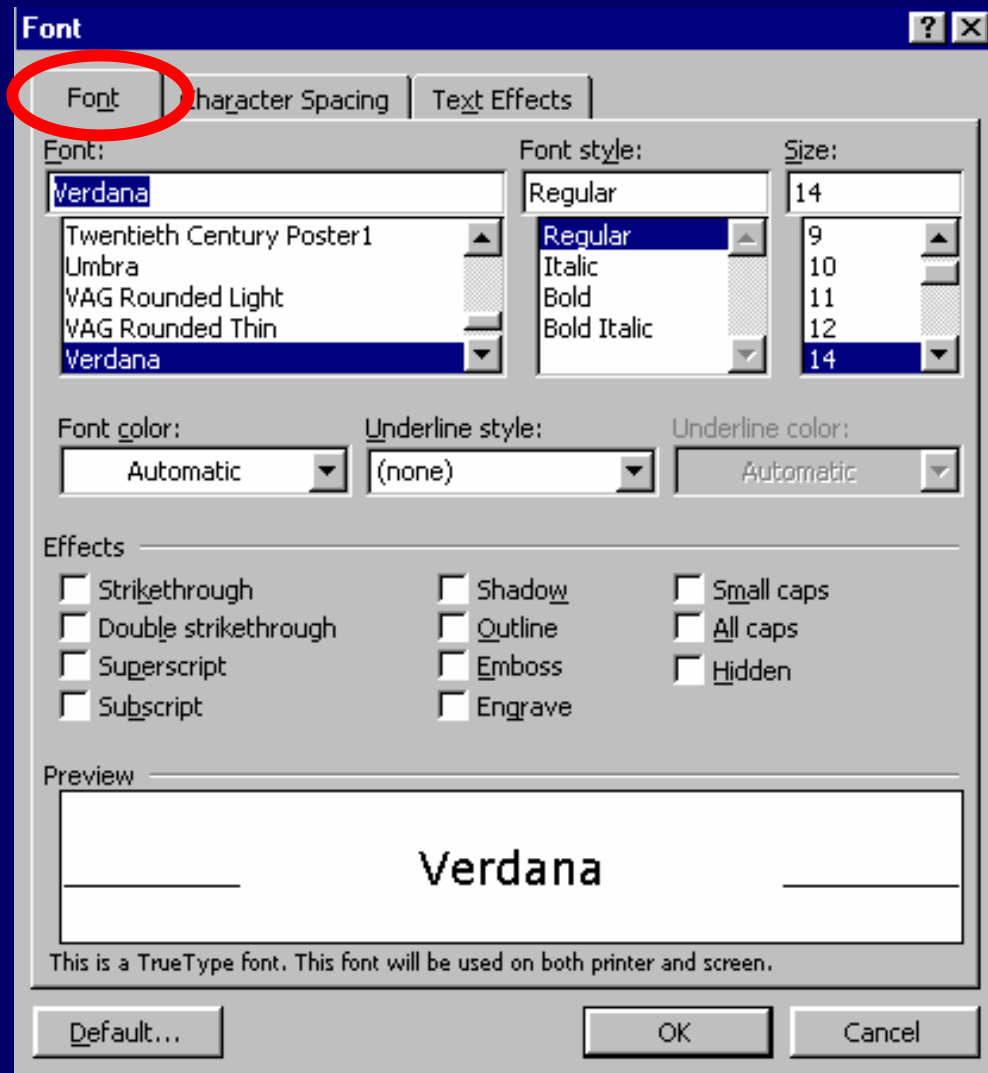
1. Highlight the piece of text you want to move.
2. Select the Scissors icon or Cut under Edit on the Main menu.
3. Move your cursor to where you want the text to appear.
4. Left-click your mouse.
5. Select the Clipboard icon or Paste under Edit on the Main menu.

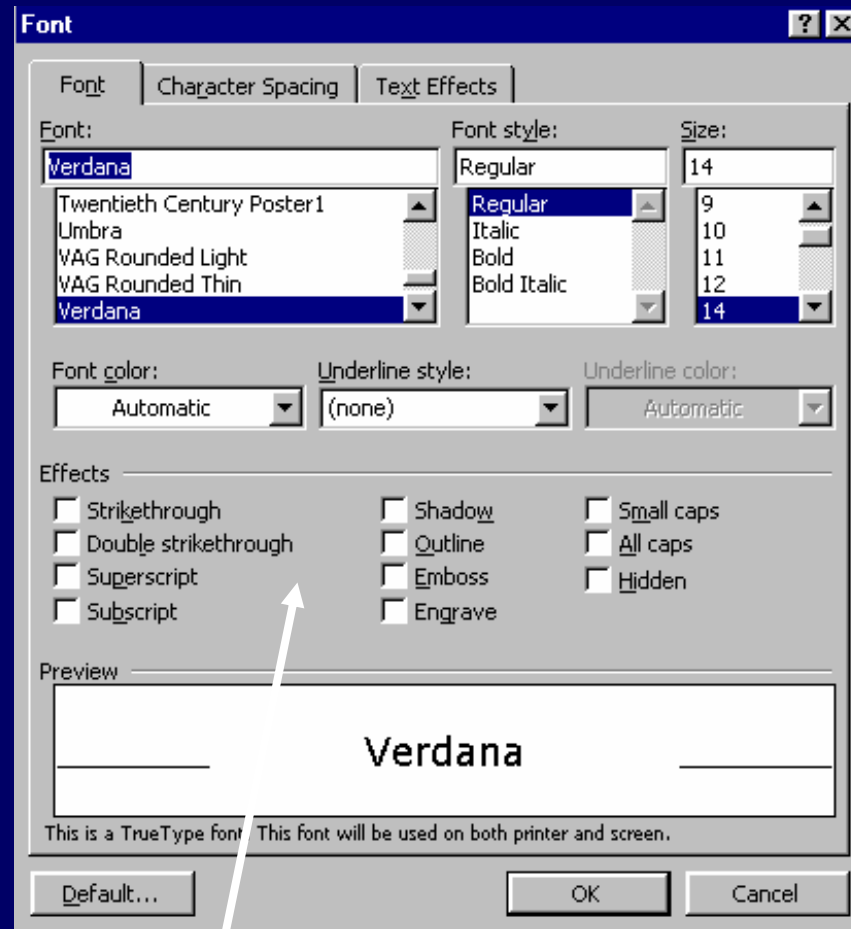
Your selected text should be where you moved it and removed from its original location!

Special Font Effects

The text 'Special Font Effects' is displayed in a bold, rounded font. Each letter is filled with a different color from a rainbow spectrum: 'S' is pink, 'p' is red, 'e' is orange, 'c' is yellow, 'i' is light green, 'a' is green, 'l' is lime green, 'F' is yellow, 'o' is light green, 'n' is green, 't' is lime green, 'E' is teal, 'f' is blue, 'f' is blue, 'e' is purple, and 'c' is purple. The text has a white outline and a white shadow cast below it, giving it a 3D appearance.

1. On the **Main** menu, click **Format**.
2. Click the **Font** tab.

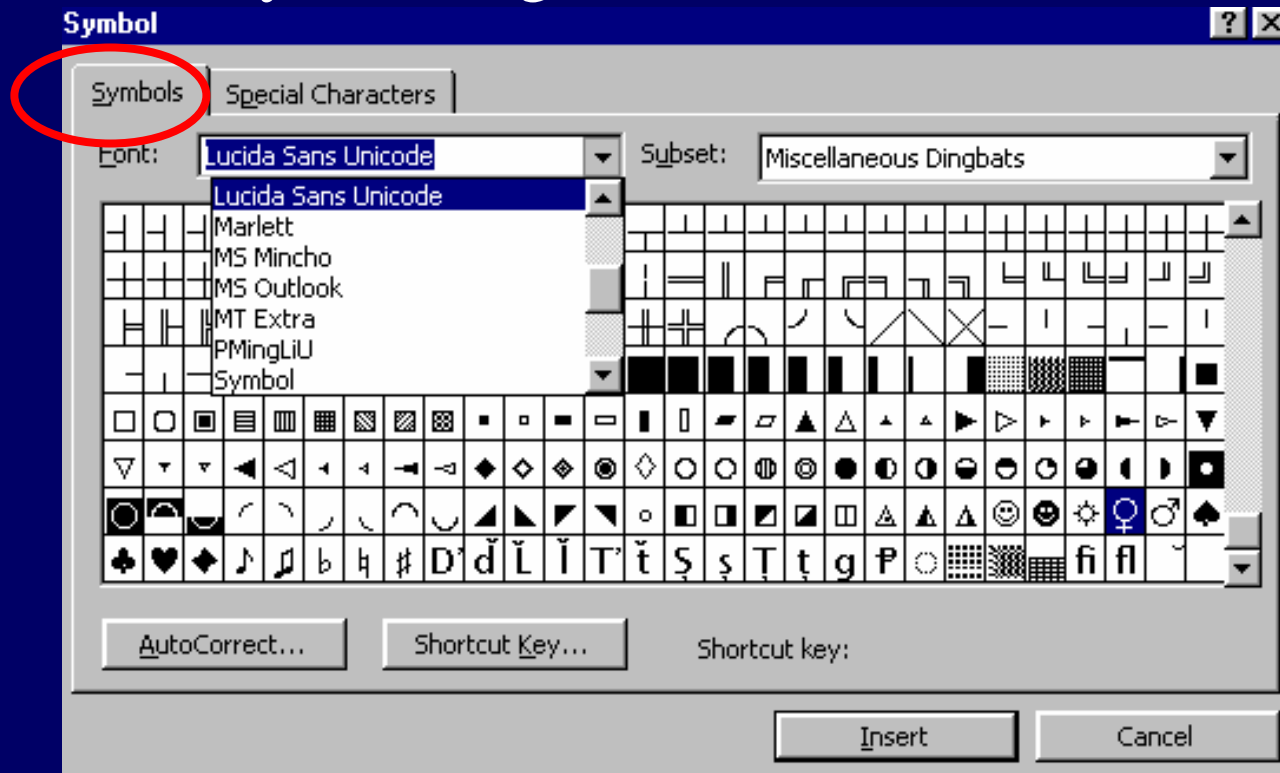




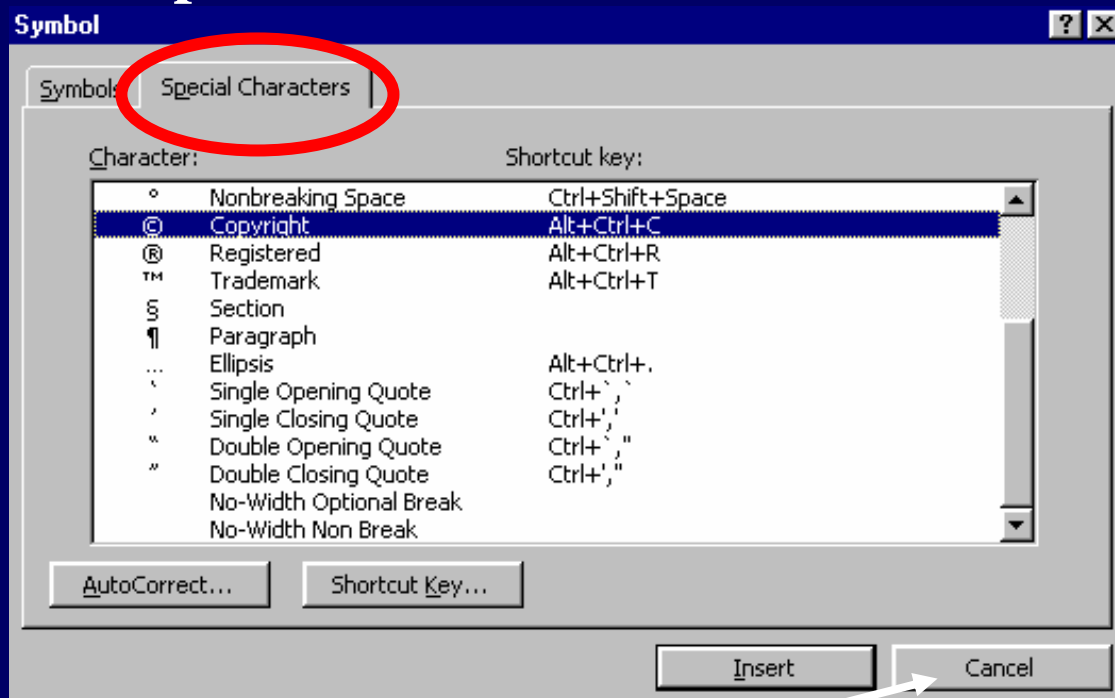
From the dialog box that appears, in addition to font, style, size, and color, you can choose any of these effects options.

Symbols and Characters

1. Click **Insert** on the **Main** menu.
2. Click on **Symbol**.
3. On the dialog box that appears, click on the **Symbols** tab. You can preview a magnified view of any character by clicking once on it.



- To insert the symbol into your document, click the **Insert button**. You can also add other symbols by following the same process before closing the box.
- There are other characters, as well as their keyboard shortcuts available on the **Special Characters tab**.



- When you have finished making your selection, click the **Insert button**. Then, click on **Close**.