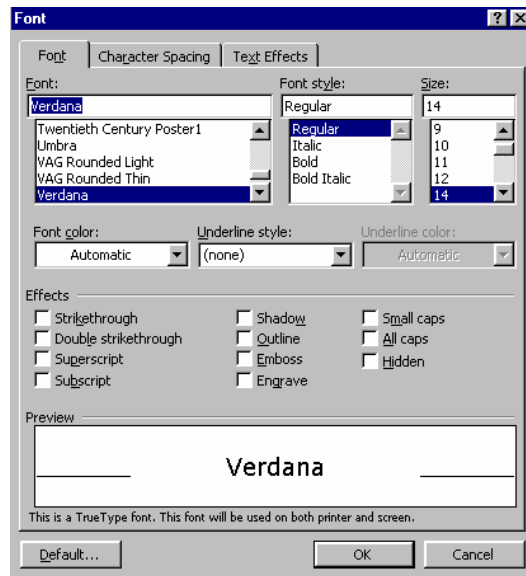


# Special Font Effects

## Special Font Effects

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



3. On the dialogue box that appears, in addition to font, style, size, and color, you can choose any of these options:

OPTION	EFFECT
Strikethrough	<del>computer</del>
Double strikethrough	<del><del>computer</del></del>
Superscript	computer <sup>superscript</sup>
Subscript	computer <sub>subscript</sub>
Shadow	computer
Outline	computer
Emboss	computer
Engrave	computer
Small caps	COMPUTER
All caps	COMPUTER
Hidden	(Text will appear on the screen, but not on the printed page)

PRESS THIS ↓	AND THEN THIS ↙	TO DO THIS	NAME
Ctrl+`	letter	è	grave
Ctrl+'	letter	é	acute
Ctrl+Shift+^	letter	Ê	circumflex
Ctrl+Shift+~	letter		tilde
Ctrl+Shift+:	letter	ë	dieresis
Ctrl+,	c	ç	cedilla
Alt+Ctrl+Shift+?	(none)	¿	inverted question mark
Alt+Ctrl+Shift+!	(none)		inverted exclamation mark