

About Fonts and Lines

1. If you want to change a “standard” font

You do not have to stick to the standard issue type size in the menu. When you are using a small font in a tight space (a map for instance) sometimes the 8-point font is too large to fit and the 7-point font is too small to read.

You can choose a font size that is midway by choosing Font from the Format menu, typing 7.5 in the size box and clicking OK. It will solve your problem.

This applies with all true-type fonts.

2. Changing font size using keyboard short cuts.

Select the section you want to change.

Hit Ctrl + Shift + > to increase the font size or

Hit Ctrl + Shift + < to decrease the font size

3. Using your FONT Dialogue Box

Open the Font Dialogue Box and look at all you can do when you are aware of what it contains.

Apart from the different fonts, font sizes and font styles you can preview and select, you can also select Colour, Underline style, and different effects.

4. Adding lines to a document

To quickly add a horizontal line to a Word document start a new line, type three dashes in a row and press enter and this is what you get. To delete it hit Undo.

- (dash)

Other options add different line styles so repeat this using the hash symbol, the underscore, the tilde, the equal or the asterisk symbols.

(hash)

_ (underscore)

~ (tilde)

= (equal)

* (asterisk)
