**Use the FONT group on the HOME ribbon to format the following text. *Point* to a button on the ribbon to see what it does.**





**Change the font of these words to their font name:**

Arial

Tahoma

Bell MT

Cooper Black

Forte



**Change the size of these words to:**

Size 20

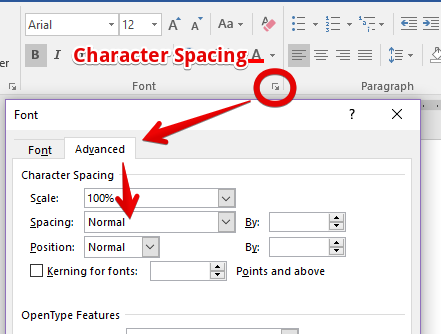
Size 18

Size 22

Size 12

Size 23



**Change the character spacing of these words to:**

Expanded 2 pt

Condensed 1 pt

Expanded 3 pt

Condensed .5 pt



**Perform the following functions on these words:**

Bold

Italicize

Underline

Wave Underline Blue





**Change the Case of these words:**

this is an example of sentence case. see how it capitalizes the first word of the sentence.

CHANGE THIS SENTENCE TO LOWERCASE

Change this sentence to uppercase

Capitalize each word in this sentence with one command

uSE tOGGLE cASE On This Sentence



**Open the font dialog box and apply effect as directed to the words or letters after the 🡪**

Strikethrough🡪 Computer Apps

Superscript the ‘2’🡪 10002

Subscript the ‘2’🡪 H20

Small Caps🡪 Nashville Junior High



**Apply the appropriate text effect to these words.**

Gradient Fill - Purple, Accent 4, Outline – Accent 4

Fill – White, Outline: Aqua – Accent Color 5 Shadow

Fill – Olive Green, Accent Color 3, Sharp Bevel



**Color These Words:**

Red (standard)

Dark Blue, Text 2

Olive Green, Accent 3, Darker 50%

Yellow (standard)

Aqua, Accent 5, Lighter 60%



**Clear the formatting on ONLY the words that are formatted:**

We are **going** to the ***football*** game tonight. I hope we **win**. I love to hear the band play. And our ***cheerleaders*** are the best!

