

Concepts Review

True/False Questions

Each of the following statements is either true or false. Indicate your choice by circling T or F.

- T F 1. Underline styles are only available in the Font dialog box.
- T F 2. To remove character formatting, press **Ctrl** + **Delete**.
- T F 3. The Home tab on the Ribbon is used to insert a drop cap.
- T F 4. Times New Roman is an example of a sans serif font.
- T F 5. You can use **F4** to repeat text or to repeat character formatting.
- T F 6. After clicking the Format Painter button, you can press **Esc** to restore the normal pointer.
- T F 7. You can use the Font dialog box to change character spacing.
- T F 8. The superscript text effect places text below the baseline.

Short Answer Questions

Write the correct answer in the space provided.

1. Which Ribbon tab contains a command to highlight text?

2. Which dialog box do you use to choose bold-italic style?

3. What unit of measurement is used to measure fonts?

4. What keyboard shortcut increases the font size of selected text?

5. What character effect places a horizontal line through text?

6. Which command do you use to copy character formatting?

7. What keyboard shortcut do you use to change the case of selected text?

8. What character spacing setting inserts additional space between characters?

Critical Thinking






Answer these questions on a separate page. There are no right or wrong answers. Support your answers with examples from your own experience, if possible.

1. Select three examples of effective character formatting in magazine advertisements, articles, or other publications. Describe why you think the character formatting was particularly effective for each example.
2. Using a large font size, key **Fonts & styles** 10 times on 10 separate lines. (You can use the Repeat Typing command.) Apply a different font to each line. Describe the differences you see among the fonts.

Skills Review

Exercise 2-16


Apply basic character formatting. Change font and font size.



1. Open the file **Candy - 1**. Click the Show/Hide ¶ button  if necessary.
2. At the top of the document, press . Move to the paragraph mark, and key **Fine Chocolates**.
3. Change the font for the entire document by following these steps:
 - a. Select the entire document by pressing .
 - b. Select the Home tab. Open the **Font** drop-down list by clicking the down arrow.
 - c. Locate and click **Arial**.
4. Change the first line heading to 16-point bold by following these steps:
 - a. Select the text by moving the pointer to the left of the text. When the arrow points to the text, click the left mouse button.
 - b. Choose 16 from the Font Size drop-down list on the Ribbon.
 - c. Click the Bold button  on the Ribbon.
5. Apply italic formatting to noncontiguous text by following these steps:
 - a. Move to the end of the document, and press .
 - b. Key **Call our toll-free number: 800-555-2025**.
 - c. Select the sentence you just keyed.

- d. Press and hold **Ctrl**, and select the text “Campbell’s Confections” in the first line of the previous paragraph.
 - e. Click the Italic button **I**.
 6. Key new bold text by following these steps:
 - a. Move to the end of the document, and place the insertion point to the immediate left of the period.
 - b. Click the Italic button **I** to turn off italic.
 - c. Click the Bold button **B** to turn on bold. Press the **Spacebar**, and key **or visit our Web site at www.campbellsconfections.biz**.
 - d. Turn off bold.
 7. Save the document as *[your initials]2-16* in your Lesson 2 folder.
 8. Submit and close the document.

Exercise 2-17




Apply formatting options using the Font dialog box and using repeat character formatting.

1. Open the file **Cocoa Beans**.
2. Apply character formatting to the first line. Use the Font dialog box, and follow these steps:
 - a. Select the first line. Click the selected text with the right mouse button, and choose **Font** from the shortcut menu.
 - b. Click the **Font** tab, if it is not already displayed. For font, font style, and font size, choose **Arial, Bold**, and **14** points.
 - c. Apply the effect **Small caps** by clicking the check box.
 - d. View your options in the **Preview** box, and click **OK**.
3. Apply and repeat character formatting by following these steps:
 - a. Select the text “chocolate-covered cocoa beans” in the second line, and press **Ctrl+D** to open the Font dialog box.
 - b. Choose the font style **Bold Italic**.
 - c. Open the **Font color** drop-down list, and choose Blue. Click to select **Small Caps** in the Effects section. Click **OK**.
 - d. Select the text “chocolate-covered cocoa beans” in the fourth line, and press **F4**. Repeat the formatting for each occurrence of “chocolate-covered cocoa beans:”
4. Apply the Superscript effect from the Font dialog box by following these steps:
 - a. Position the insertion point after the period following “chocolate-covered beans” in the second sentence.
 - b. Key an asterisk (*****) after the period. Select the asterisk.
 - c. Locate and click the Font Dialog Box Launcher  on the Ribbon.

- d. Click the **Superscript** check box.
 - e. Click **OK**. Notice the superscript effect.
 - f. Click the Show/Hide ¶ button  to hide the text and formatting characters.
5. Move to the end of the document, press **Enter**, and key ***Cacao bean is the original spelling, but cocoa bean is the popular spelling.**
 6. Select the asterisk, and apply the superscript format by clicking the Superscript button  in the Font group on the Ribbon.
 7. Save the document as *[your initials]2-17* in your Lesson 2 folder.
 8. Submit your work.

Exercise 2-18

Copy character formatting and change case.

1. Open the file **WV Stores**.
2. Change the first line to read **Campbell's Confections—West Virginia Retail Stores**.
3. At the end of the first line, press **Enter**, and key **premiere chocolates and specialty items**.
4. Select the first two lines of text, and format them 14-point bold.
5. Use a keyboard shortcut to change the case of the first line to all uppercase by following these steps:
 - a. Select the first line of text.
 - b. Press **Shift+F3**.
6. Change the case of the second line using the Change Case command by following these steps:
 - a. Select the second line of text.
 - b. Click the Change Case button  on the Ribbon.
 - c. Click **Capitalize Each Word**.
7. Use the Font dialog box to format the first store name, “Campbell’s Confections,” as bold-italic small caps.
8. Copy the character formatting to the other store names by following these steps:
 - a. With the formatted text selected, double-click the Format Painter button .
 - b. Drag the pointer over the next store name, “Campbell’s Confections.”
 - c. Continue copying the formatting to the other store names. Use the scroll bar as needed. When you finish copying, click the Format Painter button  to restore the normal pointer.

9. In the second line, change “And” to lowercase.
10. Save the document as *[your initials]2-18* in your Lesson 2 folder.
11. Submit your work, and close the document.



Exercise 2-19

Highlight text, apply text effects, and create a dropped capital letter.

1. Start a new document by keying the text shown in Figure 2-16. Use 12-point Arial type.

Figure 2-16


Bittersweet chocolate also known as semi-sweet chocolate is the darkest eating chocolate. It also has the highest percentage of chocolate liquor (unsweetened chocolate). Bittersweet chocolate usually consists of 50 percent chocolate liquor, and semi-sweet chocolate typically consists of 35 to 45 percent chocolate liquor. Both have a rich, smooth taste and are used for chocolate chips and baking.

2. Highlight part of the document by following these steps:
 - a. Click the down arrow next to the Highlight button , and click the yellow highlight.
 - b. Use the highlight pointer to select the text “50 percent.”
 - c. Press **[Esc]** to restore the normal pointer.
3. Create a dropped capital letter by following these steps:
 - a. Position the insertion point at the beginning of the document.
 - b. Click the **Insert** tab, and click **Drop Cap**.
 - c. Click **Dropped**.
4. Remove the highlight by following these steps:
 - a. Select the highlighted text “50 percent.”
 - b. Click the **Home** tab. Click the down arrow next to the Highlight button and choose **No Color**.
5. Format the first two words after the drop cap (beginning with “i”) as 14-point bold. Do not deselect the text.
6. Add text effects to the selected text by following these steps:
 - a. Click the Text Effects button , and click **Outline**. Click **More Outline Colors**, and click the **Standard** tab in the Colors dialog box.
 - b. Click a brown color, and click **OK**.
7. Save the document as *[your initials]2-19* in your Lesson 2 folder.
8. Submit and close the document.

Lesson Applications

Exercise 2-20

Apply and copy character formatting. Change font size.

1. Open the file **Milk Chocolate**.
2. Format the first line (“Milk Chocolate”) to 14 points, and change the font to Impact. (If Impact is not available, choose another bold-looking font from the Font drop-down list.)
3. Select the text “10 percent” and format the text as italic. Change the font color to blue.
4. Use the Format Painter button  to apply the formatting of “10 percent” to “12 percent.”
5. Apply small caps effects to the first line, and add a text effect. Change the character spacing to expanded 1 pt to improve readability.
6. Select “Milk chocolate” at the beginning of the descriptive paragraph under the heading. Use the Ribbon to bold the text and apply italic formatting.
7. Position the insertion point before the word “best.” Press **F4** to repeat the last selected character formatting (italic), key **very**, and press **Spacebar**.
8. Press **Ctrl+End** to go to the end of the document. Press **Enter** and key **Enjoy!**
9. Select the last line, and change the text to 12-point Times New Roman. Add red double underlining to the line, except the exclamation point.
10. Save the document as *[your initials]2-20* in your Lesson 2 folder.
11. Submit your work, and close the document.

Exercise 2-21

Apply and copy character formatting. Change font size, case, and character spacing.


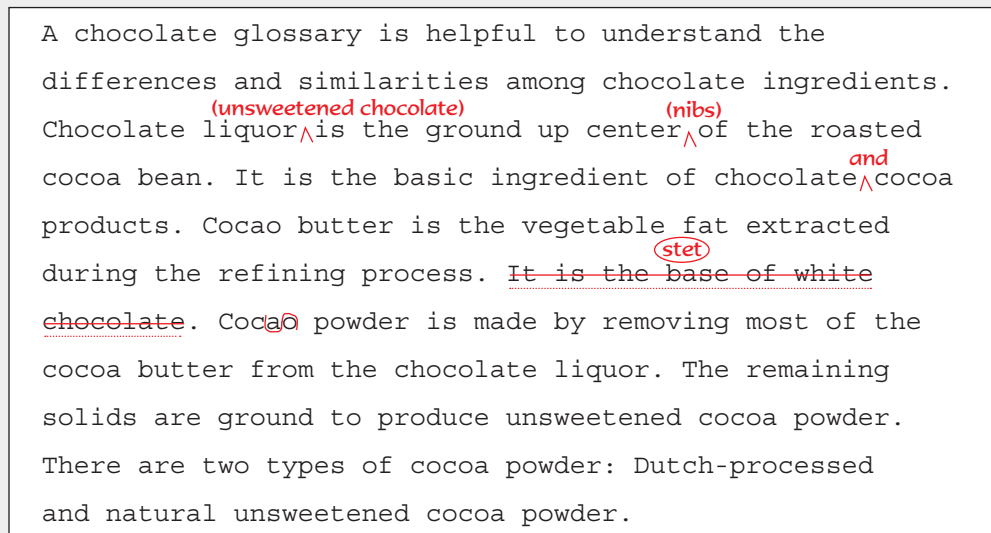
1. Start a new document by keying the text shown in Figure 2-17, including the corrections. Use 12-point Arial type. Click the Change Styles button , and click **Style Set**. Choose **Word 2010**.

Figure 2-17



2. In the first line, change the case of the text “chocolate glossary” to all capitals.
3. Copy or repeat the all-capitals formatting to the following words in the paragraph: “Chocolate liquor,” “Cocoa butter,” and “Cocoa powder.”
4. Create a new paragraph for each term, beginning with “CHOCOLATE LIQUOR.” (You should have four paragraphs in the document.)
5. At the beginning of the document, insert one blank line (press **Enter** once). Key the title **Guide to Chocolate Terminology** at the paragraph mark.
6. Format the text you just keyed to bold, dark blue, small caps, and 16-point type.
7. Format the text “nibs” as italic. Repeat the italic formatting to “Dutch-processed” and “natural unsweetened cocoa powder.”
8. Select all the paragraphs below the heading, and change the font size to 11 points.

9. Use the **Ctrl** key to select noncontiguous text, and select “CHOCOLATE GLOSSARY,” “CHOCOLATE LIQUOR,” “COCOA BUTTER,” AND “COCOA POWDER.” Change the font color to light blue.
10. Save the document named *[your initials]2-21* in your Lesson 2 folder.
11. Submit your work, and close the document.

Exercise 2-22

Apply and copy character formatting, highlight text, and create a dropped capital letter.

1. Open the file **Favors - 2**.
2. Key the text shown in Figure 2-18 at the end of the document. The text should be the last sentence of the last paragraph.

Figure 2-18

For more information, call our toll-free number 800-555-2025 or visit our Web site www.campbellsconfections.biz.

3. Format the “C” of “Campbell’s” in the first paragraph as a dropped capital letter.
4. Highlight the second paragraph (which begins “Our chocolate”) in yellow.
5. Format the list of items from “wedding bells” through “other assorted shapes” as 11-point Arial italic small caps.
6. Copy the formatting to the second list (from “solid milk chocolate” to “dark chocolate with mint filling”).
7. Split the last paragraph so “For more information” starts a new paragraph.
8. Copy the formatting from one of the lists to the new last paragraph.
9. Format the phone number in the last paragraph as red, bold, and a dotted underline.
10. Remove the highlight from the second paragraph.
11. Select the first line of the document, format the text with 24 points, and apply a text effects option from the gallery. Experiment with the options available for the text effect.
12. Save the document as *[your initials]2-22* in your Lesson 2 folder.
13. Submit your work, and close the document.



REVIEW

You need select only one, or a portion of, the formatted words, click the Format Painter button, and then select the new paragraph.

Exercise 2-23 ♦ Challenge Yourself

Apply character formatting, change case, and apply text effects.

1. Open the file **Club**.
2. Locate “Chocolate Club” in the first sentence of the first paragraph. Select the text, and apply bold, small caps format.
3. Copy the bold and small caps format to all occurrences of “Chocolate Club” in the document.
4. Select “Campbell’s Confections” in the first paragraph. Format the selected text as blue, bold, 12 points, and small caps. Copy the format to all occurrences of “Campbell’s Confections.”
5. Move to the beginning of the document, and key **Chocolate Club**. Press . Select the title, and change the font size to 24 points. Use the Text Effects button to format the title attractively. Experiment with the text effects options.
6. Select “\$36.” Use the Ribbon to format the text with a blue, dotted underline.
7. Copy the format applied to “\$36” to “\$360.”
8. Save the document as *[your initials]2-23* in your Lesson 2 folder.
9. Submit your work, and close the document.

On Your Own

In these exercises you work on your own, as you would in a real-life business environment. Use the skills you’ve learned to accomplish the task—and be creative.

Exercise 2-24

Create a list of three companies in the United States that manufacture chocolate. Include the companies’ addresses, a brief history of each company, and a description of the types of chocolate they manufacture. Apply interesting text effects to the first company name. Copy and repeat the formatting to the other companies in the list. Apply character format to headings and text you want to emphasize. Save the document as *[your initials]2-24* and submit it.

Exercise 2-25

Use the Internet to research the format to follow when creating an itinerary. Create an itinerary for a trip to visit Hershey, Pennsylvania. (Be imaginative! This could be a real trip or a fantasy trip.) To make the itinerary interesting, use several of the character formatting features you learned in this lesson. Remember, though, the itinerary must be readable. Save the document as *[your initials]2-25* and submit it.

Exercise 2-26

Log onto the Internet, and locate two different sources for guidelines on type design. Create a document describing the guidelines one should follow to create a document that looks professional and follows the recommended procedures for character formatting. Save the document as *[your initials]2-26* and submit it.