Name:

Fun with Fonts Activity

1. Calibri, size 11 is the default font in Microsoft Office 2007. You can change font styles by clicking on various buttons on the Home ribbon, Font grouping.

2. Select this paragraph by triple clicking and then select Arial Black from the font styles menu Home ribbon, Font grouping.

3. You can increase or decrease the size of the text by selecting a font size. Size 72 font is one inch tall. Select this paragraph by triple clicking on it. Change the font to Comic Sans and the size to 12. The font size is selected from the menu right next to the style.

4. The font can also be changed by making it bold, italicized, or underlined. Select this paragraph by triple clicking on it. Change the font to Bookman Old Style and size 10 font.

5. The bold button is underneath the font style menu on the Home ribbon, Font grouping. It looks like a capital letter B. Select this paragraph and bold it.

6. The italic button is underneath the font style menu on the Home ribbon, Font grouping. It looks like a capital letter I. Select this paragraph and italicize it.

7. The underline underneath the font style menu on the Home ribbon, Font grouping. It looks like a capital letter U. Select this paragraph and underline it.

8. You can also change the color of the font. The font color button is in the bottom right corner of the Font grouping. It looks like a capital letter A with a colored underline. The color of the underline indicates what color the font will be. Select this paragraph and change the color by clicking on the drop down arrow on the right side of the font color button. Change the color to a dark color that can be easily read.

9. Type your name after the number 10 below. Change the font style, size, color, etc. to reflect your personality. Keep the font small enough to fit on this page. Raise your hand to have this assignment checked off

10. **Student Name**