Microsoft Word Practice File: You Make the Changes

Chapter 2: Font

Make the changes given in the numbered paragraph below. After you are finished, compare your results with the Answer document also available from the Chapter Practice page.

1. Change the font face for this problem paragraph to Broadway. If Broadway is not available, then use Arial.

2. Change the font size for this problem paragraph to 15pt.

3. CHANGE THE CASE FOR THIS PROBLEM PARAGRAPH TO SENTENCE CASE.

4. Change this problem paragraph to bold, underlined, and italic.

5. Make this problem paragraph strikethrough.

6. See below the last problem paragraph; there is some text with numbers. Change the numbers to the correct positions.

7. Change **the title at the top of this document** to any of the basic text effects. Do not change the font or font size.

8. Change the color of the text in this problem paragraph to red; add an underline, make it a double underline, and make it green.

9. Highlight this problem paragraph with yellow marker.

10. Change This Problem Paragraph to Small Caps.

11. Change the scale of the text in this problem paragraph to 75%, making it much thinner.

12. Change the character spacing in this problem paragraph to Expanded by 3pt.

H2O

E=mc2