

RHP Computer Applications Class

Selecting Text, Changing Attributes

Name _____



After typing a document, there are many times when you want to change the way the text looks on the page. It is easy to change the style of the type (font), the size of the type, or format the type. In order to make these changes, you must select the type to be affected by the changes you make.

There are a number of ways to select type. The easiest (although not the quickest) method is to click and drag over the text you want to select. Selected type will show in reverse video (black type turns to white and the white background turns to black).

Download 2-3A to record your answers. Open up your movie review/TV Review/sports document and perform the following actions:

Action	What does it select?
Double click on a word	
Move mouse cursor into the white space to the left of the text until the cursor turns into an arrow pointing to the upper right. Click the left mouse button once.	
With the cursor in the same place, double click the left mouse button.	
With the cursor in the same place, triple click the left mouse button.	
With the cursor in the same place, click and drag down the left margin.	
Move your cursor over any sentence, hold the Ctrl key and left click.	
Triple click over any sentence.	
Place the insertion point at any location in your text. Hold down the shift key and hit the right arrow key (→).	
Ctrl+Shift+right arrow	
Shift + End	
Shift+Home	
Shift+Down Arrow	
Ctrl+Shift+Down Arrow	
Shift+Page Down	
Ctrl+A	

There are other ways to keyboard combinations used to select text as well. Once the text is selected, you can modify that selected text.

1. In your document, select the first paragraph. Change the font size to 14 point. (To change the font size, click the font size box and type in 14, or click on the arrow next to the font size box and select 14.



2. Select the first sentence of the second paragraph. Change the font to Courier New or Courier. You change fonts by clicking on the font arrow box, and selecting the proper font from the list provided.








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3. Select the first sentence of the first paragraph and make the text bold by clicking on the Bold icon. 
4. Select the first sentence of the second paragraph and make the text italic by clicking on the italic icon. 
5. Select the first three words of the second paragraph and underline the text by clicking on the underline icon. 
6. Select the first paragraph and format it Justified by clicking on the justified icon. 
7. Select the second paragraph and format it Centered by clicking on the center icon. 
8. For credit, save the document, and attach your review/story file along with the Worksheet file 2-3A (2 attachments, same email) and send it to rhp@denovodental.com. The subject line is **compapp 2-3 lastname**.