

RHP Computer Applications Class

4-1 Text Special Effects, AutoCorrect Name _____



There are a number of font special effects available in Word for Windows. This assignment will demonstrate these. Each of the special effects is useful for certain purposes; however, used out of place these special effects could be detrimental. In this assignment, you will also create a table with a sample of the special effect, and place a check in each box where the effect can be used to enhance your document.

First, type the following lines into a new document:

This is bold.
This is italic.
This is bold italic.
This is underlined.
This is shadow
This is outline
This is Emboss
This is Engrave
These are Small Caps
These are all caps
This is strikethrough
This is double strikethrough
This issuperscript
This issubscript

Next select all the text (Ctrl-A) and change the point size to 24 points.

Now select each line, and apply the formatting required. The bold, italic and underline can be applied by clicking on the proper icons. All of the other formatting can be applied by selecting the text to be formatted, followed by pulling down the Format menu and choosing Font. Click in the appropriate boxes (or hit the underlined letter) to apply each effect.

NOTE: For superscript and subscript, apply the formatting only to the word superscript and subscript.

Save this file in your system folder.

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Next, create a new page (by making sure the insertion point is at the bottom of the current page, and hitting Ctrl-ENTER).

Insert a table with 12 rows and 6 columns. Fill in the information displayed. To accomplish this, we will be using the **AutoCorrect** feature of Word. By typing in a few matching characters, the program will insert one or more characters.

If a box says No, type in a colon and an open parenthesis :(. If a box says maybe, type in a colon and a pipe sign :| (usually located on the backslash key (shift)). If a box says yes, type in a colon and a closed parenthesis :). By the way, these characters are used frequently when emailing as 'emoticons', a method for expressing what mood you are in. If you see :), it means you are happy and either joking or in a good mood.

Next format the left column with the proper (make bold **bold**, make italic *italic*, etc.).

Finally, Autoformat the table to make it look good. Save the document.

Effect	Reports	Legal	Flyers	Title pages	Scientific
Bold	Yes	Yes	Yes	Yes	Yes
Bold Italic	Yes	Yes	Yes	Yes	Yes
Italic	Yes	Yes	Yes	Yes	Yes
Shadow	No	No	Yes	Maybe	No
Outline	No	No	Yes	Maybe	No
Emboss	No	No	Maybe	Maybe	No
Engrave	No	No	Maybe	Maybe	No
Small Caps	No	No	Maybe	Maybe	Maybe
All Caps	No	No	Maybe	No	No
Strikethrough	No	Yes	No	No	Maybe
Double strikethrough	No	Yes	No	No	Maybe

Email this document to me at rhp@denovodental.com. Use the subject line **Compapp 4-1 lastname** (*lastname means your last name.*).