Your Name Your Grade and Section
Fonts and Alignment
Today's Date

Right now I will use the Office Button, and I will click the Save command so that I can save this file to my home drive. I will make sure that it is saved in my directory. I will name the file Fonts and Alignment. I will go back to the last sentence I typed and select the words *Fonts and Alignment* and change them to italics also. This assignment will demonstrate how the ALIGN LEFT, CENTER, ALIGN RIGHT, and JUSTIFY alignment buttons work in MS Word. All of the fonts will be typed in the font, style and size described here. Notice that my name, grade, section and the title are 1.0 spaced, or single spaced, while this paragraph is double-spaced. I am also remembering to place 1 space between words, and 2 spaces after periods.

I also remembered to use the TAB key to indent the first sentence of the paragraphs. This paragraph is aligned to the LEFT of the page. Most everything we type lines up this way. It is the **default** alignment setting. After typing this sentence, I am going to press ENTER to go down to the next line, but I am NOT going to indent, because this next sentence will be CENTER aligned.

I just clicked the next text alignment button that placed this line in the CENTER of the page.

This is good for titles and pictures on report covers.

This line aligns to the RIGHT of the page.

This isn't used very often, but I know how to do it.

Fonts & Sizes

This is Arial, size 12.

This is Bodoni MT Black, size 20.

This is Monotype Corsiva, size 18.

This is Courier New, size 12.

This is Curlz MT, size 20.

THIS IS GOUDY STOUT, SIZE 12.

This is Forte, size 20.

This is Rockwell, size 18.

This is Impact, size 18.

This is Gigi, size 20.

This is Comic Sans MS, size 16.

This is Juice ITC, size 20.

This is Tempus Sans ITC, size 14.

This is Calibri, size 11.

After I finish this line and press <ENTER>, I will turn on the JUSTIFY text alignment.

I indented this paragraph, but I will **not** press ENTER at the end of each line of this paragraph; I will just keep typing. This last paragraph is being typed in the default font, Calibri, and in the default size. Default means that this is the font that this program will always use unless I change it to something different. The default size is size 11. JUSTIFY means that my lines of text won't align to the left, right or center. This is how text will look in textbooks, magazines, and in newspaper columns. The computer stretches the words and spaces so that the words align to the left AND the right sides of the page. When finished, I will ask the teacher to look at my paper, I will save it for the last time, and then I will print it.