



- ❑ A font is the combination of type face and other qualities, such as size, pitch, and spacing.
- □ Calibri is the default font face.
- □ Go to Home, and then select the Font Dialog Box then select the font and size you want to use.

Font faces examples

1. Arial	6. Segoe
2. Comic sans MS	7. Calibri
3. Georgia	8. Cambria
4. Verdana	9. Helvetica
5. Palatino	10. Garamond