Text alignment

Advanced - 1

Superscript

❑ A superscript is a character that is set slightly above the normal line of type.

❑ It is usually smaller than the rest of the text.

❑ Select the text that you want to format as superscript.

❑ Go to Home, in the More Font Option, select the Superscript.

Shortcut Key - Select Text and Press Ctrl + Shift + +

Example for Superscript	
Example Test	Example
Quiz example	Quiz

Subscript

❑ A subscript t is a character that is set slightly Below the normal line of type.

❑ It is usually smaller than the rest of the text.

❑ Select the text that you want to format as Subscript.

❑ Go to Home, in the More Font Option, select the Subscript.

Shortcut Key - Select Text and Press Ctrl $+=$

Example for Superscript	
Example Test	Example
Quiz example	Quiz

Font face

❑ A font is the combination of typeface 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 face examples

Arial	Segoe
Comic sans MS	Calibri
Georgia	Cambria
Verdana	Helvetica
Palatino	Garamond

Font size & color

❑ Select the text you want to change the Color.

❑ To change the font color go to Home Tab Click the Font Color icon.

❑ To change the font size in Home Tab Click the Font Color icon.

Font size example

Paragraph	Paragraph
Different	Different

Font color example

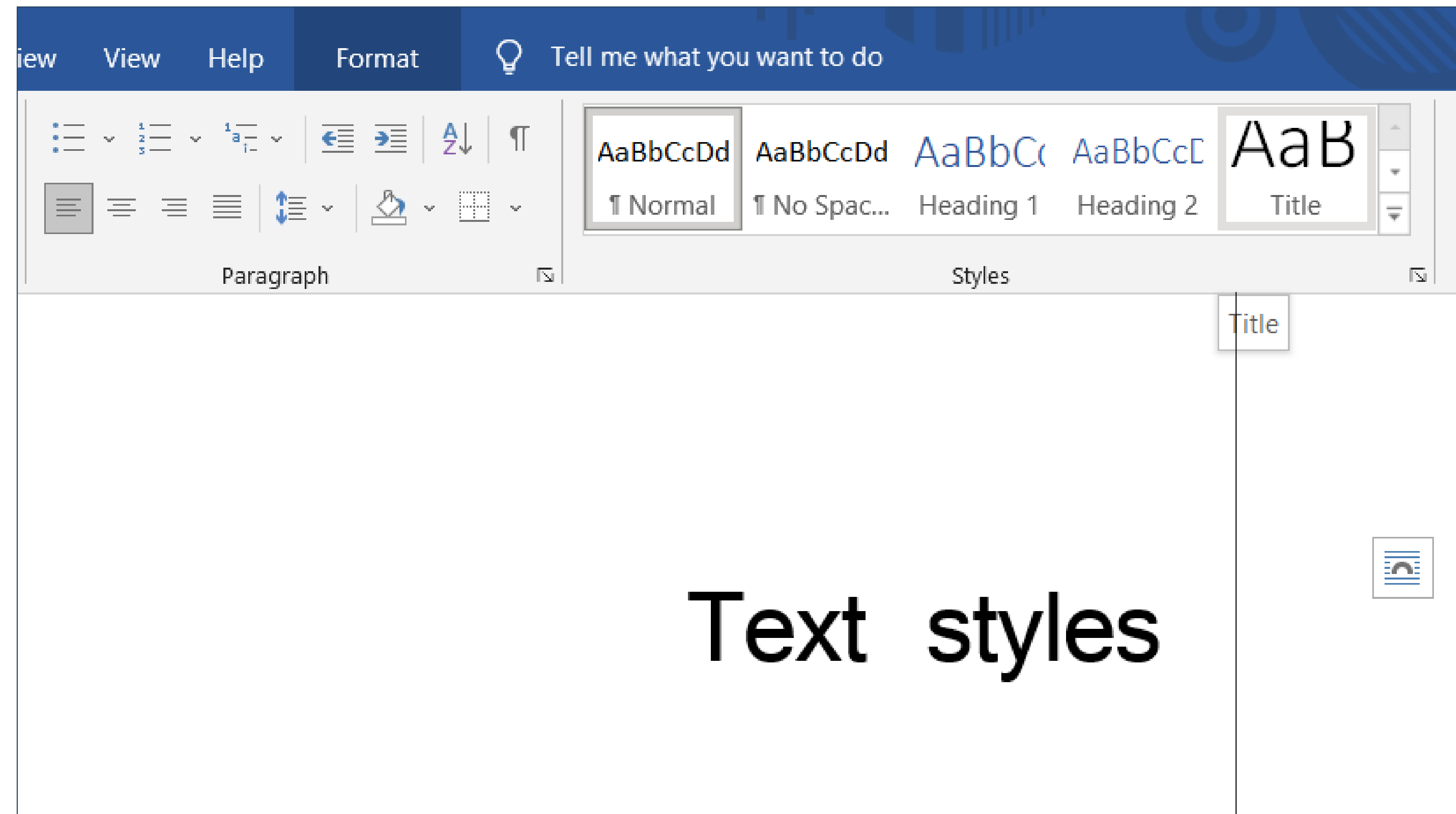|	
Language	Language
Resources	Resources

Text styles A_A

❑   Text style is a collection of formatting instructions, such as the font,

size, line spacing, font style, text alignment, and text and background

colors.

Text styles

List of styles