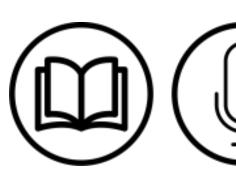# Text alignment

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.

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

Example

Get up	**Up** Get
Do not	**not** Do

Subscript

❖A subscript t is a character that is set slightly Below the normal line

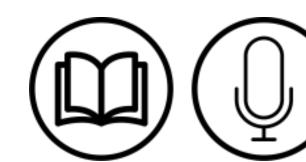 of type.

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

❖Shortcut Key - Select Text and Press **Ctrl** + **=**

Example

Basket ball	Basket **ball**
Throw ball	throw **ball**

Growing & Shrinking Font

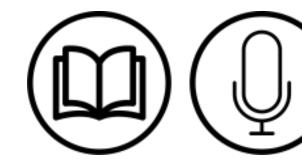❖ Grow Font is used to increase the size of the font. Shrink font is used to decrease font size.

Growing font: Hi Hi Hi Hi Hi Hi Hi

Shrinking font: Hi Hi Hi Hi Hi Hi Hi

Bullets & Numbering

❖ Bullets & Numbers are often used in presentations to help organize

information and make it easier to read or understand.

Examples

Without bullets	With bullets	With Numers
Offer Profiut	❖ Offer ❖ Profit	1.Offer 2.Profit