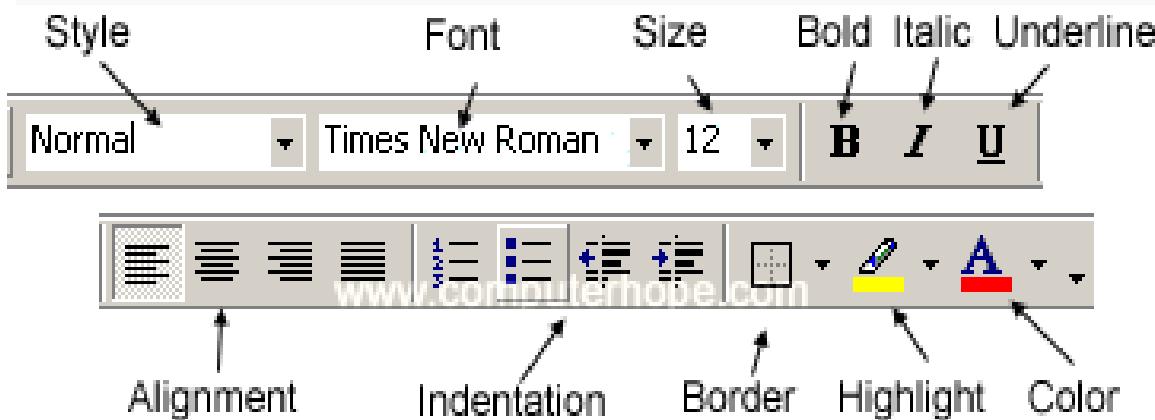


Unit 4 WORD 2013 Prat 2

FORMATING TEXT (Formatting Text)

- **Font**, **Fontsize**, **Font color**:
- **Font** **Fontsize** **Font color** **Font style** **Font underline** **Font bold** **Font italic** **Font border** **Font highlight** **Font alignment** **Font indentation**



Font, Font size, Color

Font, Fontsize, Color

Font and Fontsize (Font and Fontsize)

Font and Fontsize are used to change the appearance of text. They can be used to change the font, font size, and font color. The font is the typeface used for the text, such as Arial or Times New Roman. The font size is the size of the text, such as 12pt or 14pt. The font color is the color of the text, such as black or red. The font and fontsize can be changed by selecting the text and then changing the font, fontsize, and font color in the ribbon or toolbar.

Color (Color)

□ ?????????????????? 2013 ?????.

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➤ Font Dialog Box (ફોન્ટ ડાઇલોગ બોક્સ)

Shortcut Key Reference

Ctrl+Shift+F	找到 文本 并 替换
Alt+Ctrl+F	在 当前文件 中 查找
Alt+Shift+F	在 所有文件 中 查找
Ctrl+G	定位 到 行 或 列 或 单元格

➤ Changing line spacing (间距)

- Drop cap effect (ກົດປົກກົດ ດັວກ ດັວກ)
 - ດັວກທີ່ໄດ້ຮັບອະນຸຍາດຈຳກົດຕົວຢ່າງເປົ້າ ແລ້ວ ດັວກທີ່ໄດ້ຮັບອະນຸຍາດຈຳກົດຕົວຢ່າງເປົ້າ ເພື່ອສະແດງວ່າກົດປົກກົດ ດັວກ ດັວກ ເປົ້າ.
 - ດັວກ "ກົດປົກກົດ" ດັວກທີ່ໄດ້ຮັບອະນຸຍາດຈຳກົດຕົວຢ່າງເປົ້າ, "ດັວກທີ່ໄດ້ຮັບອະນຸຍາດຈຳກົດຕົວຢ່າງເປົ້າ" ດັວກທີ່ໄດ້ຮັບອະນຸຍາດຈຳກົດຕົວຢ່າງເປົ້າ.
 - ດັວກທີ່ໄດ້ຮັບອະນຸຍາດຈຳກົດຕົວຢ່າງເປົ້າ ດັວກທີ່ໄດ້ຮັບອະນຸຍາດຈຳກົດຕົວຢ່າງເປົ້າ ດັວກທີ່ໄດ້ຮັບອະນຸຍາດຈຳກົດຕົວຢ່າງເປົ້າ ດັວກທີ່ໄດ້ຮັບອະນຸຍາດຈຳກົດຕົວຢ່າງເປົ້າ ດັວກທີ່ໄດ້ຮັບອະນຸຍາດຈຳກົດຕົວຢ່າງເປົ້າ.

➤ Finding Text (???)

➤ Changing Case (???)

tabular, *tabular*, *tabular*(*tabular*)

????????????????? ?? ???: ????? ?????????? ?????? ?????????? ?????????? ?????????? ?????????? ?????? ?????
????? ?????? ?????????? ?????????? ?????? ?????? ????????, ?????? ?????? ?????? ?????? ??????.

➤ Moving to Specific Line /page (????????? ???? / ?????? ?? ??????)

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