Hadley

Text Attributes Sample

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Hello, my name is Vikki Vaughan. Today, we'll examine using shortcut commands to select various attributes within a Microsoft Word document. Our task will include selecting text and applying bold, italics, and underlining features to change its visual appearance.

Font refers to the visual attributes of the characters used in typewritten or electronic word processing. Microsoft Word has a Font sub-menu that allows us to choose the typeface, size, and style of the text. These commands bring visual emphasis to selected words or blocks of text.

Users can choose from various fonts to express individual style or emphasis. As we've discussed in previous videos, the first step in the editing process is selecting text.

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Taking these few steps saves your preferences so you can continue right where you left off and track your progress every time you log on. Plus it connects you to the Hadley community and helps sustain our funding to keep Hadley free-of-charge. And last but not least, it gives you direct access to the Hadley team. So now is your chance to sign up and join us.