

# Step - by - Step Tutorials

**A Very  
Warm  
Welcome  
to the  
Exciting  
World of  
Computers**



**Let's get  
Started  
- It's easy  
with my Step-  
by-Step  
Instructions**

## Changing Font Style & Color



Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:

<http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html>

Course Originator and Author: Morna-Dawn Jacobs

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## Step-by-Step Tutorials



This lesson is to show you just how creative you can be with some fancy styles of lettering. In computer speak (smile) we are going to learn how to change the font size, style and color.


This is a very easy tutorial - just follow the step-by-step instructions.

**Let's get started and have some fun while we learn.**

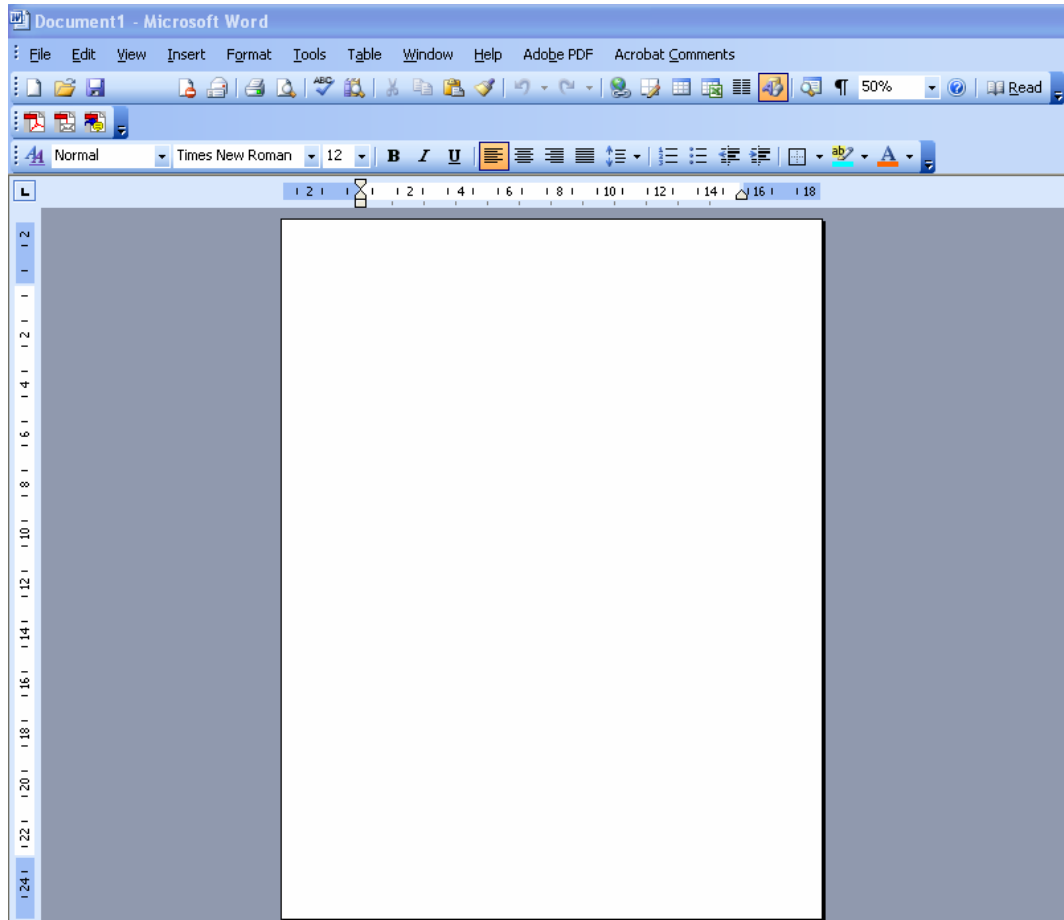
**First we are going to open a new blank document in Microsoft Word.**

**Move your mouse pointer over to the START icon in the bottom left hand corner of your screen.**

DO  
THIS

1. Click on **START** 
2. Hold the mouse pointer over the word **PROGRAMS**  
(another menu will pop up)
3. Move the pointer until it is hovering over the words  
**MICROSOFT OFFICE** (another menu will pop up)
4. Slowly move the mouse pointer down along that menu and  
then click on **WORD**
5. You should now have a blank page in **WORD**.

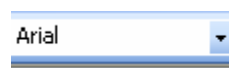
## Step-by-Step Tutorials



6. Click anywhere on your new blank Word page.

7. Then click on **FONT** on the top **TOOLBAR** and change the

**STYLE** of **FONT** to **ARIAL**.



Click on this little

black dropdown arrow to see all the **FONT STYLES**.

8. Next click on the **FONT SIZE** also on the top **TOOLBAR**

and change the size to 16

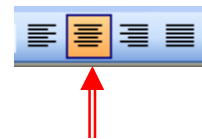


Click on this little

black dropdown arrow to see all the **FONT SIZES**.

9. Before you start typing anything, click on this

icon to **CENTER** your work.



10. Read the next few lines then type the following text:

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But before you start typing, just a few keyboard and typing tips in case you are new to this:

- 🤗 To type a **CAPITAL LETTER**, just hold down the **SHIFT KEY** and hit the **KEY** you want to type.
- 🤗 To type a whole word in **CAPITALS**, hit the **CAPS LOCK** key, you will see a little light come on, on the **KEYBOARD**. When you have finished typing the word, just hit the **CAPS LOCK** key again, the light will go off and you will be back to typing in **LOWER CASE**.
- 🤗 To go to the **NEXT LINE**, hit the **ENTER KEY**.

**DO  
THIS**

➔ **Ok, let's practice a bit of typing now. Type the following 5 anagrams:**

**DORMITORY**

**When you rearrange the letters it becomes:**

**DIRTY ROOM**

## ASTRONOMER

When you rearrange the letters it becomes:  
MOON STARER

## THE EYES

When you rearrange the letters it becomes :  
THEY SEE

## THE MORSE CODE


When you rearrange the letters it becomes :  
HERE COME DOTS

## SLOT MACHINES

When you rearrange the letters it becomes:  
CASH LOST IN ME

DO  
THIS

1. Now we are going to do some creative, fancy stuff. **HIGHLIGHT** the first word in the first anagram. To **HIGHLIGHT**, click your mouse pointer after the letter **Y** in **DORMITORY**, hold the **LEFT MOUSE BUTTON DOWN** and **DRAG** the mouse to the left until the work is highlighted.

2. Click on **FONT STYLE** on the top **TOOLBAR**
3. Click on the **DROPDOWN** arrow and find the **FONT STYLE** called **WIDE LATIN** & click on it.
4. Keep it **HIGHLIGHTED** – click on the **FONT COLOR** icon on the top **TOOLBAR**,  ← click on the **DROPDOWN** arrow to find and click on the color **GREEN**
5. Click anywhere on your page. The word should look like this

**DORMITORY**

6. Now we are going to change the next line, **HIGHLIGHT** the line that reads “**When you rearrange the letters it becomes:**”
7. Click on **FONT STYLE** and change the style to **Brush Script MT**
8. Still keeping the word highlighted, click on the **FONT SIZE** and change the size to 24, then click on the **FONT COLOR** and change the color to this color green  
*“When you rearrange the letters it becomes:”*
9. Now we are going to change the line that reads ‘**Dirty Room**’. Highlight the words first.

10. Then change the **FONT STYLE** to **STARBABEHMK bold** (if you don't have that **FONT** style then select something else).
11. Change the **FONT SIZE** to **26**
12. Lastly, change the **FONT COLOR** to **PINK**
13. The first anagram should now look like this:

**DORMITORY**

*When you rearrange the letters it becomes:*

**DIRTY ROOM**



Let's see what you have learned so far:

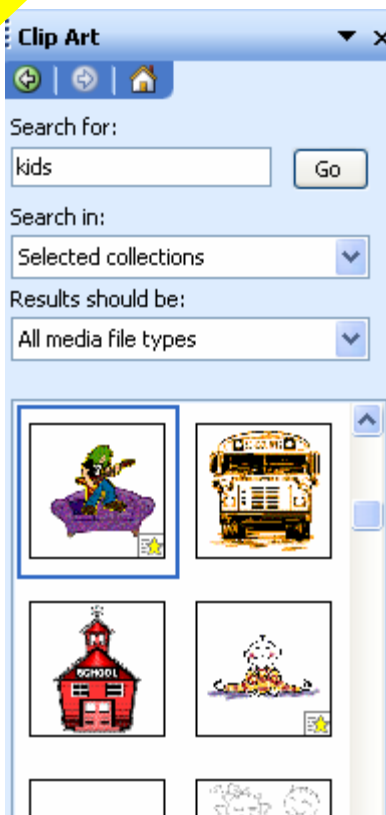
- 👩 First you learned how to open a document in Microsoft Word
- 👩 Then you learned how to type a Capital Letter
- 👩 Next you learned how to go down to type the next line below the first line
- 👩 You also learned how to **CENTER** your work

## Step-by-Step Tutorials

- 😊 Then the fun stuff, you learned how to first highlight your work so that you could change your font style
- 😊 And the font size
- 😊 And last you learned how to change the font color.

Just to finish off your masterpiece let's see if we can add a graphic to illustrate your anagram.

DO THIS



1. Click on **INSERT** on your top **MENU BAR**
2. Hold the mouse pointer over the work **PICTURE** (another menu will pop up).
3. Click on **CLIP ART** – a task pane will open on the right hand side of your screen
4. Where it says “Search for:” type in the word ‘kids’ and click “GO”.
5. Click on any picture you like.
6. To move the picture to the middle of the screen and under your typing, **RIGHT CLICK** on the picture (graphic)
7. Click on **FORMAT PICTURE**

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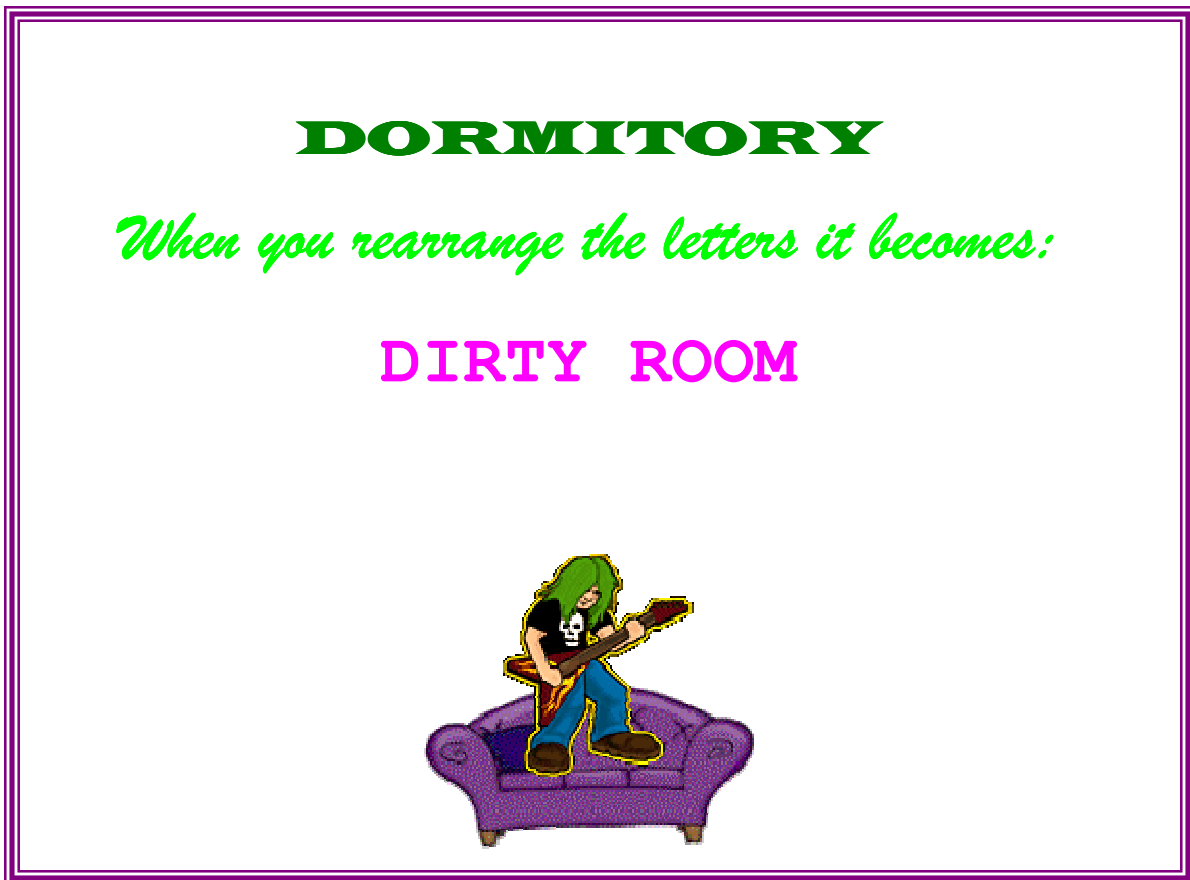
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8. Click on LAYOUT
9. Click on SQUARE
10. Click on CENTER
11. Click OK
12. Then click on the graphic, hold down the left mouse button and DRAG the graphic to where you want it.

Your page should now look like this:





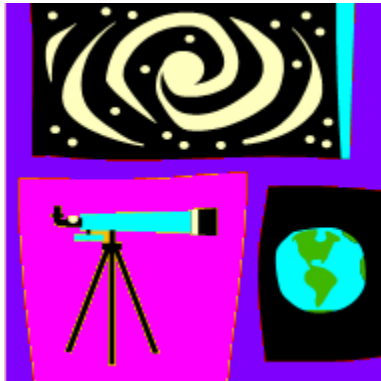
Now repeat what you have learned until all the above anagrams have been changed. Let's see just how creative you can be.

Let me give you a few ideas .....

## Astronomer

When you rearrange the letters it becomes:

MOON



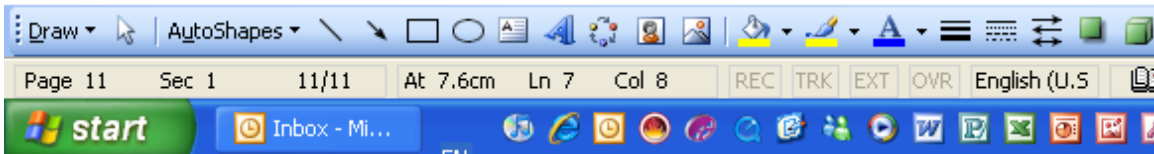
STARER





For the more adventurous ones, let me show you how to draw a border around your work as I have shown above.

Are you ready? Ok let's get started - just follow the Step-by-Step instructions .....



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1. First we have to make sure the **DRAWING TOOLBAR** is on your screen. Click on **VIEW** on the top **MENU BAR**
2. Place your mouse pointer on the word **TOOLBARS** – another menu will pop up
3. Click on **DRAWING** if it does **NOT** have a check mark beside it – your **DRAWING TOOLBAR** is **NOT** at the bottom of your screen. (If it **DID** have a check mark next to it, your drawing toolbar **IS** at the bottom of your screen).



4. Click on the **RECTANGLE** 
5. Hold down the **LEFT MOUSE BUTTON** and ‘draw’ a frame around the desired area
6. Don’t panic if your work is now covered over with a blank box, just click on the **FILL COLOR** icon’s little black down arrow 
7. Click on **NO FILL**
8. Whew!! Now you can see your work. Let’s make that boring straight line a bit more interesting. Click on the **DASH STYLE** icon and choose a style you like 
9. To make the border a bit wider click on **LINE STYLES** and choose one of the thicker lines. 

## Step-by-Step Tutorials

10. Now we are going to give the border a pretty color. Click on the **LINE COLOR** icon's little black drop down arrow and select your favorite color. 
11. Why not experiment with some of the other icons on the **DRAWING TOOLBAR**? Let's try the **FONT COLOR** icon. First highlight the words you would like to change
12. Click on the little drop down arrow on the **FONT COLOR** icon and choose the color you like, then click anywhere else on the page to get rid of the highlight. 
13. To draw the little red arrows I've been using, simply click on the **ARROW** icon, hold down you left mouse button and 'draw' the line.
14. To change the color or thickness of the arrow, use the **LINE COLOR** and **LINE STYLE** icons as you did with the **RECTANGLE**
15. To move the arrow – exactly as you would move anything, just click on it, hold down the left mouse button and drag it to where you want it.



That's all for now, hope you enjoyed the lesson.

Don't forget to check out this website

<http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html>

for more fun Step-by-Step tutorials.

**END**