**Tutorial E3 Changing Fonts and Font Sizes (19 points)**

1. In Publisher, you can not only change the font and font size, you can also change the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and add \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the font.

1. To begin, first select the text you wish to change, go to your \_\_\_\_\_\_\_\_\_\_\_\_ tab and in your \_\_\_\_\_\_\_\_\_\_\_\_\_ group select the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which will show the font dialog box.

1. Above, circle the font group’s arrow where you can access the font dialog box.
2. In here, you can change your font and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ if you like, and as you can see at the bottom, you can see a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of the sample.

1. You can also change the style, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and color.

1. You can also add special effects such as: (list 3)

1. **TUTORIAL BREAK!**Open a Publisher doc. Type your ***first and last name*** (any font that is readable and ***16 pt.*** in size) and then paste ***8*** times, one right below the other, down the document. Add each text effect that is available in the font dialog box. Be ready to save and show for 10 points!
2. You can also go to your ribbon and you will see the textbox \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ option appear. Once selected, you can add an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and more to your text.

1. You can also apply \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ here.

1. If you look over in the typography group, we can also add a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **TUTORIAL BREAK!**Go to dictionary.com and define typography here:

1. At any time you can also \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ click, go to change text, and select font.