**Tutorial E7 Using Character Spacing (17points)**

1. One way you can make your text stand out is through using \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ spacing.

1. What character spacing will do, is either \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ out your text or condense your individual letters \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to make that text \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ out.

1. Please circle the ***character spacing*** icon below:



1. What are the five character spacing options after clicking on the character spacing icon (very similar to how people wear their clothes!)?

1.

2.

3.

4.

5.

1. If you select the “More Spacing” option, the character spacing dialog box appears. In here, you can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the text by more (percentage) or less (percentage).

1. With character spacing, you can do more than just shrink or stretch the text. You can go into the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ column to adjust spacing for the highlighted \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of text.

1. You can also access character spacing by highlighting the text and \_\_\_\_\_\_\_\_\_\_\_\_\_ clicking, go to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ text and select \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ spacing.

Character spacing