**Tutorial E8 Using Drop Caps (16 points)**

1. Publisher makes it easy for you to add \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ caps to any of your \_\_\_\_\_\_\_\_\_\_\_ items.
2. This helps to distinguish text from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ text within your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. First, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your text.

1. In your ribbon, you will notice that when you highlight the text, you will have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tools and \_\_\_\_\_\_\_\_\_\_\_\_\_ box tools appear in your ribbon.
2. Select the…(circle one)
   1. Textbox tools or
   2. Drawing tools
3. You will see in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group that you have an option for \_\_\_\_\_\_\_\_\_\_\_\_\_ cap.

1. To control more drop cap features and use more advanced options, what should you select?
2. Here, you can select the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you wish for it to appear.
3. You can also select the \_\_\_\_\_\_\_\_\_\_\_\_ of the letters and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of letters you actually want drop capped.
4. You can adjust your \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to change the appearance of the drop cap and how it connects with the text in the text box.



