**Tutorial E4 Changing Font Styles and Effects (8 points)**

1. Changing your font helps you make more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ looking documents.

1. To change the size of font, you can use preset font sizes, or you can select the big \_\_\_\_\_\_\_\_\_\_\_, which will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ font size or the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ A, which will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the size of your font.

1. Since you are working in a textbox, you will notice that in your ribbon, you will see the \_\_\_\_\_\_\_\_\_\_\_\_ tool and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ tools appear inside your ribbon.

1. True or False (circle one), you can determine the font type and font size before you begin typing.

**Tutorial E4 Changing Font Styles and Effects Name: (8 points)**

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