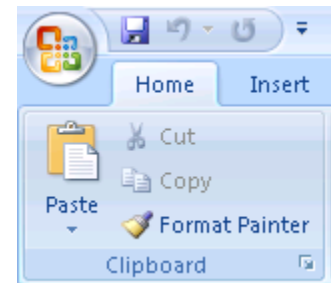


## Fonts, Font faces, Font Sizes

1. There are 2 types of fonts -- the difference being whether or not letters have extra lines which makes them easier to read in print, but perhaps makes them less clear on a computer monitor. What are the 2 types of fonts called?

2. Typeface refers to the specific weight or instance of a particular font (i.e. bold, italic, oblique are all typefaces). Using the HOME menu of MS Word, what are the typefaces you can choose?

3. Using a quick Internet search or using the HELP features of MS Word, what is the purpose of the Format Painter?



4. When you start a NEW document with Microsoft Office 365, MS Word, how many templates **in addition to BLANK** can you use to get you started formatting a document? Please write down the name of the templates that are offered to you when you start a new document:

Please do some Internet research to identify the following answers – remember – not all information on the Internet is generally considered correct. We should be careful what sites we use when we are looking for information that is generally accepted as true. Please identify the TITLE of the website you use (not the full URL where you found the answer) so that, if our answers don't agree, we can check the authority of sources used to answer the following questions.

5. How many different fonts are helpful when creating documents? (HINT: At some point, excessive use of different fonts becomes very distracting).

6. When are fonts that have no extra lines (modern look, sans serif) most effective?

7. When are fonts that have extra lines (traditional print look, serif) most effective?

8. What types of fonts are recommended for webpages, video displays, and television (HINT: Serif or Sans Serif?)