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**Font Styles, Size, Color and Typeface in MS Word**

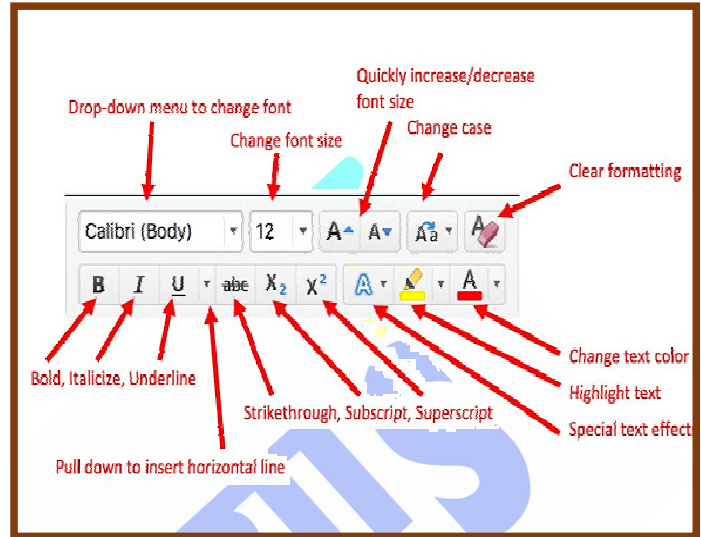
Microsoft Word

Module 4 - Font Styles, Size, Color and Typeface in MS Word

**Home Menu**

**Font Group in Home Menu**

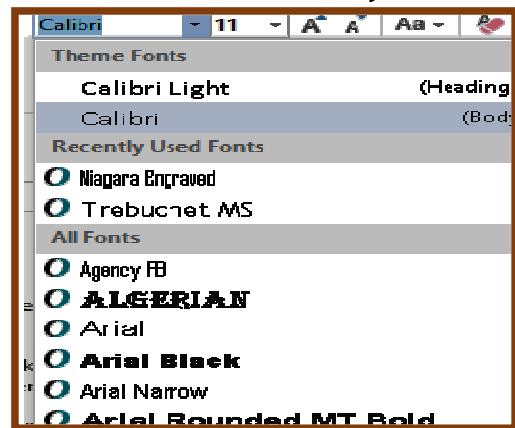
In Microsoft Word, the Font group is a section within the Home tab that provides a variety of tools to customize the appearance of text in your document. These tools allow you to modify font styles, sizes, colors, and apply various text effects to enhance readability and emphasize important content.



**Importance of Font Group in MS Word**

In Microsoft Word, the Font group within the Home tab provides essential tools to customize the appearance of text in your document. By utilizing the Font group, you can:

- **Select Font Style and Size:** Choose from a variety of fonts and adjust the text size to suit your document's needs.
- **Apply Text Emphasis:** Use options like bold, italic, and underline to highlight important information.
- **Modify Text Effects:** Access additional effects such as strikethrough, superscript, and subscript to format text appropriately.
- **Change Font Color:** Alter the color of your text to enhance readability or to emphasize specific sections.
- **Font Selection:** Choose from a wide range of font types to suit the tone and style of your document.



**Font Group**

**Font Family:** In Microsoft Word, a font family refers to a collection of related fonts that share a common design but differ in attributes such as weight, style,

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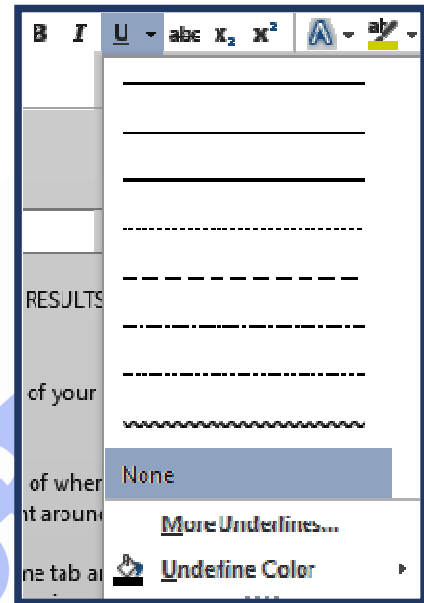
and width. Each font within a family maintains a cohesive aesthetic, allowing for consistent and versatile text formatting.

**Font Size:** In Microsoft Word, font size determines the height of the text characters in your document, affecting readability and the overall appearance of your content. Font sizes are typically measured in points (pt), with one point equaling 1/72 of an inch.

**Font Styles:** In Microsoft Word, Font Style refers to the visual appearance and formatting of text, including variations such as bold, italic, and underline. These styles are used to emphasize specific parts of the text, convey importance, or denote titles and headings.

**Common Font Styles in Microsoft Word:**

- **Bold:** Makes the text thicker and darker, highlighting its significance.
- **Italic:** Slants the text to the right, often used for emphasis or to denote foreign words.
- **Underline:** Adds a line beneath the text, commonly used for emphasis or to indicate hyperlinks.



**Underline Color**

By default, underlining in Word is black. But you can change the underline color to make your text more visually appealing or to match a theme.

**How to Use:**

1. Select the text.
2. Go to the Home tab.
3. Click the drop-down arrow next to the Underline (U) button.
4. Choose Underline Color and select any color you like.

**Strikethrough:** In Microsoft Word, strikethrough is a text formatting feature that places a horizontal line through the center of selected text, indicating that the text is to be considered deleted or is no longer relevant. This formatting is particularly useful for tracking changes, editing documents, or highlighting text that has been removed or replaced.

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Examples:

- ~~Outdated Price – Rs 4500~~ ~~Outdated Price: ₹500~~
- New Price: ₹399
- ~~This text is wrong~~ This text is wrong but kept for reference

**Subscript:** In Microsoft Word, subscript is a text formatting feature that positions selected characters slightly below the normal line of text, making them smaller in size. This formatting is commonly used in mathematical expressions, chemical formulas, and other specialized notations.

Examples:

- H<sub>2</sub>O (Water)
- CO<sub>2</sub> (Carbon dioxide)

**Superscript:** In Microsoft Word, superscript is a text formatting feature that positions selected characters slightly above the normal line of text, making them smaller in size. This formatting is commonly used in mathematical expressions, chemical formulas, and other specialized notations.

Examples:

- E = mc<sup>2</sup>
- 1st, 2nd, 3rd → 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>
- 10<sup>6</sup> = 1,000,000

**Font Color:** In Microsoft Word, font color refers to the color applied to the text in your document. This feature allows you to change the color of the characters, making the text stand out, match a design, or simply follow a specific style guide.

**Shortcuts of Font Group in Home Menu:-**

- Bold: Ctrl+B
- Italic: Ctrl+I
- Underline: Ctrl+U
- Strikethrough: Ctrl+D
- Subscript: Ctrl+=
- Superscript: Ctrl+Shift+=
- Increase Font Size: Ctrl+Shift+>
- Decrease Font Size: Ctrl+Shift+<

Microsoft Word, the default settings are typically:

- Font: Calibri
- Font Size: 11 pt
- Font Color: Automatic (which appears as black unless changed)

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- Font Style: Regular (no bold, italics, or underlining unless applied)

Assignment using Font Group

Make the given Question Paper

ENGLISH LANGUAGE AND LITERATURE - QUESTION PAPER

Time Allowed: 1 Hour

Total Marks: 20

SECTION A: READING COMPREHENSION (5 Marks) (In Bold)

Read the passage below and answer the questions that follow:

*Passage:*

*In today's fast-paced world, technology has revolutionized how we live and interact. From communication to healthcare, technology plays a crucial role in almost every aspect of our lives. While some people believe that technology brings only convenience, others feel that it has its downsides, including social isolation and job displacement. Nonetheless, technological advancements have the potential to improve our quality of life in unimaginable ways, provided we use it responsibly.* (In Italic and underline)

Questions:

According to the passage, what are some of the benefits of technology? (2 marks)

What are some of the negative effects of technology mentioned in the passage? (2 marks)

In your opinion, should we rely more on technology or limit its use? Justify your answer. (1 mark)

SECTION B: GRAMMAR AND VOCABULARY (5 Marks)

Fill in the blanks with appropriate words: (3 marks)

He was \_\_\_\_\_ (happy, happily) to see his old friends again.

She is \_\_\_\_\_ (most talented, more talented) than anyone in her class.

\_\_\_\_\_ (There, Their) are many ways to solve this problem.

Correct the following sentence: (2 marks)

She can sings very well.

SECTION C: WRITING SKILL (5 Marks)

Write a letter to your friend describing your recent vacation. Include details such as where you went, what you did, and how you felt about the trip. (5 marks)

SECTION D: LITERATURE (5 Marks) (In Bold and Underline)

1. Answer the following question based on the poem or story you have studied in class: (3 marks)

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What is the central theme of the poem "The Road Not Taken" by Robert Frost?  
How does it reflect the choices we make in life?

Short Answer Question: (2 marks)

Who is the protagonist in the story "The Thief's Story" by Ruskin Bond, and what is his main conflict?

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