Using Claris Works: Type Entire Page As Is!

Assignment #4

7th grade Intro to Computers

Purpose: to change fonts, its style (bold, italics, underline, etc.) and font size.

Note Follow The Instructions Closely Including Vertical Spacing!!!

1. Type the following sentences exactly as they are given. Then change the font size, style, etc. as indicated in the sentence. Where fonts are not found, choose another font style. (If you don't have the same font you may choose one on your computer to change it to a different font)

   This is an example of Avant Grade font.

   This is an example of 18 point font.

   This is an example of 24 point print in New Berdina MT.

   Highlight the double double word and delete it using the Delete key.

   Make the word CONGRATULATIONS in bold italics.

    Type this sentence as is, and then go to EDIT, look for writing tools and spell check your document.

   This is an example of Old English in 10 point font.

   Here we have an example of Zapf in bold, in 18 point font.

   Make the word COMPUTER in script and bold and shadow in 12 point font.

Hints

1. Move the beginning of the document, and place the cursor on the first sentence.

2. To highlight your sentence, press **crtl** and **shift** at the same time, then push the right arrow button until the end of the sentence.

3. To change fonts, highlight the sentence the move the mouse to font and change it.

4. To change the size of the sentence, the sentence must be highlighted first. In size, by using your mouse change the size.

5 To change the style highlight the sentence and then move your mouse to the style menu.