

TYPEFACE	FONT STYLE	FONT SIZE
Arial Black	Normal	14
AvantGarde Md (turkish)	bold-italic	12
Bookman Old Style (western)	underline	10
Century Schoolbook	regular.	16
Garamond Light Condensed	bold.	14
Impact	italic.	20
New york	underline.	12
Courier	bold.	16
Arial	regular	20

Changing the Font and Character Effects of an Existing Text

1. Select the first five lines of text. Change the font typeface to Times New Roman font size to 16, character effect to Bold an italic and case to Uppercase (capital)
2. Select the word "Italic" on the seventh line. Change font to Algerian 14 and case to lower.
3. Select the last three lines. Change font to Wide Latin 14 and case to Title case.