

Notes In Book

Bold

Some fonts come in many weights (thicknesses), from light (thin) to heavy (thick). Most fonts, like the font in this text, are known as regular or normal. Bold is a bit thicker than normal and it helps draw the readers attention to key headings or details.

To Apply Bold

1. Select (highlight) the text to change;
2. Either:

Click the bold button on the Home tab
(See Figure 1.1 on page 1); or

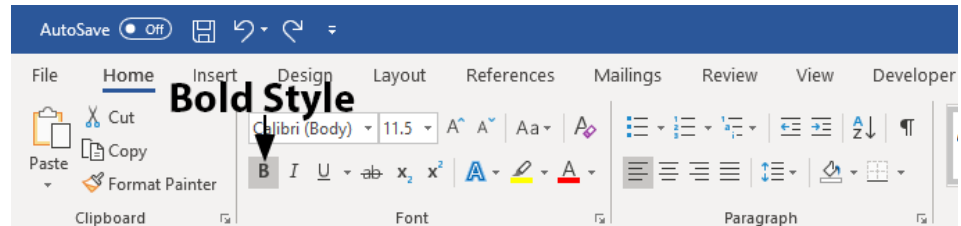
Right click in the selected text and choose bold
from the mini toolbar; or

Show the font dialog (**Ctrl+d**) and select the bold style; or

Press Ctrl+b.



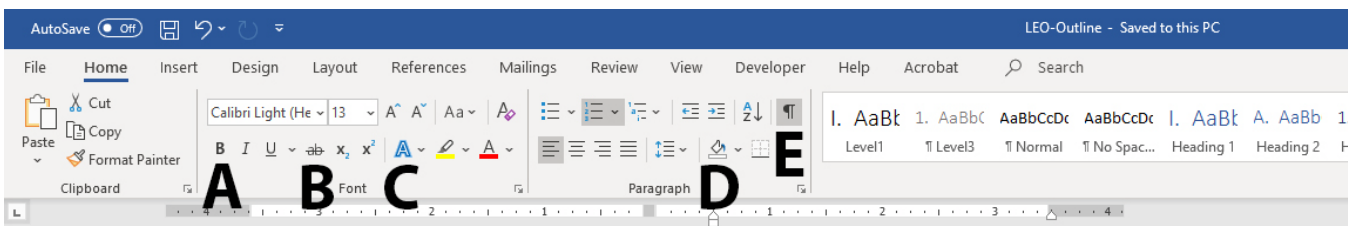
Figure 1.1 Home Tab Bold Button



Homework / Actual Test Question

Which icon applies bold formatting?

1. A
2. B
3. C
4. D
5. E



Notes In Book

To Insert An Empty Table

When inserting an empty table, best-practice is to have an approximate count of how many rows and columns are required beforehand. We can insert and delete additional rows and columns, but that makes the process more complex – and prone to failure – if a table has merged cells.

1. Select the Insert Tab » Table drop down;
2. Either:

Drag the mouse across the squares to indicate how many rows and columns are required; or

Select the Insert Table ... command for additional control and more options (See Figure 1.2 on page 2);

In the Insert Table dialog:

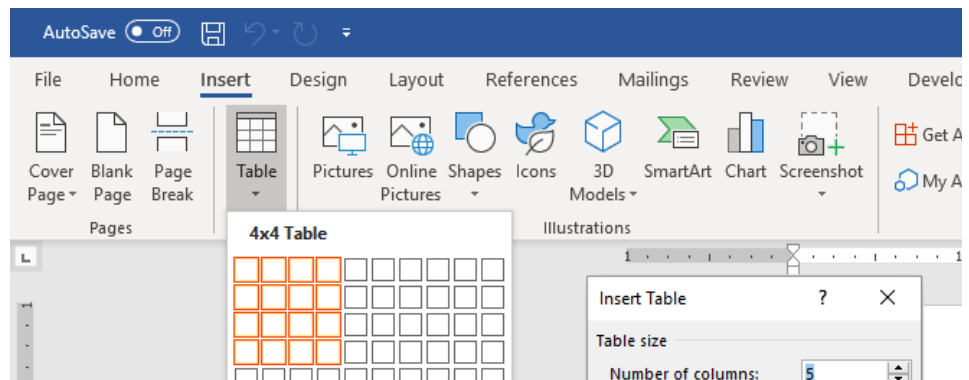
Set the initial number of rows and columns;

Choose an Autofit behavior;

Click the OK button to complete the task.



Figure 1.2 Insert An Empty Table



Homework / Actual Test Question

Which tab of the ribbon allows users to create tables?

