**Typeface**

*Explanation*

Typeface (also called type font) is very important because of how it affects readability. It is safe to use conventional or traditional fonts that would likely be installed on most computers. Bold, italics, and underlining draw attention to important parts of a document.

**Applying font styles from the Formatting toolbar**

The easiest way to apply font styles to text in a document is to select the text and use the **Bold**, **Italic**, or **Underline** buttons on the Formatting toolbar. The table below shows the font styles and the buttons and keys used to apply them.

<table>
<thead>
<tr>
<th>Style</th>
<th>Button</th>
<th>Keyboard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bold</td>
<td>B</td>
<td>CTRL + B</td>
</tr>
<tr>
<td>Italic</td>
<td></td>
<td>CTRL + I</td>
</tr>
<tr>
<td>Underline</td>
<td>U</td>
<td>CTRL + U</td>
</tr>
</tbody>
</table>

**Using the Font dialog box to apply formatting**

You can also use the Font dialog box to apply character formats. If you are applying multiple character formats, this dialog box offers you the advantage of applying them all in one place rather than using the various buttons and lists on the Formatting toolbar.

*The Font dialog box*
To format text using the Font dialog box:

1. Highlight the text you would like to format.
2. Choose **Format, Font...** to display the Font dialog box. You’ll see options for choosing a font, font size, and font style, as well as other options.
3. Select options from the font list, the font style list, and the size list.
4. To add additional emphasis, select font color, underline style, underline color. Any changes will be shown in the Preview box at the bottom of the screen.
5. When the text is properly formatted, click **OK**. Deselect the text and observe the changes.

**Applying character effects**

Among the formatting options available in the Font dialog box are character effects such as superscript, subscript, small caps, and shadow. These effects are useful for creating certain phrases, such as A⁺, H₂O, A², or for drawing attention to certain areas of your document. You can also apply text animations by using the Font dialog box.

To apply character effects to text:

1. Select the word or phrase you want to format.
2. Choose **Format, Font...** to open the Font dialog box.
3. Select the options you want to apply in the Effects section of the dialog box.
4. Click the **Text Effects** tab to apply animations to text.

5. Click **OK** to close the dialog box and apply the character effects.