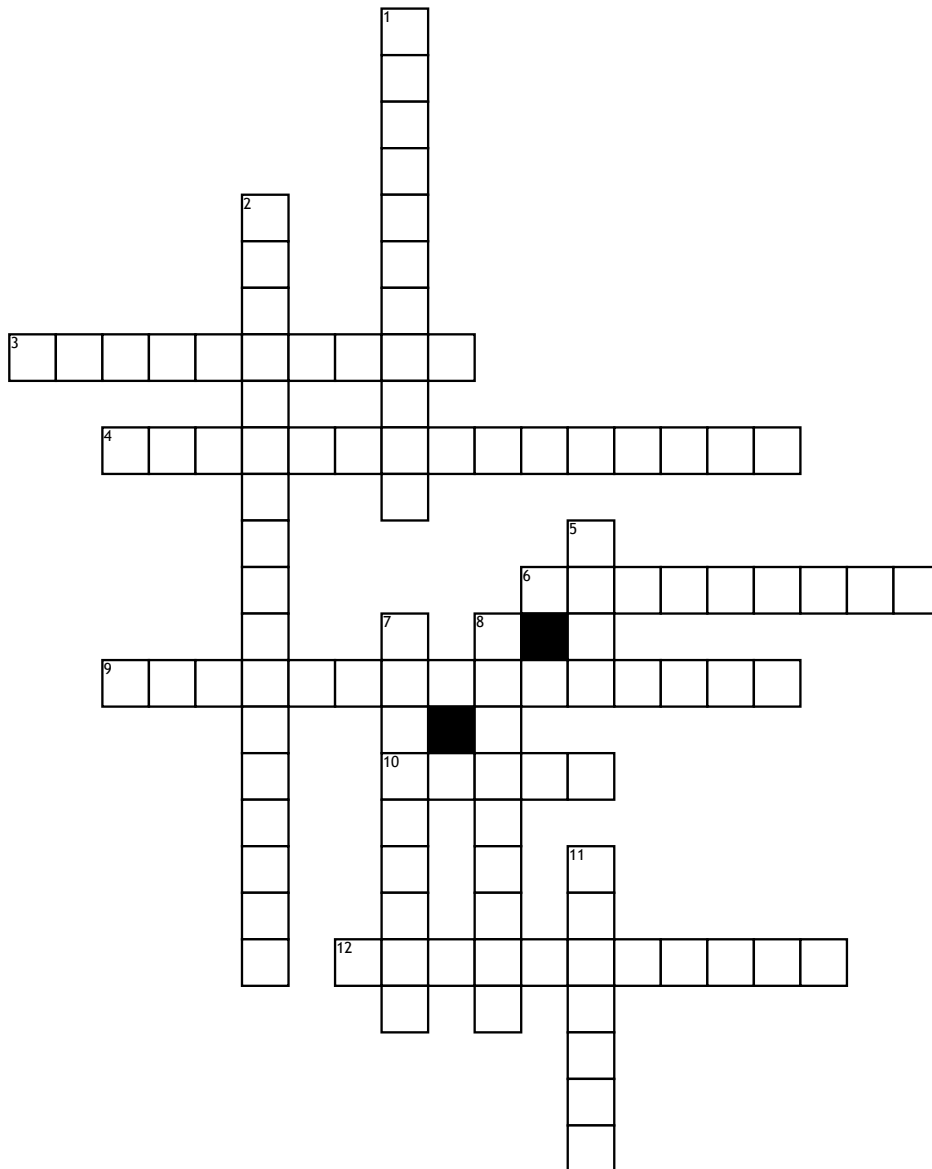


# Lesson 3 Character Formatting



## Across

3. A font in which all of its characters take up the same amount of horizontal space.

4. A style that is applied to individual characters or words that users have selected.

6. A measurement that refers to the height of characters with one point equaling approximately 1/12 of an inch.

9. A style in which the formats are applied instantly to all text in the paragraph where the insertion point is located, whether or not text is selected.

10. A font that has small lines at the beginning and end of characters and that is usually used with large amounts of text.

12. Live preview shows you how your document will look with the selected feature.

## Down

1. A new font command group that adds a distinctive appearance, such as outlines, shadows, glows or reflections, to selected text.

2. A font in which the horizontal spacing varies.

5. A set of characters that have the same design

7. A font that does not have the small line extensions on its characters.

8. any single letter, number, symbol, or punctuation mark

11. Decorative text that enhances text.