


Exercise: Formatting characters

Do This	How & Why
1. Open <i>Coffee-text</i> . Save it as <i>Coffee-text-formatted</i> .	The document is in the current chapter's folder, and you should save it there as well.
2. Select the first line.	The heading <i>Java Tucana Coffee</i> .
3. On the Home tab, in the Font group, select Arial .	Click the drop-down arrow next to the Font box.
4. From the Font Size list, select 16 .	
5. Press Ctrl+B , and then press Ctrl+I .	To make the heading bold and italic. You could also use the Bold and Italic buttons in the Font group.
6. Highlight the text "Tucana Roast," in the second full paragraph. a) Select the text. b) In the mini toolbar, click the Text Highlight Color arrow, then click a color you like.	The highlighting appears over the text.
7. Select the "Java Tucana Coffee" heading.	You'll copy it's formatting to another heading.
8. In the Clipboard group, click the Format Painter button.	The pointer changes to a paintbrush when it is over text.
9. Select the heading <i>Our Blends</i> .	It takes on the formatting of the first heading, and the pointer returns to normal.
10. In the first paragraph under <i>Our Blends</i> , italicize "Bourbon Santos."	Select it and click  .
11. Double-click Format Painter .	Be sure that "Bourbon Santos" is still selected. Double-clicking enables Format Painter to be used for multiple selections.
12. In the same paragraph, select "Coban." In the next paragraph, select "Bogota," and then select "Tarrazu."	Note that you can select a whole word by double-clicking it. These are all now italic.
13. Press Esc .	To deactivate Format Painter.
14. Save and then close the document.	

The document with formatted text

Java Tucana Coffee

Coffee has been cultivated in South America since the 1700's. Most of the plants are of the Arabica variety, but regional differences in climate, elevation, and soil mean a wide range of flavor, body, and acidity. Java Tucana carries the best South American coffees our buyers can find. We also produce our own blends of coffee.

Our Blends

Tucana Roast, our signature blend, combines Brazilian *Bourbon Santos* with Guatemalan *Coban*. The result is a coffee that is remarkably rich and fragrant yet clean, sweet, and snappy. It's the perfect cup for after a meal or as an afternoon refresher.

Phoenix Roast can help you rise from the ashes of a late night or a long meeting. A blend of Columbian *Bogota* and Costa Rican *Tarrazu*, this cup is full-bodied, fragrant, and complex, but never bitter. Its rich flavor and clean finish make it the perfect coffee for the first cup of the day.