

CS-150L

Computing for Business Students *Lab 2: Symbols, Lists & Ruler*

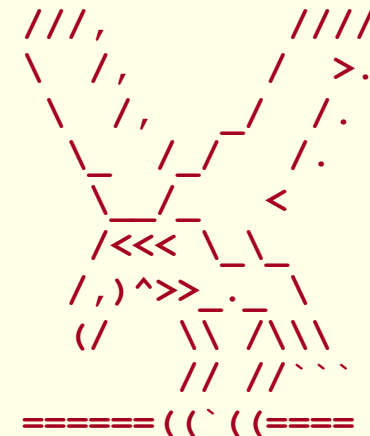
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Center (FEC) room 321



Typography

- Typography is the process of selecting typefaces (or fonts), type styles, and type sizes.
- Monospaced typeface
 - Courier New: WWWW iiiii
- Proportional typeface
 - Times New Rowan: WWWW iiiii
 - Great for printing: compact, and low ink.
 - Arial: WWWW iiiii
 - Great for Projection

Double Space after Period?

- Two spaces after a period was common on typewriters with `Monospaced` typeface.
- When using a proportional font, there should be only one space after a period.
- A single space after a full stop has been the norm in mainstream publishing for many decades. This is supported by:
 - Modern Language Association of America (MLA),
 - American Psychological Association (APA) style
 - The Chicago Manual of Style.

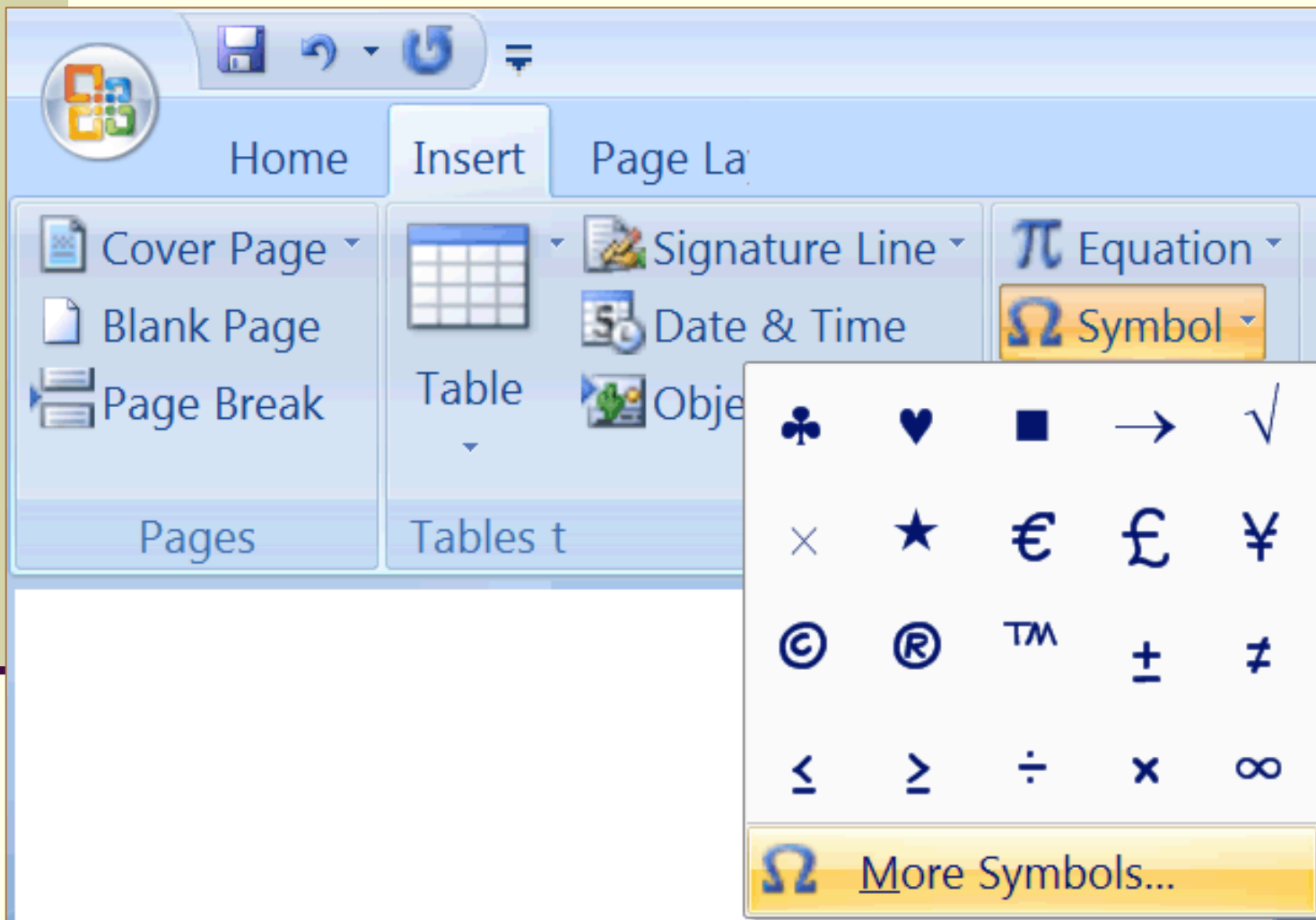
Quiz: Proportional Typeface

What is a proportional typeface?

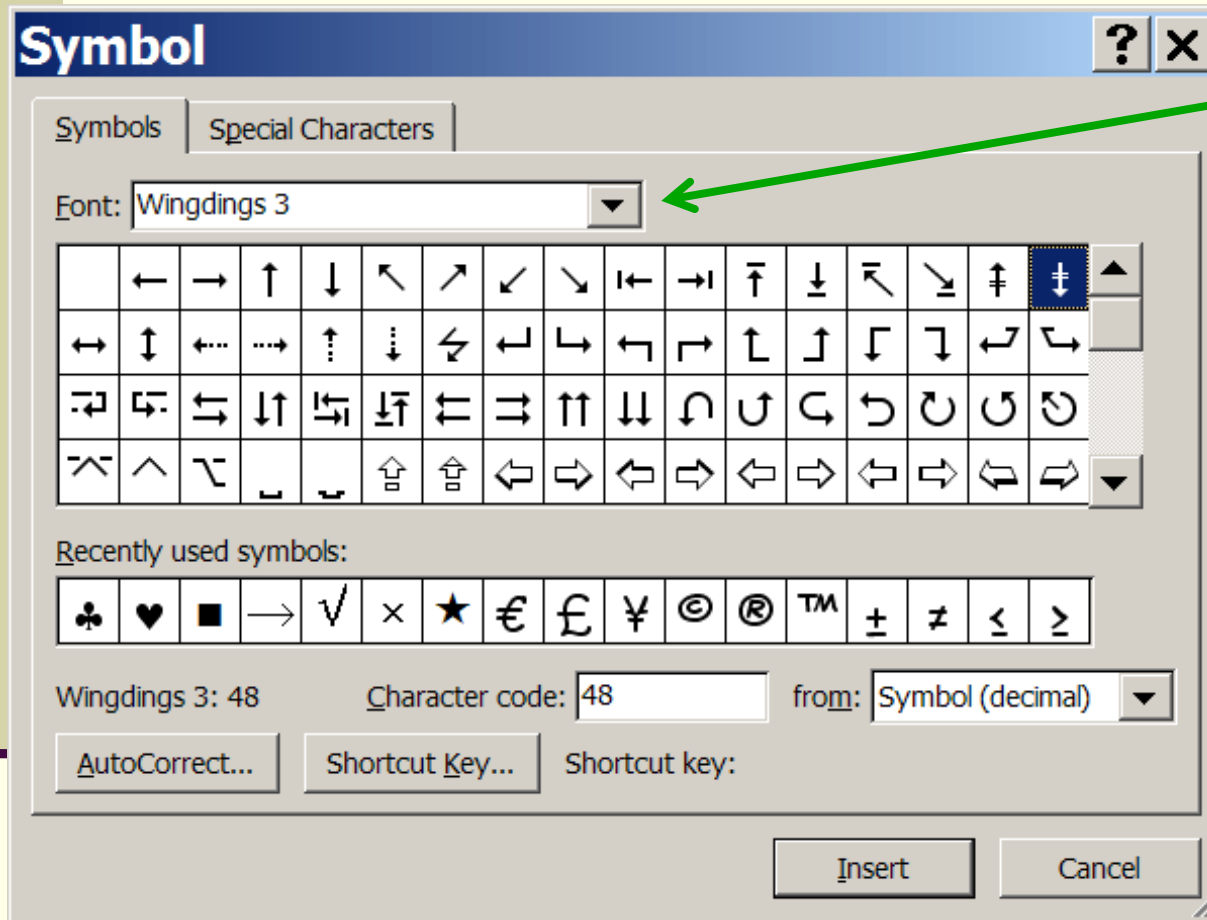
- a) A font where the letters are in proper proportion to the page size.
- b) A font where the letters are in proper proportion to any pictures on the page.
- c) A font in which different letters take up different amounts of space on the line.
- d) A font that is very fancy.

Insert Symbol

\" \"
\" \"
\" \"
\" \"
\" \"
\" \"
\" \"
\" \"



More Symbols...



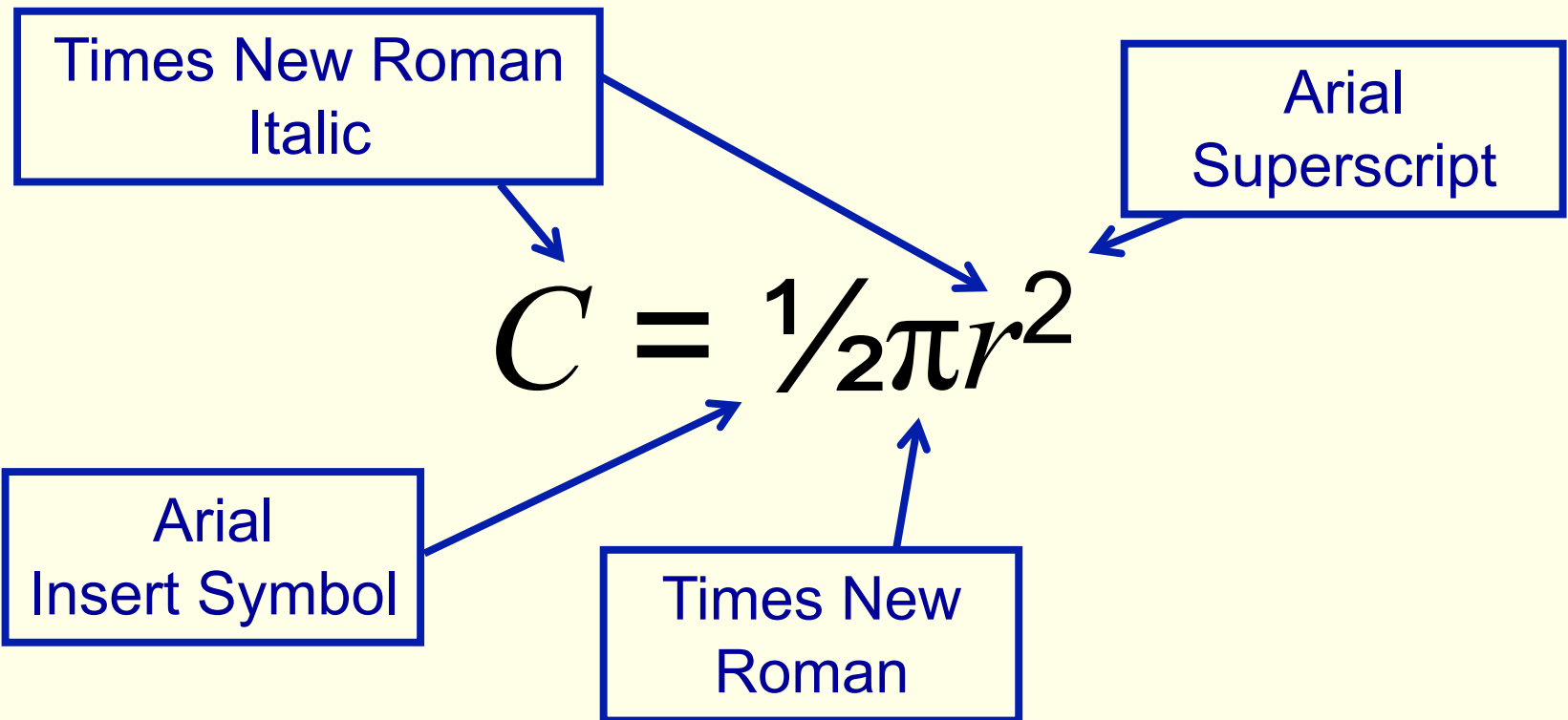
Select a Font.

Arial and Times New Roman contain many characters visible on the keyboard:
¿ Ñ ñ ë á.

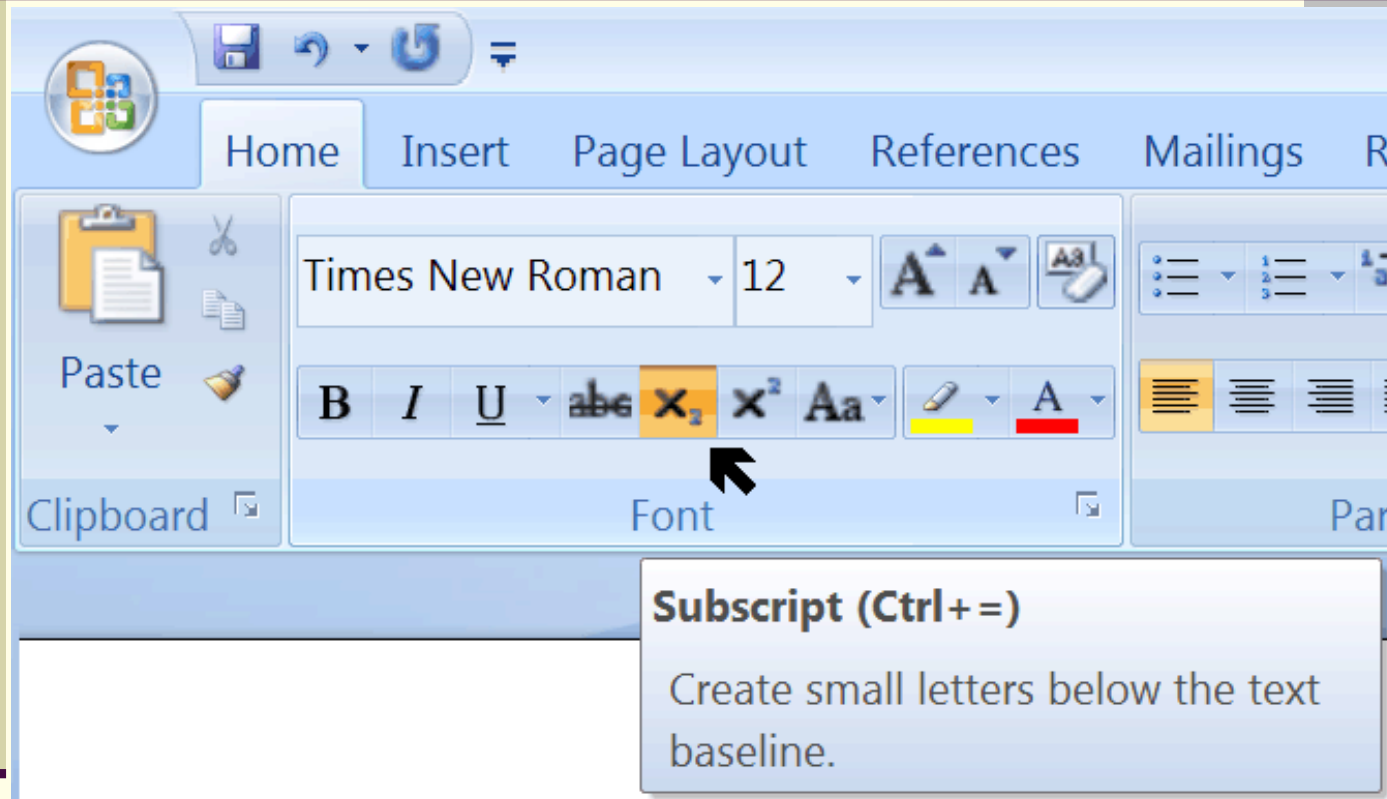
Greek Letters and Math symbols can be found in the

Symbol Font: Ω λ \cong π Δ

Simple Equations



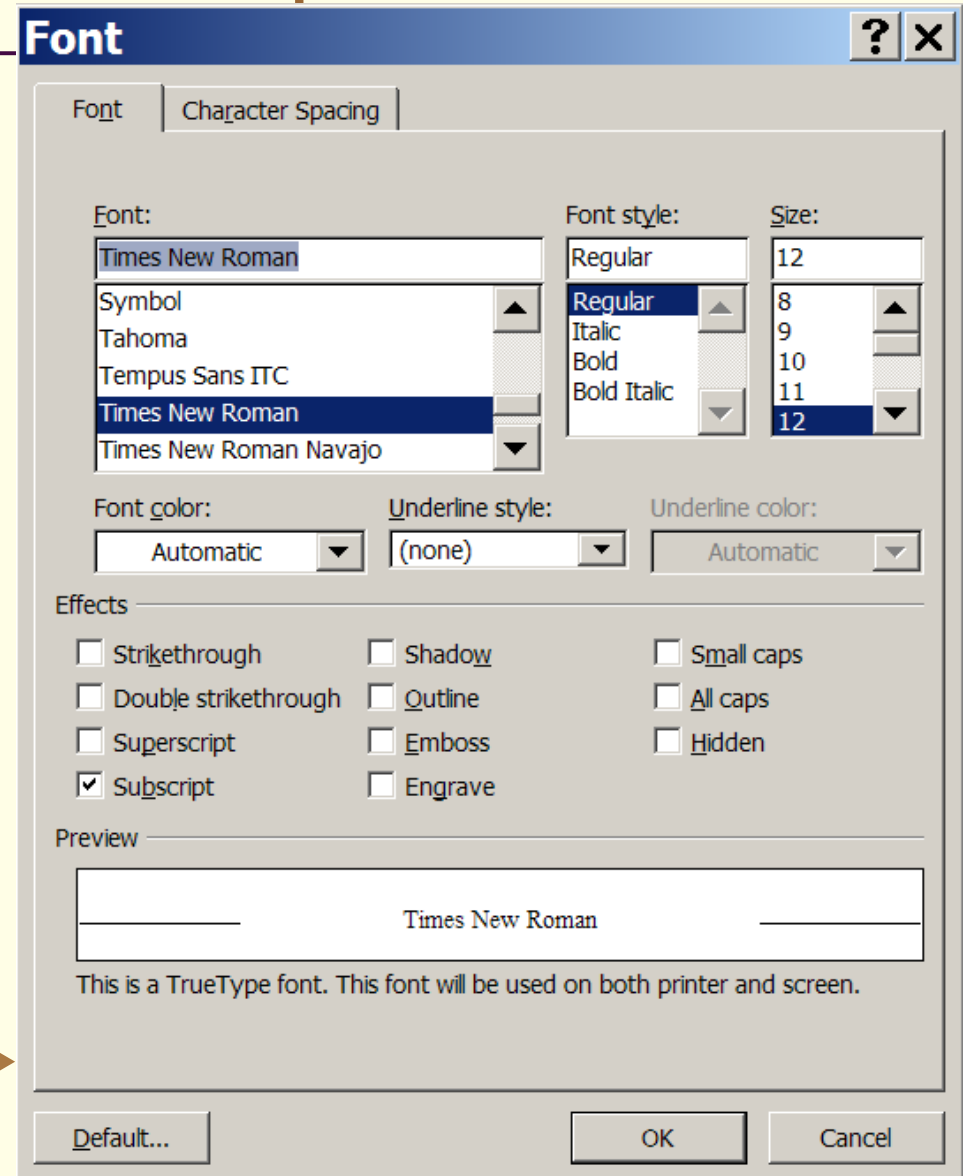
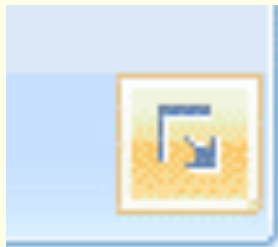
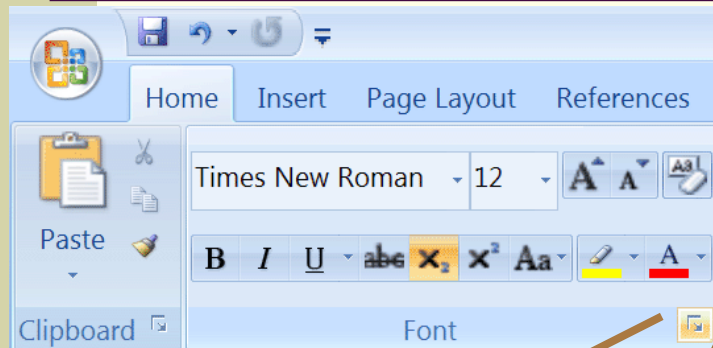
Special Font Formats



$a_1 \rightarrow a_1$

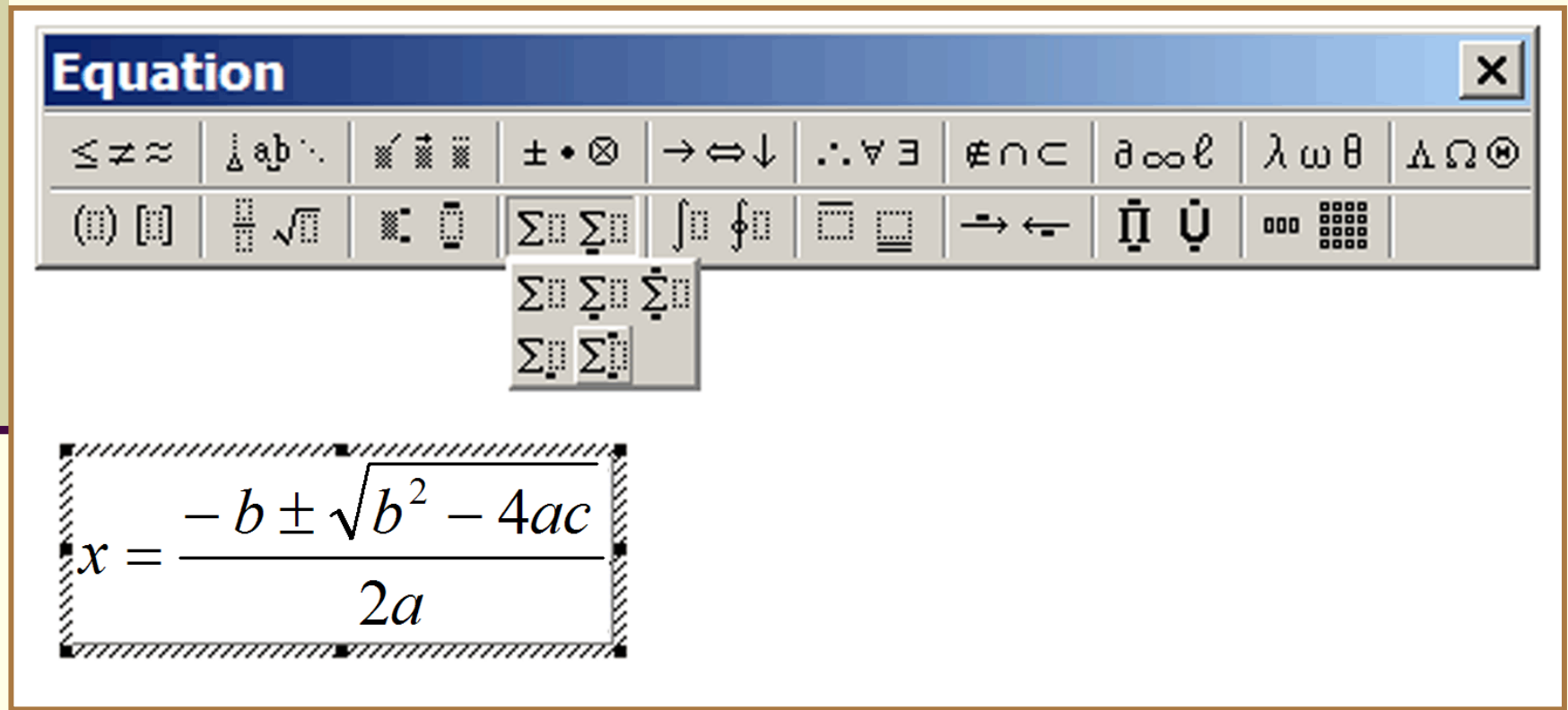
- Times New Roman
- The 'a' is Italic.
- The '1' is a subscript.

More Special Format Options



Advanced Equations

- Insert → Object → Microsoft Equation
- Just for your edification (not on exam)



The image shows a screenshot of the Microsoft Equation Editor. The window title is "Equation" and it has a close button (X) in the top right corner. The interface includes a toolbar with various mathematical symbols and operators. Below the toolbar, a dropdown menu is open, showing several summation symbols (Σ) with different options for subscript and superscript. The main area of the editor displays the quadratic formula:

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

Quiz: Superscript

In Typography, a *superscript* is

- a) A font that includes extended ASCII codes.
- b) A font that is larger than usual.
- c) A font that has a hand written appearance.
- d) Text that is smaller than the normal line of type and is set above it.
- e) Text that is active and can be clicked on and used to navigate through linked documents.

Google: Free Fonts


<http://www.1001freefonts.com/>

■ Western Fonts


Alfredos Dance


 Download Win Font


 Download Mac Font

 Custom Preview

BURNSTOWN DAM

 Download Win Font


 Download Mac Font

 Custom Preview

CHIPPERRFIELD

 Download Win Font

 Download Mac Font

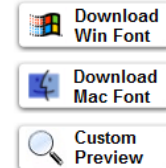
 Custom Preview

Google: Free Fonts

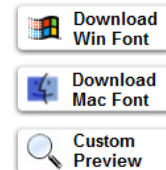
<http://www.1001freefonts.com/>

■ Celtic

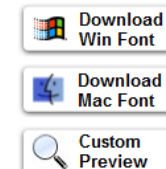
ale and wenchés



Celtic Garamond



CRy unícal

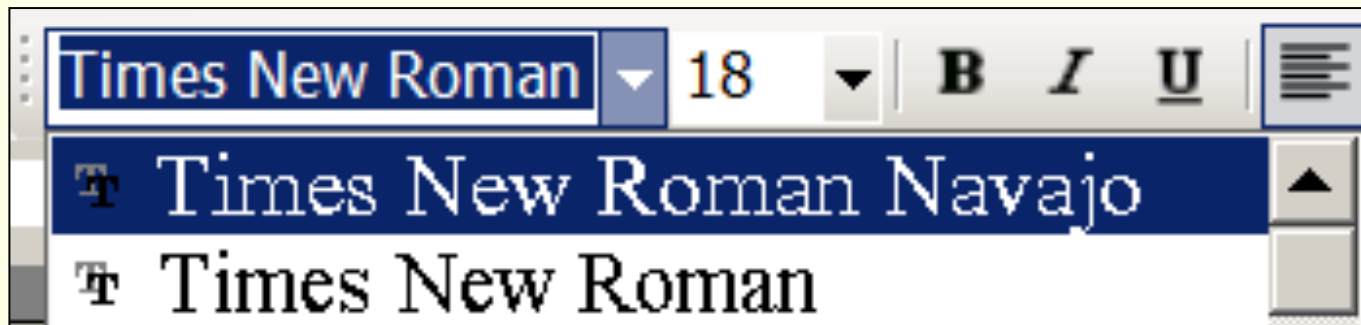


"This computer's keyboard is messed up"

- I type: "I have three (3) cars."
- But what shows up is: "I have three (3) cars."
- *Check your font!* I did.



- *Look again my friend...*

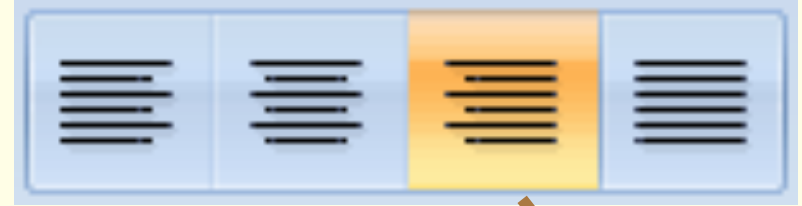


Align Text



Align Text Left

Whose woods these are I think I know.
His house is in the village though;
He will not see me stopping here
To watch his woods fill up with snow.



Align Text Right

\$1.23
\$234.00
\$2,000.00
\$45.95

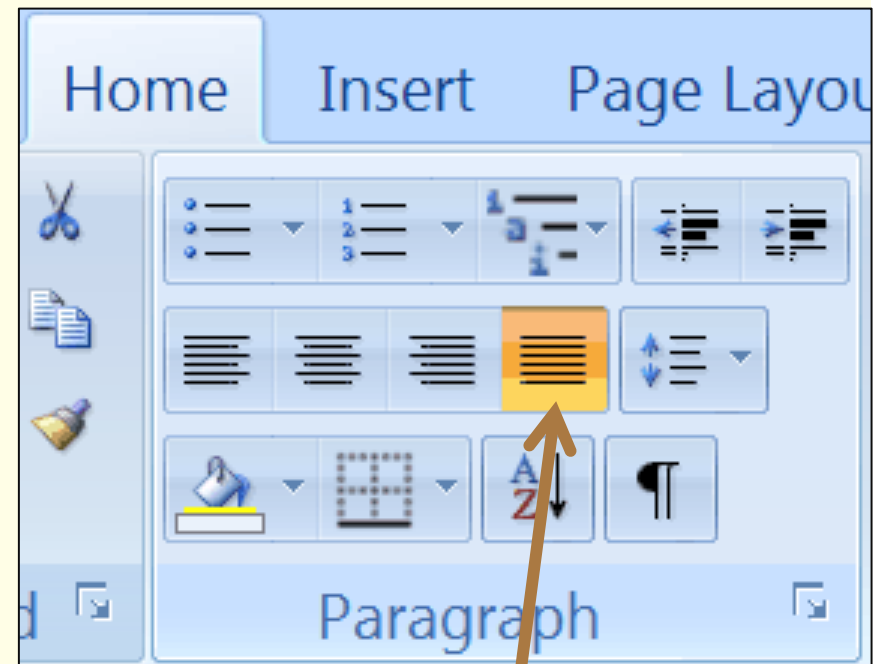
Justify: Paragraph Alignment

Align text to both the left and right margins, adding extra space between words as necessary.

This creates a clean look along the left and right side of the page.

Justified text looks best when there are many words on a line.

Text formatted with “Justify” may or may not include paragraph indenting.



Justify

Line Spacing

28 pt Arial with line spacing set to 1.5.

Line spacing is vertical space added between each line.

Paragraph spacing is vertical space added between each paragraph.

Paragraph spacing is different from leaving a blank line between each paragraph.

Paragraph Spacing

28 pt Arial with Paragraph Spacing set to 14 pt.

Line spacing is vertical space added between each line.

Paragraph spacing is vertical space added between each paragraph.

Paragraph spacing is different from leaving a blank line between each paragraph.

Blank Line Between Paragraphs

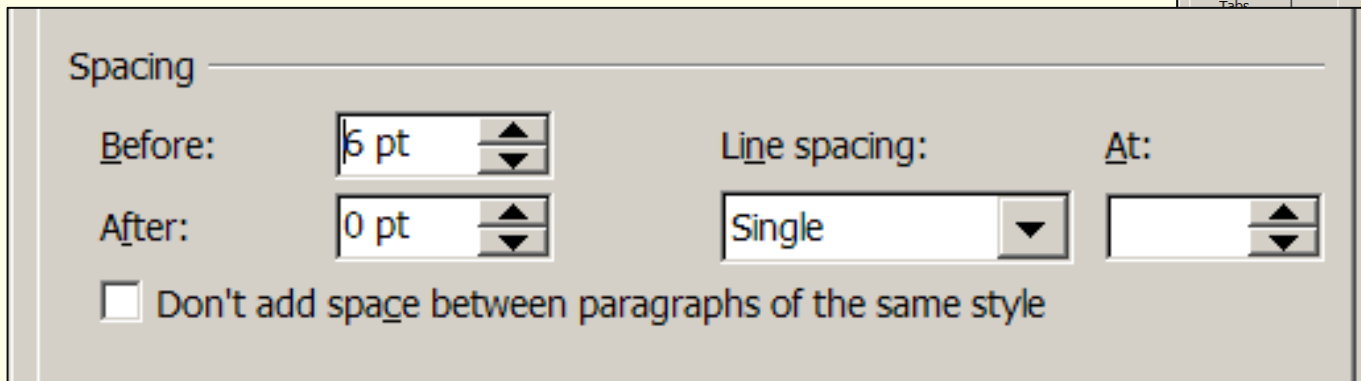
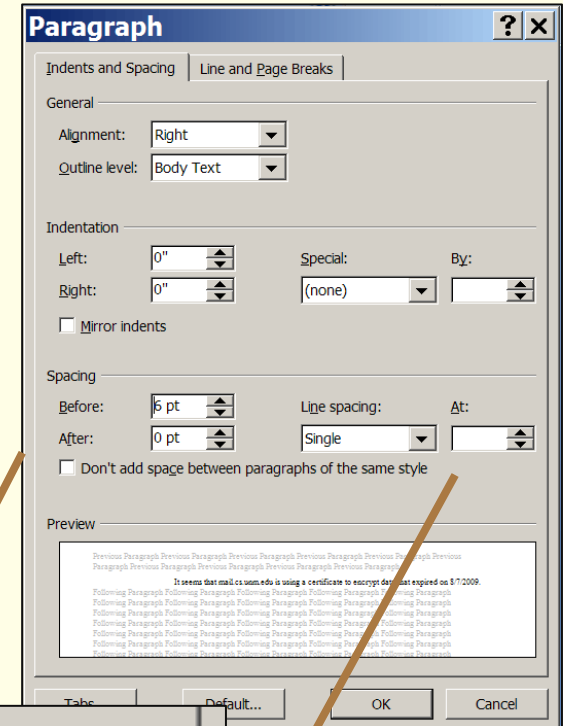
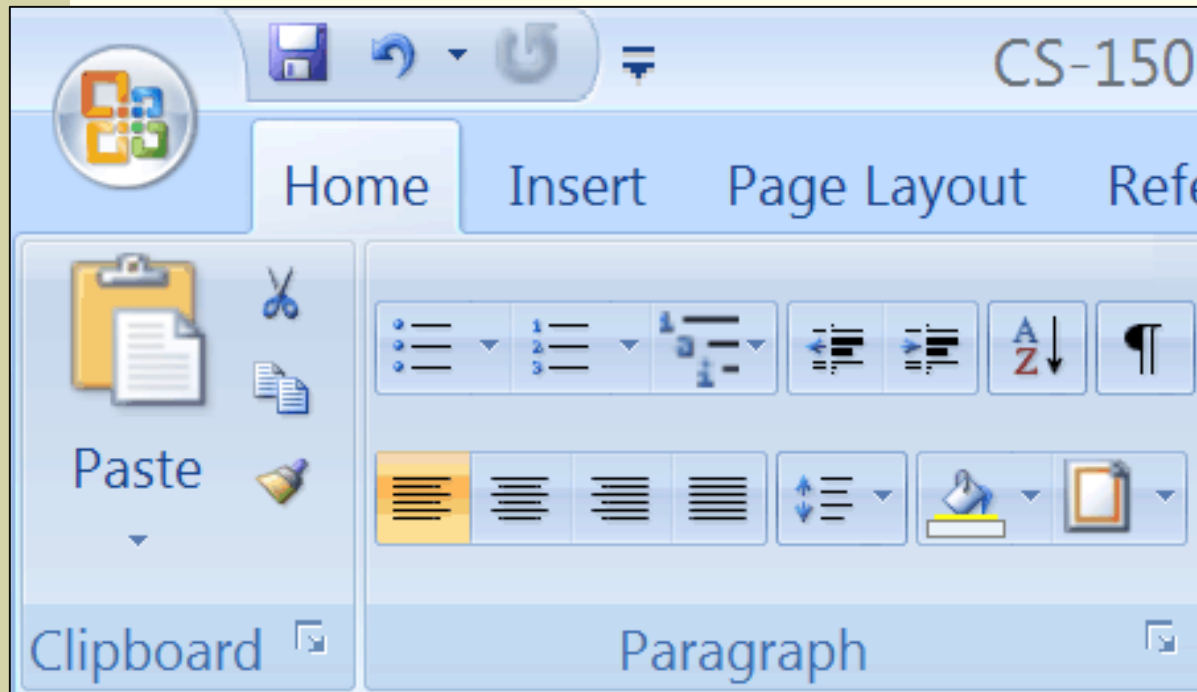
28 pt Arial with Blank Line Between Paragraphs

Line spacing is vertical space added between each line.

Paragraph spacing is vertical space added between each paragraph.

Paragraph spacing is different from leaving a blank line between each paragraph.

Line and Paragraph Spacing



Lists: Numbering Library

The image shows a Microsoft Word interface with the **Numbering Library** task pane open. The ribbon includes **Home**, **Insert**, and **Page Layout**. The font is **Papyrus**. The task pane displays various numbering styles, with the **1)** style selected and highlighted in yellow. An arrow points from this style to a list of blue shades in the main document area.

Numbering Library

None	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____
1) _____ 2) _____ 3) _____	1) _____ 2) _____ 3) _____	1) _____ 2) _____ 3) _____
a) _____ b) _____ c) _____	{A} _____ {B} _____ {C} _____	(a) _____ (b) _____ (c) _____

Shades of Blue

- 1) Periwinkle
- 2) Denim
- 3) Sapphire
- 4) Azure
- 5) Cobalt blue

Selected Text

Define New Number Format

The image shows a Microsoft Word window with the 'Numbering Library' task pane open. The 'Define New Number Format' dialog box is overlaid on the right side of the window. The dialog box has the following fields and options:

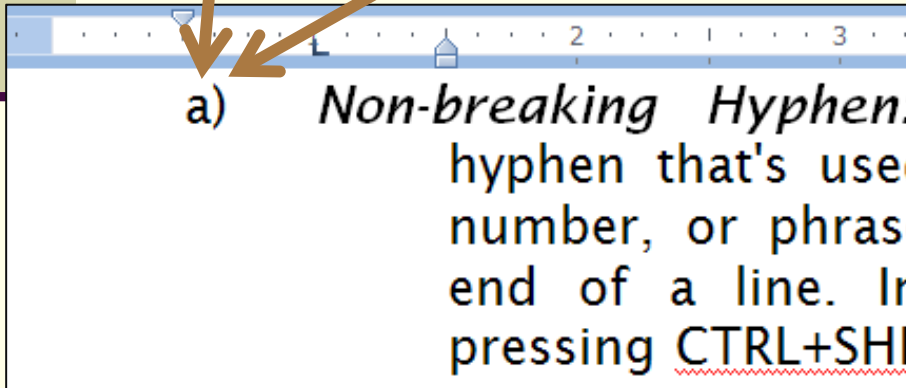
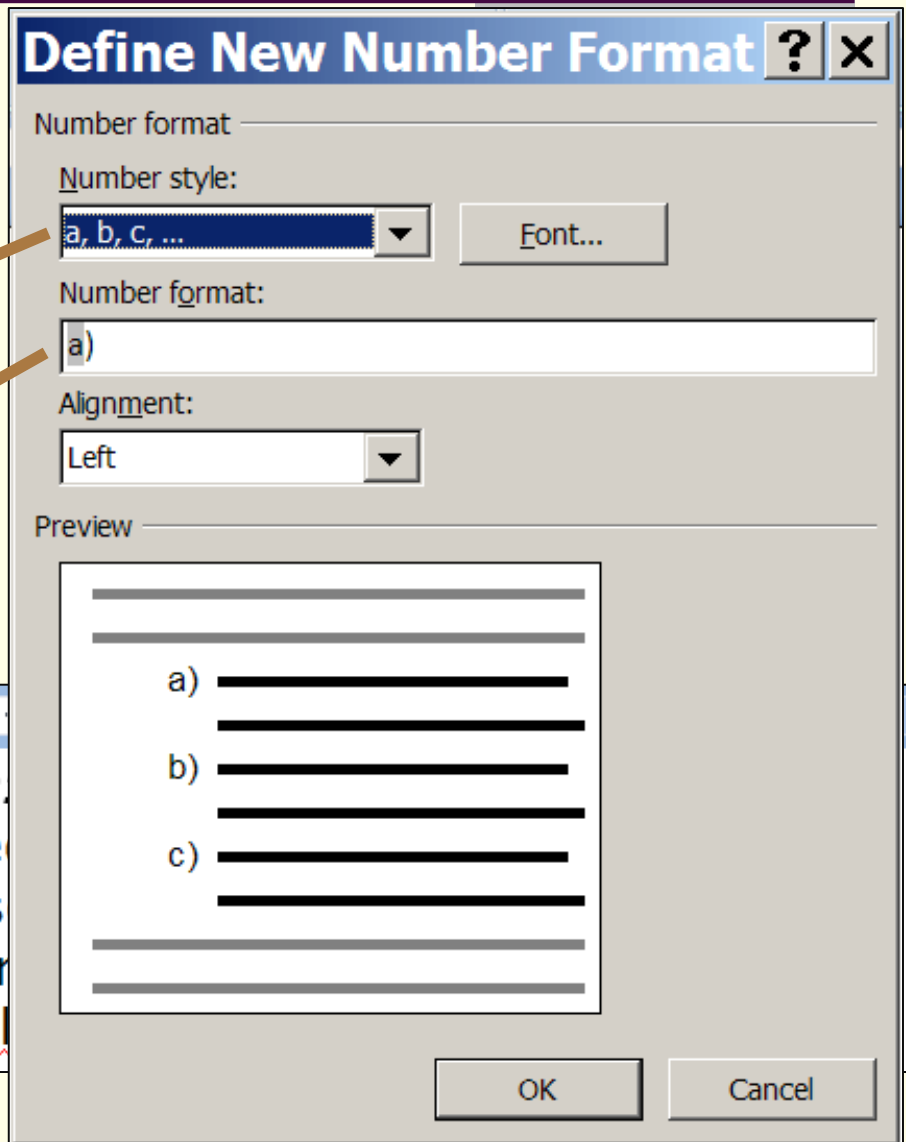
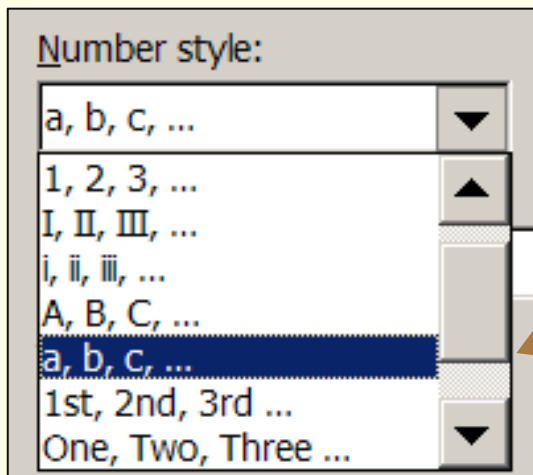
- Number format:** A dropdown menu showing '1, 2, 3, ...' and a 'Font...' button.
- Number style:** A dropdown menu showing '1, 2, 3, ...' and a 'Font...' button.
- Number format:** A text input field containing '1.'.
- Alignment:** A dropdown menu showing 'Left'.
- Preview:** A preview window showing a list of three items with the format '1.', '2.', and '3.' applied to the first three items.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

The 'Numbering Library' task pane shows various numbering styles in a grid:

None	1. _____ 2. _____ 3. _____	1) _____ 2) _____ 3) _____
I. _____ II. _____ III. _____	A. _____ B. _____ C. _____	a) _____ b) _____ c) _____
a. _____ b. _____ c. _____	i. _____ ii. _____ iii. _____	

At the bottom of the task pane, there are two buttons: 'Change List Level' and 'Define New Number Format...'.

Define New Number Format



Customized Bullets

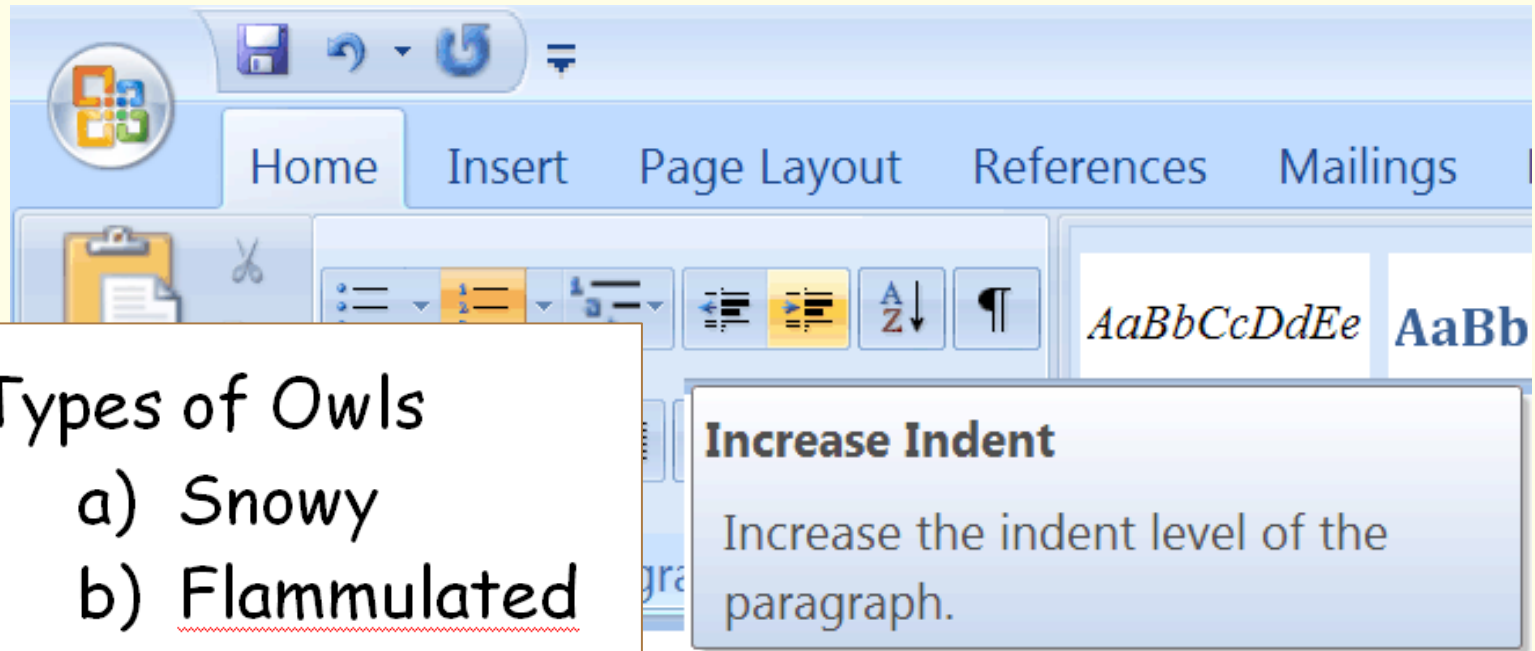
First, Select Symbol

Next, set Font & Color

The image shows a screenshot of the Microsoft Word interface. The 'Home' tab is active, and the 'Paragraph' group on the ribbon is expanded. The 'Bullets' section is highlighted, and the 'Define New Bullet...' option is selected, opening a dialog box. The 'Define New Bullet' dialog box has three tabs: 'Symbol...', 'Picture...', and 'Font...'. The 'Symbol...' tab is selected, and the 'Bullet character' is set to a solid black circle. The 'Alignment' is set to 'Left'. The 'Preview' section shows a list of three items, each with a solid black circle bullet. The 'Font...' tab is also visible, and an arrow points to it from the text 'Next, set Font & Color'. The 'Bullet Library' pane on the left shows various bullet symbols, with the solid black circle symbol selected. The 'Document Bullets' section shows the current document's bullet style, which is a solid black circle. The 'Change List Level' and 'Define New Bullet...' options are visible at the bottom of the pane.

Nested lists (Bullets & Numbered)

- ♣ Types of Owls
 - a) Snowy
 - b) Flammulated
 - c) Barn
- ♣ Types of Snakes
 - a) Boa
 - b) Python|



Nested List

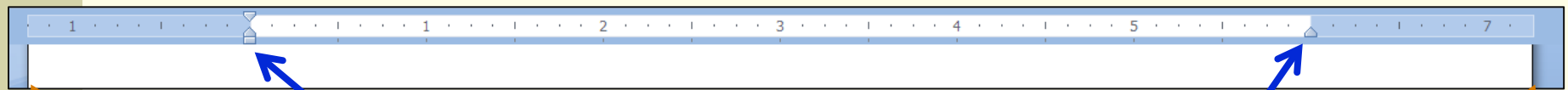
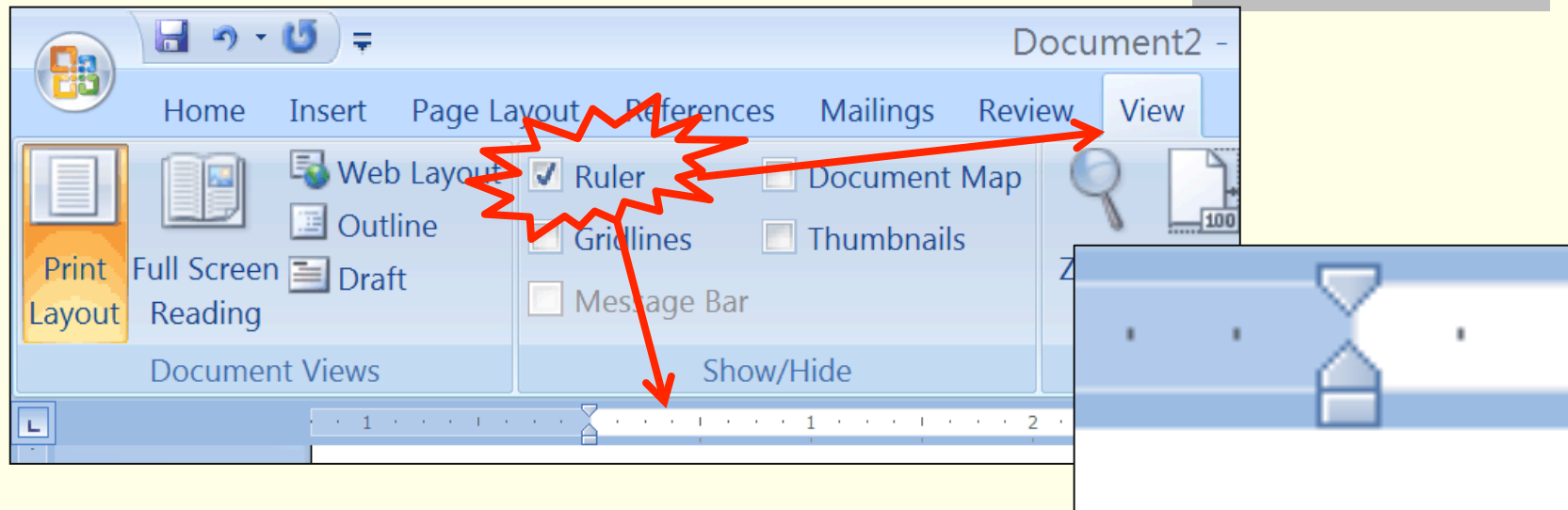
1. Enter the text and press “Enter” after each list item.
2. Select all the items and format all items as the outer list.
3. Select the inner items and format those.

Red
Blue
Periwinkle
Sapphire
Green

1. Red
2. Blue
3. Periwinkle
4. Sapphire
5. Green

1. Red
2. Blue
❖ Periwinkle
❖ Sapphire
3. Green

Ruler: Use to set Tabs and Indents



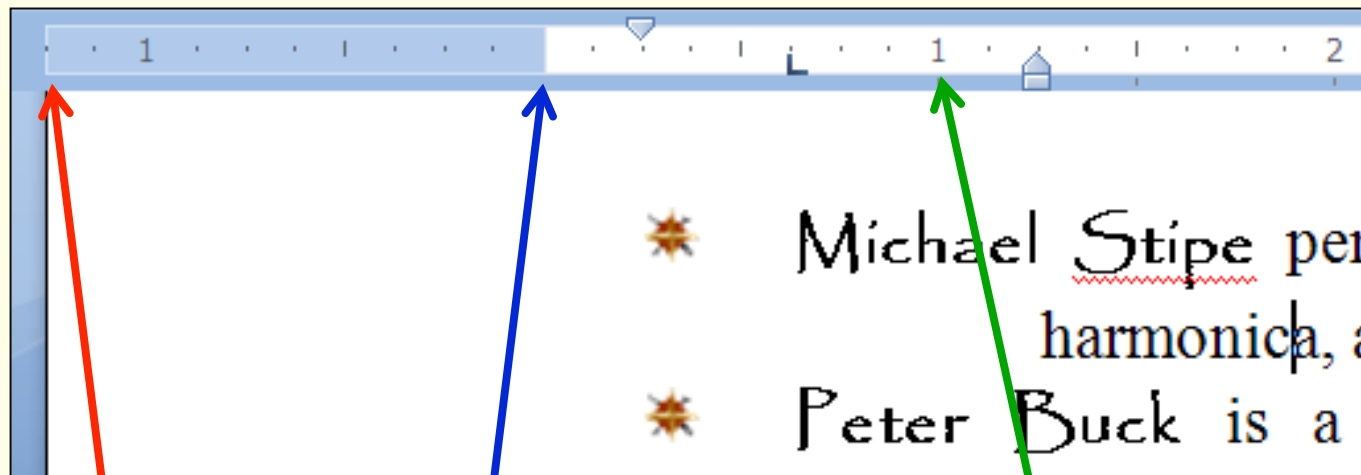
Left Page Margin

Right Page Margin

Left Edge of Paper

Right Edge of Paper

Ruler: The Zero Point



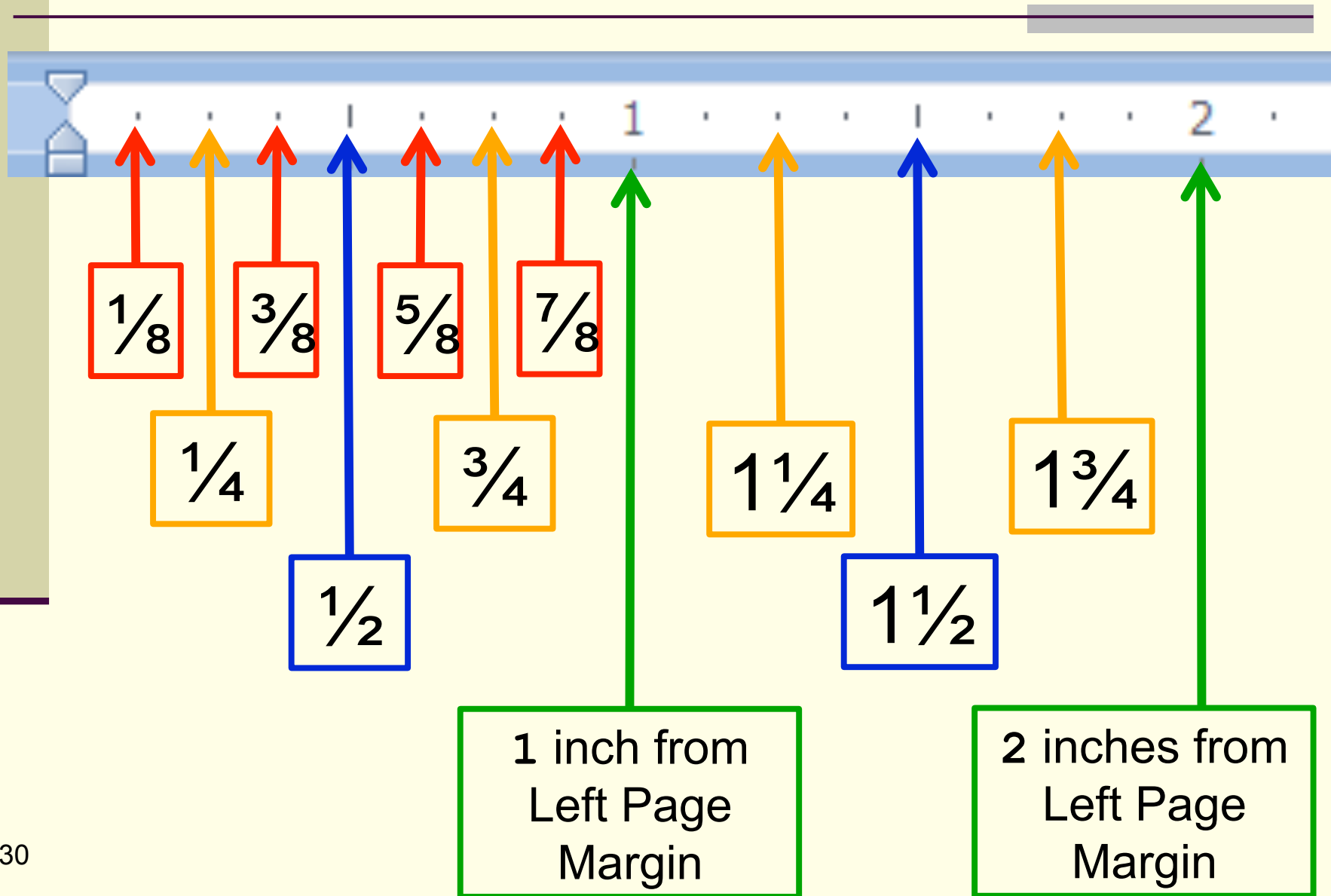
Left Page Margin
0 Mark on Ruler.

Set to 1.25 inches
from Edge of Paper

1 inch from
Left Page Margin

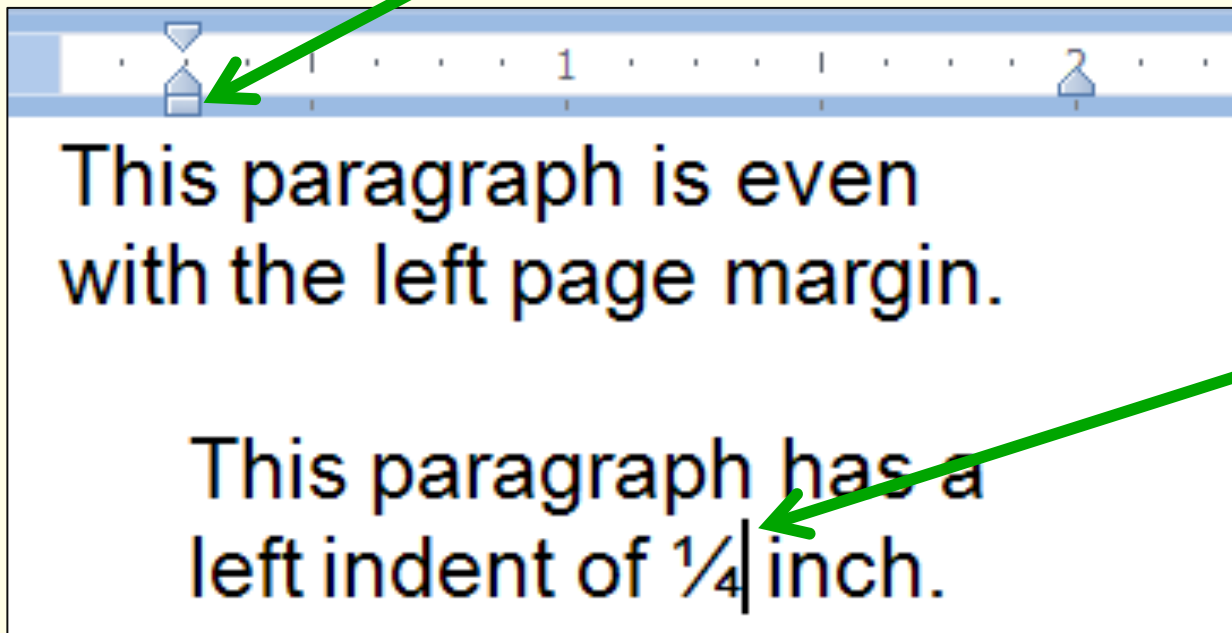
Edge of Paper
-1.25 inch mark on Ruler.

Reading the Ruler



Left Indent Marker

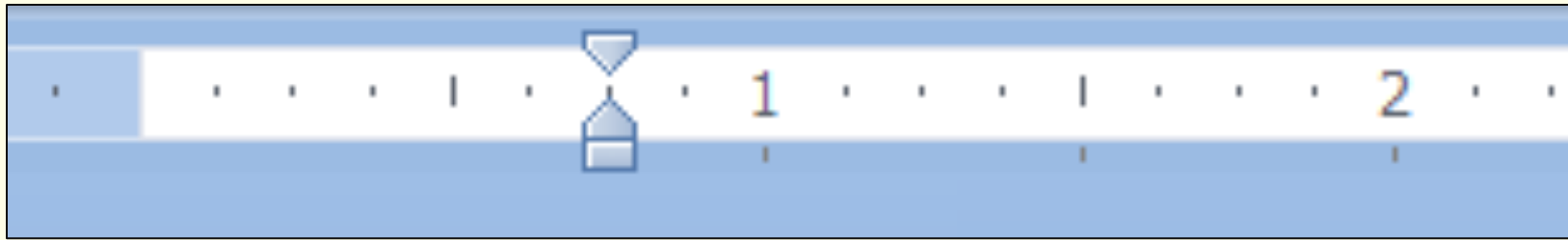
Left Indent set to $\frac{1}{4}$ inch from the left page margin.



Active Paragraph has the **curser**.

Each paragraph can have different Ruler settings. The Ruler displays the settings for the **active** paragraph

Quiz: Reading The Ruler: Left Indent



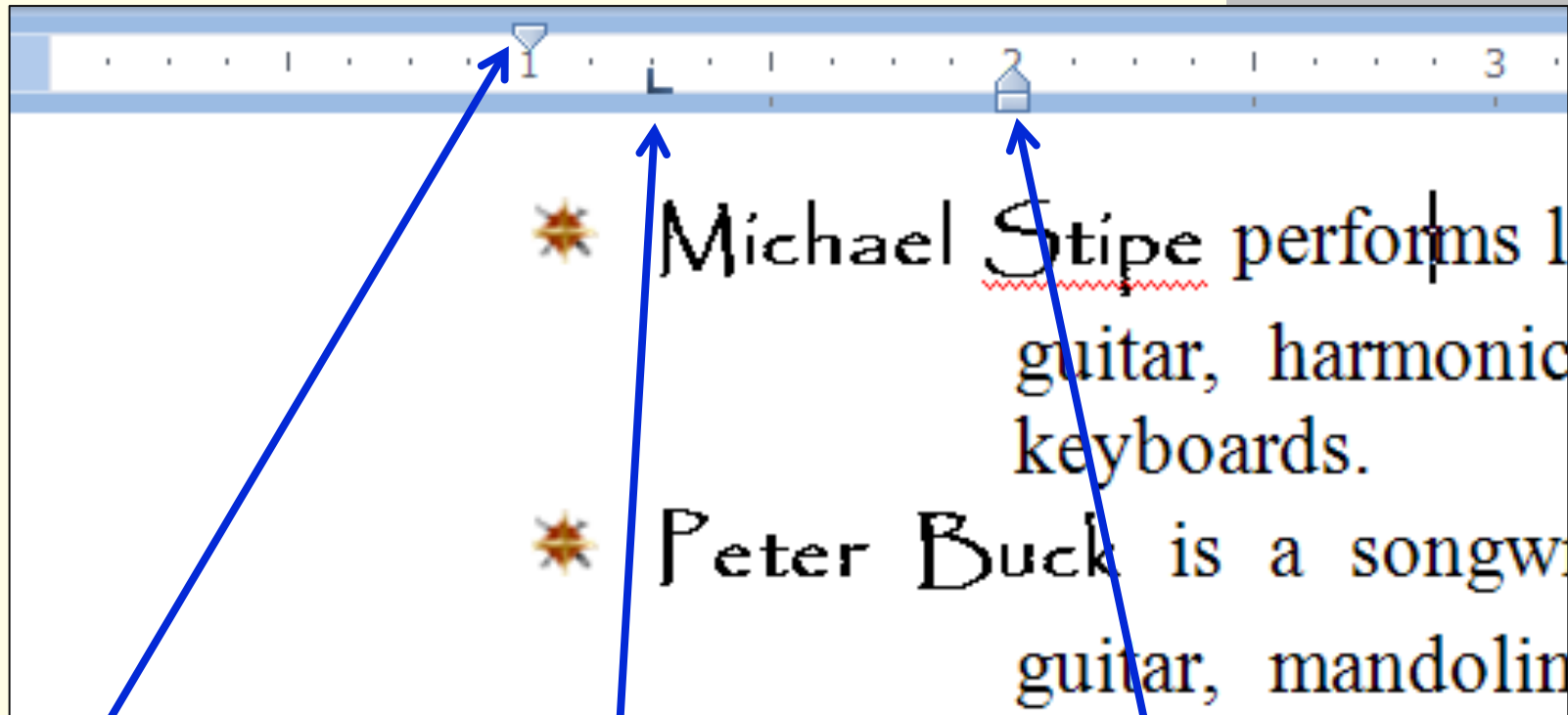
What is the left indent setting shown above?

- a) $\frac{3}{4}$ of an inch from the left page margin.
- b) $\frac{5}{8}$ inches from the left page margin.
- c) $1\frac{5}{8}$ inches from the left page margin.
- d) $1\frac{3}{8}$ inches from the left page margin.
- e) $1\frac{3}{4}$ inches from the left page margin.

Geeky Bumper Sticker

9 OUT OF 8 PEOPLE
have trouble with fractions

Hanging Indent on a Bulleted List



First Line Indent

The bullet symbol starts here.

Tab Marker

The *first line* of text starts here

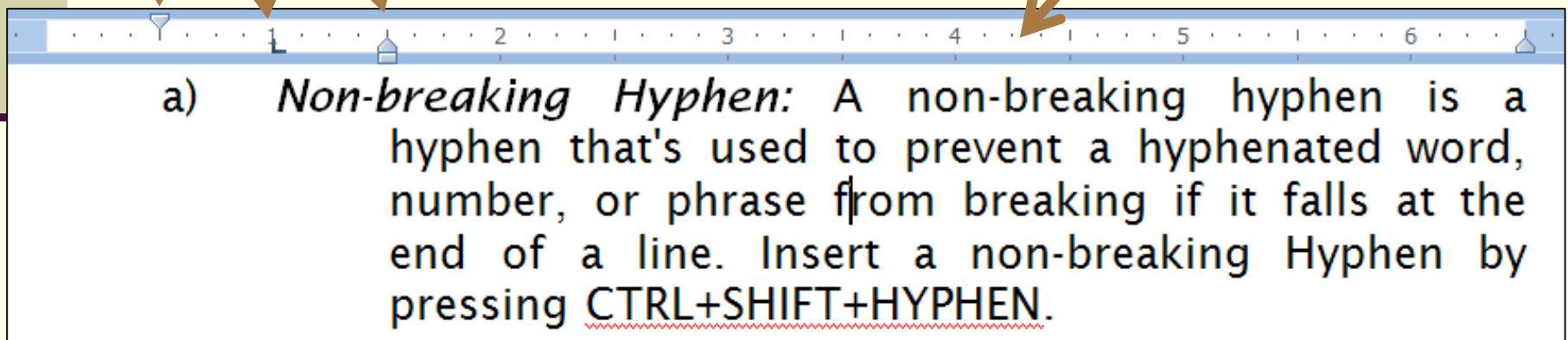
Hanging Indent

Each subsequent line in the paragraph starts here.

Numbered List: Hanging Indent

- The numbered list must be formatted with a hanging indent such that the ***numbers start 0.5 inches (½ inch) from the left margin.***
- The ***first line of text starts 1 inch from the left margin.***
- ***Each subsequent line starts 1.5 inches (1½ inches) from the left page margin.***

View → Ruler



Quiz: Reading The Ruler

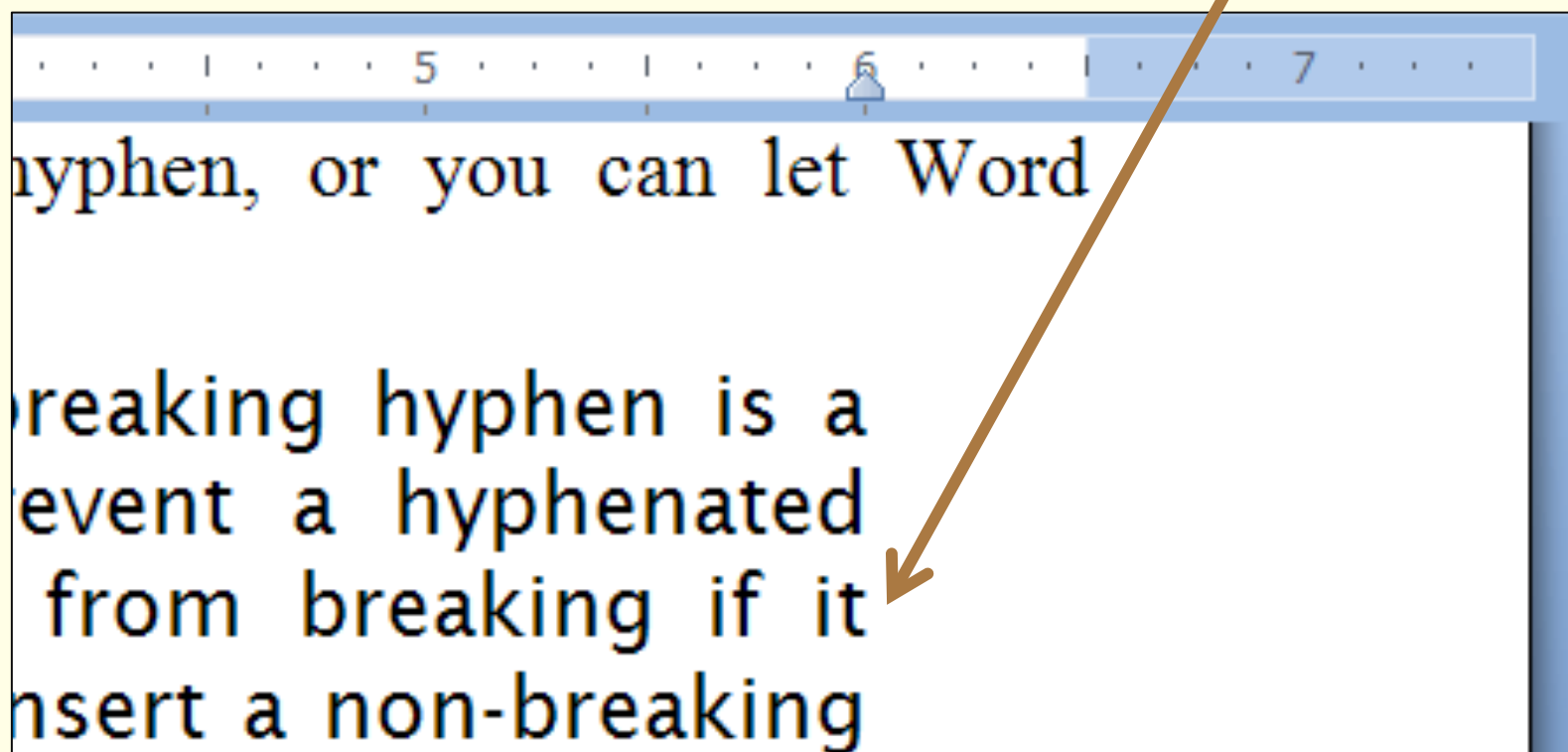


What is the left indent setting shown above?

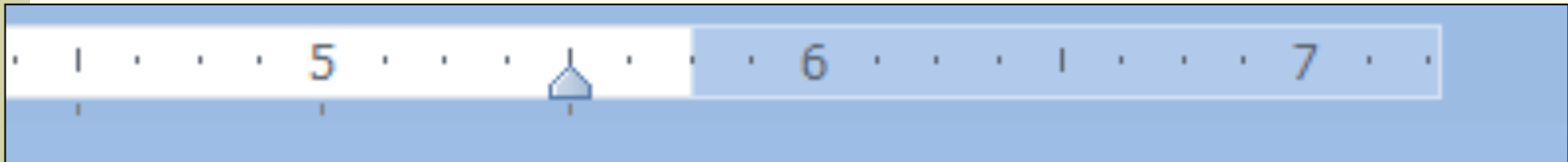
- a) $\frac{3}{4}$ of an inch from the left page margin.
- b) $1 \frac{1}{2}$ inches from the left page margin.
- c) $1 \frac{3}{4}$ inches from the left page margin.
- d) $1 \frac{3}{8}$ inches from the left page margin.
- e) $1 \frac{1}{3}$ inches from the left page margin.

Right Paragraph Margin

- Below, the second paragraph is *active*.
- The **Right Paragraph Margin** is set to **0.5** inches from the **Right Page Margin**.



Quiz: Reading the Right Margin



What is the setting of the *Right Paragraph* margin?

- a) $5\frac{1}{2}$ inches from the right page margin.
- b) $5\frac{3}{4}$ inches from the right page margin.
- c) $\frac{1}{2}$ inches from the right page margin.
- d) $\frac{1}{4}$ inches from the right page margin.
- e) $\frac{3}{8}$ inches from the right page margin.