**Text Effects Vocabulary**

**Ribbons** –An organized group of related commands displayed by clicking its tab. Eachcollection of commands found in a ribbon is further grouped into sections.

**Font Dialog Box** – Main option on the ‘Home’ ribbon that provides you with font optionssuch as font type, style, size, color, and text effects.

**Font Type** –There are hundreds of font types (such as Times New Roman or Arial) thatchange the way a word appears and provides visual impact and style.

**Font Size** –Text sizes range from very tiny to extremely large (with point sizes from 8–

1. or customized sizes that you can type in (up to any size, but ~600 is about the largest you can go to fit on one page)

**Font Style** – You have the choice of ‘Regular’, ‘Italic’, ‘Bold’, or ‘Bold Italic’ for the styleof font.

**Font Color** –Allows you to format your text in any color you choose. You can choosefrom a color grid or enter a custom color number.

**Text Effects** – This option makes letters ‘stand out’, with options such as embossing,engraving, and shadowing.

**Text Art** – Gives an ‘artsy’ feel to letters and words with flashy color and bold design.Allows you to format words horizontally and vertically, as well as with other emphasizing options.