

Student Name: _____

Period: _____

Date: _____

FONT, PAGE, AND PARAGRAPH FORMATTING REVIEW

Directions: Determine the appropriate font format(s) for the items below. More than one format may be applied to a single item. The first one has been done for you.

What is the appropriate formatting for:

- | | | | | |
|-------|----|---|----|-------------|
| b, c | 1. | The title of a report | a. | Accent |
| _____ | | | | |
| _____ | 2. | The title of a book in a reference or source line | b. | All caps |
| _____ | 3. | The “e” in the word café | c. | Bold |
| _____ | 4. | To emphasize a word | d. | Italics |
| _____ | 5. | A website | e. | Subscript |
| _____ | 6. | An email address | f. | Superscript |
| _____ | 7. | The numbers in a chemical equation | g. | Underline |

Match the term with its definition

- | | | | | |
|-------|-----|---|----|------------------|
| _____ | 1. | To add vertical or horizontal lines around the edges of a page or a paragraph | a. | Borders |
| _____ | 2. | To indent all lines except the first line of a paragraph | b. | Bullets/ numbers |
| _____ | 3. | Used to organize and list items | c. | Cut/paste |
| _____ | 4. | Used to describe the main idea of a paragraph | d. | Endnote |
| _____ | 5. | Key used to indent | e. | Footer |
| _____ | 6. | To move text from one location in a document to another | f. | Footnote |
| _____ | 7. | Used to indicate a new paragraph or offset a long quote | g. | Hanging indent |
| _____ | 8. | A source reference placed at the bottom of the same page | h. | Hard break |
| _____ | 9. | A list of all source references used in a document, placed on a separate page | i. | Header |
| _____ | 10. | Used to arrange and organize text in columns and rows | j. | Indent |

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Match the term with its definition

_____	11. When the paper is wider than it is tall	k. Landscape
_____	12. When the paper is taller than it is wide	l. Paragraph heading
_____	13. Running text at the top of a page, such as a page number, date, title	m. Portrait
_____	14. Running text at the bottom of a page, such as a page number, date, title	n. Tab
_____	15. To manually divide text between more than one page	o. Table

Key the text about font according to the guidelines listed below:

- Key a title for the text that as placed and formatted appropriately
- Use your knowledge of font formatting to draw attention to key words
- Determine the appropriate paragraph breaks and indent each.
- At the end of the text, use two bulleted lists to provide 3 examples each of sans serif fonts and serif fonts.

A serif font is one that has small attributes at the tips of each letter. The most commonly used serif font is Times New Roman. It is often used in the body of a letter or report. A sans serif font does not include the attributes at the tips of each letter. Arial is a sans serif font. Sans serif fonts are commonly used in title texts and serifs are commonly used for the body text. While there is no steadfast rule that dictates a sans serif font must be used for titles and a serif for body, this practice is used more often than not in hard copy materials. Serif fonts are said to propel the reader forward because of the natural right-sided slant of the letters. Sans serif fonts are the preferred font for web-based content. Sans is a French word meaning without.

Key the answers to the following questions:

3. What is the difference between a serif font and a sans serif font?
4. Which font is preferred for hard copy text?
5. Why are serif fonts preferred?
6. What font is used in this question?