

FONTS

A font consists of three elements—typeface, type size, and typestyle. A **TYPEFACE** is a set of characters with a common design and shape. It can be decorative or plain, monospaced or proportional. Word 2010 refers to typeface as font. A monospaced font allots the same amount of horizontal space for each character. A proportional font allots a varying amount of space for each character. Proportional fonts are divided into three categories: serif, sans serif, and decorative.

1. **Serif fonts** contain a small line at the end of a character stroke that helps move the reader's eyes across the page. This font is more conventional and is a good choice for documents with large amounts of text.
2. **Sans serif fonts** lack the decorative flourishes of serif fonts. Sans serif fonts are often used in headings, headlines, and advertisements to contrast with the body text.


The
Serif
(Times New Roman font)


The
No Serif (Sans Serif)
(Calibri font)

SERIF AND SANS SERIF TYPEFACES		
<i>Serif Typefaces</i>	<i>Sans Serif Typefaces</i>	<i>Monospaced Typefaces</i>
Cambria	Calibri	Consolas
Constantia	Candara	Courier
Times New Roman	Corbel	Courier New
Bookman Old Style	Arial	Letter Gothic

3. **Decorative fonts** have letters that are specially shaped and are neither serif nor sans serif. Some decorative fonts, such as *Wingdings*, have a picture rather than a letter that corresponds to characters as illustrated below:

☺☹ℳℵℶℷℸℹ&●○■□▣▤▥◆♦❖❗☒☓⌘

TYPE SIZE is generally set in proportional size. The size of proportional type is measured vertically in units called points. A vertical inch contains approximately 72 points. The higher the point size, the larger the characters. Within a typeface, various **TYPESTYLES** may be available. Typestyles are divided into four main categories: regular, bold, italic, and bold italic.

NOTE . . . Calibri, point size 11, is Word 2010's default font. You may want to change this default to some other font for reasons such as to change the mood of the document, enhance its visual appeal, or increase its readability.