MS WORD

Typical FONTS are ...
Times New Roman
Arial
Comic Sans

BOLD	font shape
ITALICS	font shape
BOLD ITALICS	font shape

FONT SIZES

text 12 pt

text 14 pt

text 18 pt

text 24 pt

text 36 pt

text 72 pt

SPACING

SINGLE line spacing → *Texts can have different spacing. Texts can have different spacing. Texts can have different spacing. Texts can have different spacing. Texts can have different spacing. Texts can have different spacing.*

1.5 lines spacing → *Texts can have different spacing. Texts can have different spacing. Texts can have different spacing. Texts can have different spacing.*

DOUBLE line spacing → *Texts can have different spacing. Texts can have different spacing. Texts can have different spacing. Texts can have different spacing.*

ALIGNMENT

A text can be aligned on the L̲E̲F̲T̲ side. A text can be aligned on the L̲E̲F̲T̲ side. A text can be aligned on the L̲E̲F̲T̲ side. A text can be aligned on the L̲E̲F̲T̲ side. A text can be aligned on the L̲E̲F̲T̲ side.

A text can be aligned on the R̲I̲G̲H̲T̲ side. A text can be aligned on the R̲I̲G̲H̲T̲ side. A text can be aligned on the R̲I̲G̲H̲T̲ side. A text can be aligned on the R̲I̲G̲H̲T̲ side.

A text can be aligned in the CENTER A text can be aligned in the CENTER. A text can be aligned in the CENTER. A text can be aligned in the CENTER..

A text can be JUSTIFIED. A text can be JUSTIFIED. A text can be JUSTIFIED. A text can be JUSTIFIED. A text can be JUSTIFIED. A text can be JUSTIFIED. A text can be JUSTIFIED. A text can be JUSTIFIED. A

COLUMNS

Some texts can be printed in COLUMNS. Some texts can be printed in COLUMNS.