


Chapter 9 - Fonts and Printers

Additional Activities

9.5 ● Activity ● Using Character Map and Calculator with Word

- Open **WordPad**.
- Click **Start**. Point at **Programs**. Point to **Accessories**. Point at **System Tools**. Click **Character Map**.
- In Font drop-down list box in Character Map, locate **Wingdings**. Click it.
- Click . Click **Select** command button. Click **Copy** command button.
- Click **WordPad**. Click the Paste icon on toolbar.
- Click **Character Map**. In Font drop-down list box, locate and click **Wingdings**.
- Clear Characters to copy test box by dragging mouse over the character in box and pressing <Delete> key.
- Place another characters in **WordPad**.
- Locate floppy disk picture. Click **Select**. Click **Copy**. Click **WordPad**.
- Click Paste icon on toolbar.
- Select picture and change font size to 36. Click outside the picture to deselect it.
- Key in: **test**
- Select the 4 characters you just keyed in. Select **Comic Sans MS** as font. Click outside the text to deselect it.
- Close **WordPad**. Do not save document.
- Close **Character Map**.

