

University Mohamed Kheider, Biskra Faculty of Letters and Languages Department of English Class Master 2 Semester 1

2021/2022



# COURSE OF ICT

Lecturer: Mrs D. CHAMI

# 1 Titles (Headings)

## 1.1 Choosing title

To define titles (Headings) in Ms Word, the simplest way is to go to the <u>Design tab</u> (Création in French); in the gallery of titles, we should choose the title with number preceding the title.

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### **1.2** How to modify the title's style

To modify the title style go to <u>Home tab</u> (accueil in French) — click the right mouse button on <u>Heading</u> 1 (or Heading 2 or 3 or even Normal to change the normal text style)

Click on Modify

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- Font: Because of the legibility and the economy of space, the Font *Times New Roman* is one of the most admirable typefaces.
- Size: For the simple text, the size should be 12, for the titles, a bigger size must be chosen.
- Color: The Automatic *black* must be chosen.

## **1.3** Application of the chosen title

To apply the title or the simple text style, one of the ways is to click on the title or the simple text before writing it.

