



University Mohamed Kheider, Biskra

Faculty of Letters and Languages

Department of English

Class Master 2

Semester 1

2021/2022



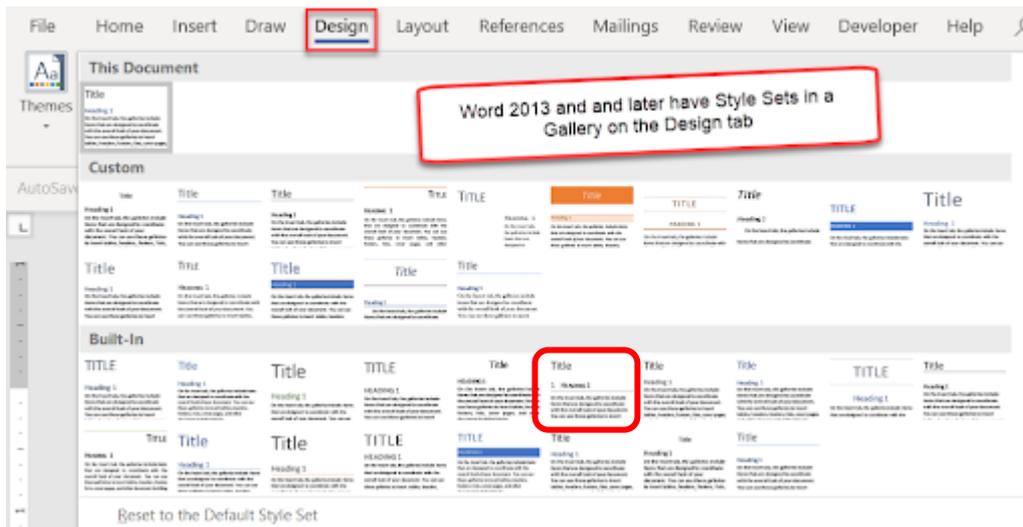
COURSE OF ICT

Lecturer: Mrs D. CHAMI

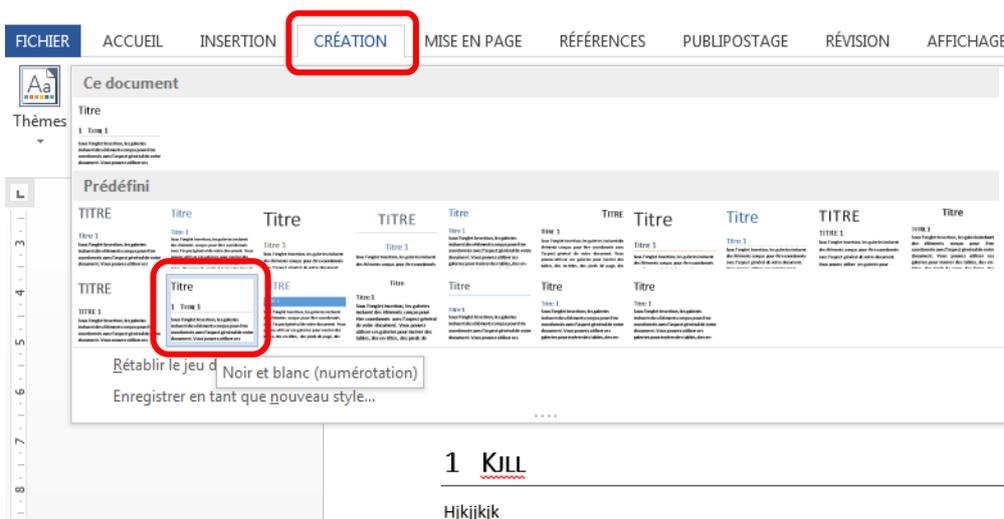
1 Titles (Headings)

1.1 Choosing title

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



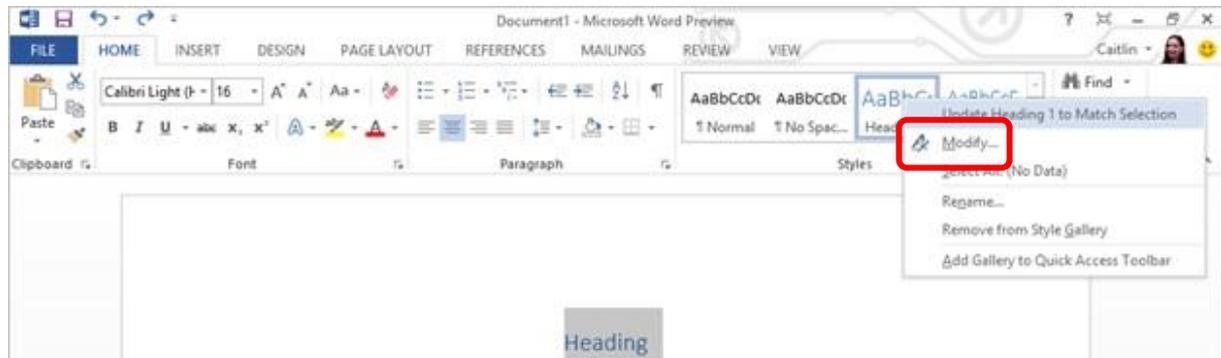
For the French version, we should proceed as follows:



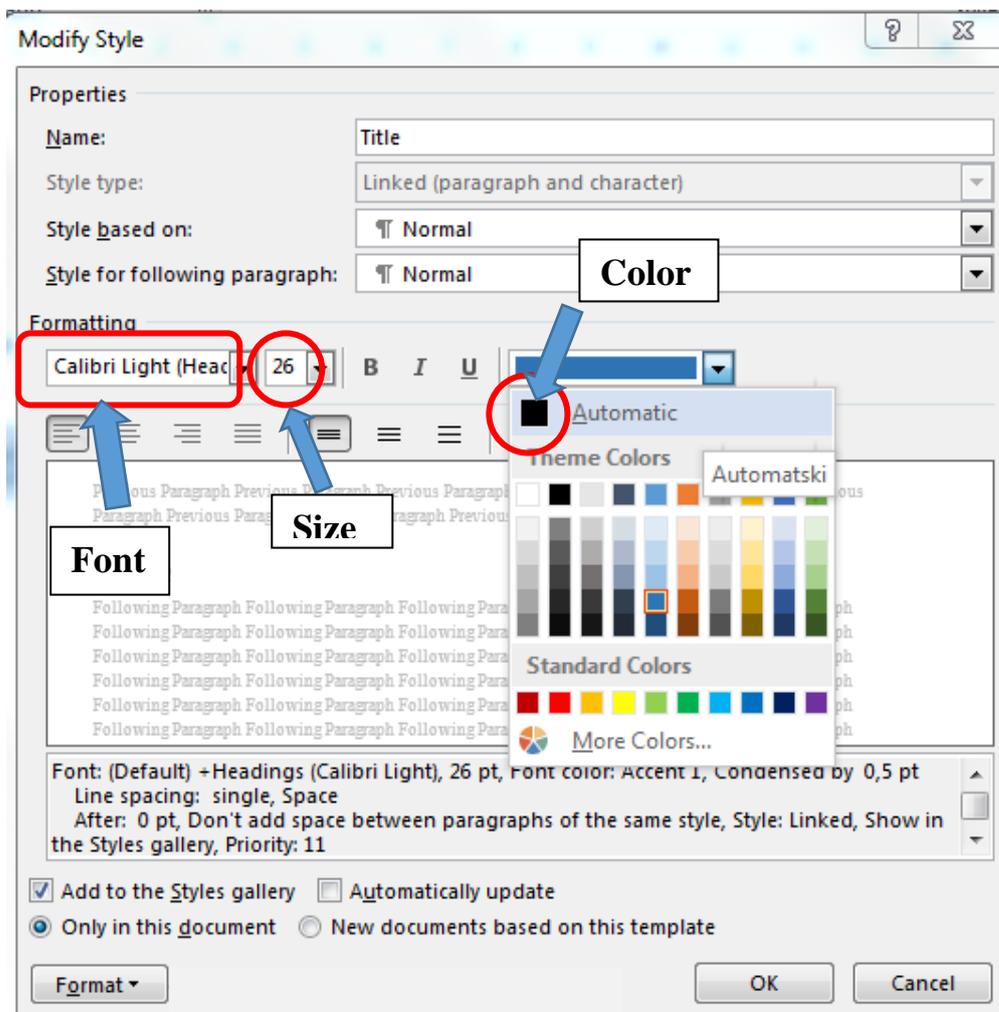
1.2 How to modify the title's style

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

→ Click on Modify



The Modify Style dialog box will appear



- ❖ **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.

