

## Fontin – Heading 12pt bold, Text 10pt

Essentially the notes describe the ways in which I've been rising to the challenge of – as one Word expert said – “bending a sometimes obnoxious product to your will and making it do things that may surprise you”. I concentrate especially on the things that improve speed and efficiency in long and/or complex documents.

Word is now by far the most complex software commonly used on personal computers, containing more than 30 million lines of code. It can be configured to an enormous extent to suit your needs, but finding out how to start off can be very daunting. Just leaving Word as it comes from the box – in its factory configuration – exhibits some features that many people find highly irritating and confusing, and some features that soon lead to problems. I cover these aspects too, since I've experienced those reactions in good measure!

## **Joanna – Heading 1 3pt bold, Text 1 1pt**

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## **Charis SIL –Hdg12pt bold, Text 10pt**

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## **Droid Serif – Hdg 11pt bold, Text 10pt**

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## **Droid Serif – Hdg 11pt bd, Text 9.5pt**

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## **Times N Roman – Hdg 12p bd, Text11pt**

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## **Georgia – Hdg 12pt bd, Text10.5pt**

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## **Lucida Bright-Hdg12pbd,Text9.5p**

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## **Gill Sans – Hdgl2ptbold, Textl1pt**

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## **Helvetica – Hdg12ptbold, Text10pt**

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