

Drop Cap MSWord 2007

1. Click in the paragraph that you want to begin with a drop cap. The paragraph must contain text.
2. On the Insert tab, in the Text group, click Drop Cap.
3. Click Dropped or In margin.

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Drop Cap MSWord 2003

Create a large dropped initial capital letter at the beginning of each paragraph when writing text using your word processor.

1. **Click the paragraph that you want to begin with a “drop cap”, a large dropped initial capital letter. The paragraph must contain text.**
2. **Now, click Format on the menu and from the drop down menu select Drop Cap.**
3. **From the box that pops up, select Dropped or In Margin**

If you have the Drop Cap enabled and want to NOT have it, select NONE

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