

Changing Font Type

One way to emphasize text in a presentation is by changing its font type. A font type is a set of characters with the same design and shape.

Select the text you wish to format.

Click the **Home** tab on the Ribbon and click the **Font** list arrow in the Font group.

A list of the fonts that are available on your computer appears.

Tip: As you point to different font types in the Font list, the selected text changes to show you how each font type would look if applied (Live Preview).

Select a font type from the list.

The selected text is changed, and any new text that you enter will appear in the new font type.

Other Ways to Change Font Type:

Click the **Font** list arrow on the Mini Toolbar and select a font type from the list, or open the Font dialog box.

Exercise

Exercise File: Informational Seminar4-1.pptx

Exercise: On the first slide, select the text “Informational Seminar” and change its font type to Agency FB.

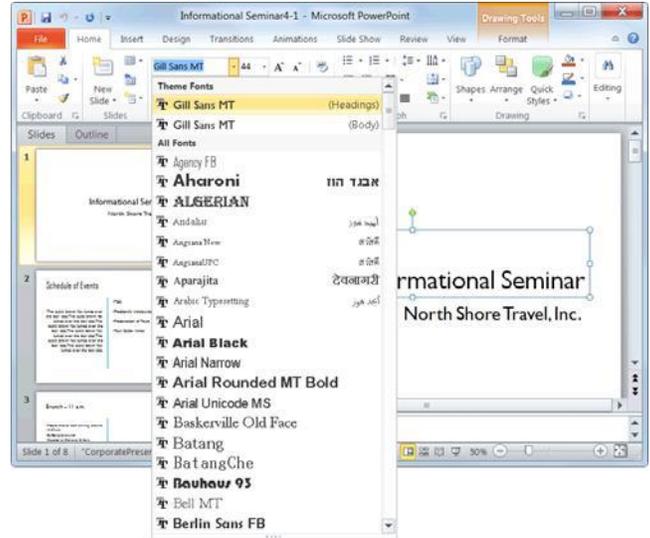


Figure 4-1: Selecting a font type.

Table 4-1: Common Font Types

| | |
|-----------------|--------------|
| Calibri | Arial |
| Times New Roman | Courier |
| Verdana | Trebuchet MS |

Mustafa

Changing Font Size

Making text larger is another way to emphasize text.

Select the text you wish to format.

Click the **Home** tab on the Ribbon and click the **Font Size** list arrow in the Font group.

A list of font sizes appears.

Tip: As you point to different sizes in the Font Size list, the selected text changes to show you how each font size would look if applied (Live Preview).

Select a font size from the list.

The selected text is changed, and any new text that you enter will appear in the new font size.

Other Ways to Change Font Size:

Click the **Font Size** list arrow on the Mini Toolbar and select a font size from the list, or click the **Home** tab on the Ribbon and click the **Increase** or **Decrease Font Size** button in the Font group, or open the Font dialog box.

Tip: Font size is measured in points (pt.) that are 1/72 of an inch. The higher the number of points, the larger the font.

Exercise

Exercise File: Informational Seminar4-2.pptx

Exercise: On the first slide, select the text “Informational Seminar” and change its font size to 60.

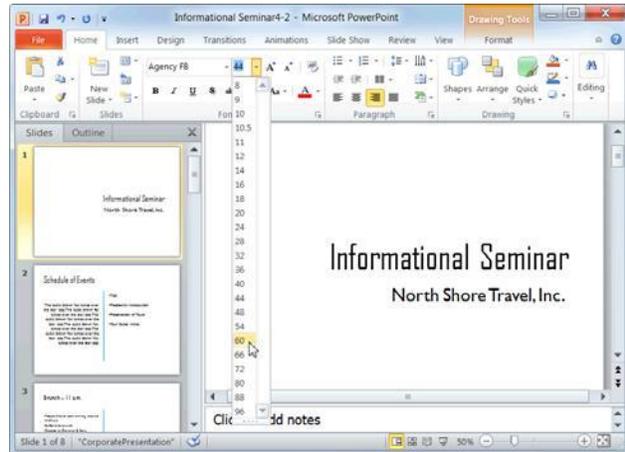


Figure 4-2: Selecting a font size.

Table 4-3: Common Font Sizes

| | |
|----------|-------------------------------|
| 8 point | Captions, labels |
| 10 point | Large amounts of text |
| 12 point | Large amounts of text |
| 14 point | Subheadings, headings, titles |
| 18 point | Headings, titles |

Table 4-2: Font Size Keystroke Shortcuts

| | |
|---------------------------|------------------------|
| Increase Font Size | <Ctrl> + <Shift> + <>> |
| Decrease Font Size | <Ctrl> + <Shift> + <<< |

Changing Font Color

Changing font **color** is yet another way to emphasize text in a presentation.

Select the text you wish to format.

Click the **Home** tab on the Ribbon and click the **Font Color** list arrow in the Font group.

A list of font colors appears.

- ✓ **Tip:** As you point to different colors in the Font Colors list, the selected text changes to show you how each color would look if applied (Live Preview).

Select the color you want to use.

The selected text is changed, and any new text that you enter will appear in the new font color.

- 📌 **Other Ways to Change Font Color:** Click the **Font Color** list arrow on the Mini Toolbar and select a color from the list, or open the Font dialog box.

✓ Tips

If you are using a template or theme, the Font Color list will display only those colors that coordinate with the template or theme. If you don't like any of the available colors, select **More Colors** from the list to display the Colors dialog box.

The Font Color button always displays the color that was used most recently. To quickly apply this color to other text, simply click the **Font Color** button—not the list arrow.

When applying color to text, make sure to keep it subtle. No one wants to stare at neon green text longer than they have to.

Exercise

Exercise File: Informational Seminar4-3.pptx

Exercise: On the first slide, select the text “North Shore Travel, Inc.” and change its font color to dark gray.

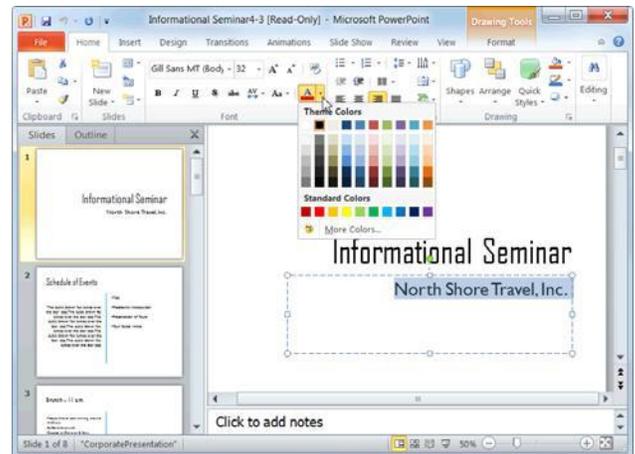


Figure 4-3: Selecting a font color.

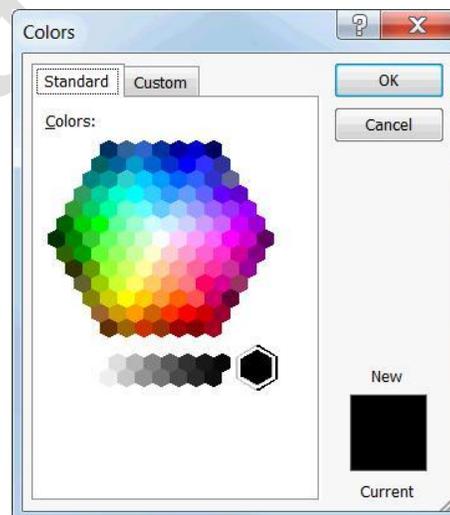


Figure 4-4: The Colors dialog box.

Changing Font Style

In addition to changing font type, size, and color, you can also emphasize the text in a presentation by changing the font style. The most common and popular styles are **bold**, *italic*, and underline, but other styles such as shadow and ~~strikethrough~~ are also useful.

Select the text you wish to format.

Click the **Home** tab on the Ribbon and click the appropriate button in the Font group.

The formatting is applied to the selected text.

Other Ways to Change Font Style:

Select the text you wish to format and click the appropriate button on the Mini Toolbar, or use the keystroke shortcuts listed in the table to the right, or open the Font dialog box.

Tips

You can apply several font styles to text, but be wary—too many font styles can make text difficult to read.

To remove a font style, follow the same procedure that you used to apply the style. Or, use the **Clear All Formatting** button in the Font group.

Table 4-4: Font Style Keystroke Shortcuts

| | |
|------------------|--------------|
| Bold | <Ctrl> + |
| Italic | <Ctrl> + <I> |
| Underline | <Ctrl> + <U> |

Exercise

Exercise File: Informational Seminar4-4.pptx

Exercise: On the first slide, select the text “Informational Seminar” and make it bold.

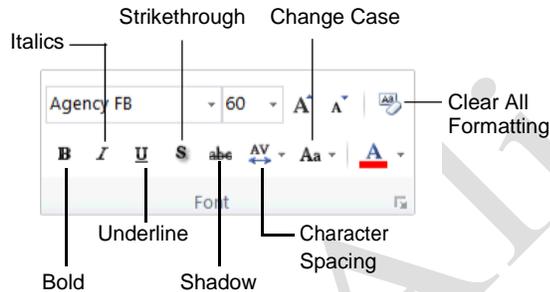


Figure 4-5: The Font group on the Home tab.

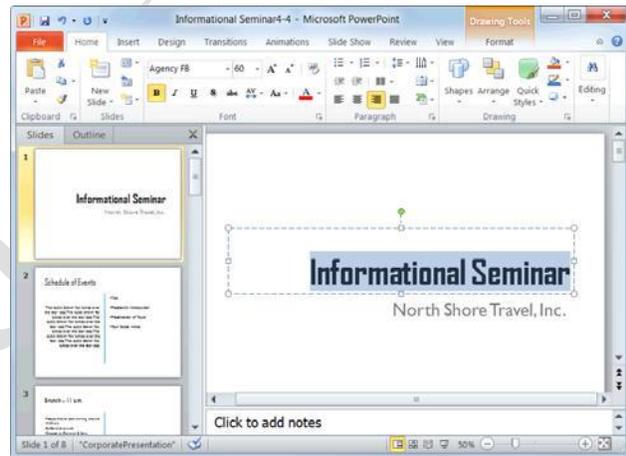


Figure 4-6: Applying Bold formatting.

Using the Font Dialog Box

The Ribbon and the Mini Toolbar are great for quickly applying the most common formatting commands to text, but they don't offer every available formatting option. To see every possible formatting option, open the Font dialog box.

Click the **Home** tab on the Ribbon and click the **Dialog Box Launcher** (☰) in the Font group. The Font dialog box appears.

Make your selections and click **OK** when you're finished.

The Font dialog box closes and the formatting options you selected are applied to the text.

Exercise

Exercise File: Informational Seminar4-5.pptx

Exercise: Navigate to Slide 4 and select the heading "Introduction—12 p.m."

Using the Font dialog box, change the font type to Agency FB and the font size to 44.

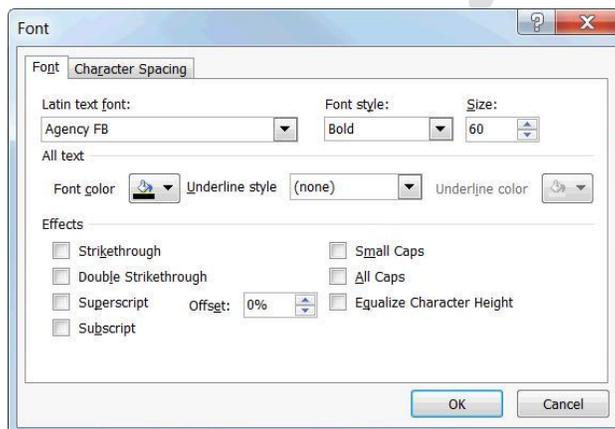


Figure 4-7: The Font dialog box.

Table 4-5: Commands in the Font Dialog Box

| | |
|-------------------|---|
| Font | Change the font type by selecting a new type from the list. |
| Font style | Choose from Regular, <i>Italic</i> , Bold , or Bold Italic . |
| Size | Increase or decrease the size of the font by selecting a size from the list. |
| All text | Change the font color, underline style, and underline color by selecting an option from the appropriate list. |
| Effects | Allows you to add special effects to text, such as: Strikethrough SMALL CAPS Super script ALL CAPS Subscript |

Copying Formatting

If you find yourself applying the same formatting over and over again, then you should familiarize yourself with the Format Painter tool. The Format Painter copies how text or objects are formatted and lets you apply that formatting elsewhere.

Select the text with the formatting you want to copy.

The Format Painter will copy character (font color or italics) and paragraph (line spacing, indentation) formatting attributes of the selected text.

Click the **Home** tab on the Ribbon and click the **Format Painter** button in the Clipboard group.

The selected formatting is copied and the pointer changes from a mouse to a paintbrush.

Other Ways to Access the Format Painter: Click the **Format Painter** button on the Mini Toolbar.

Tip: Single-click the **Format Painter** button to apply copied formatting once. Double-click the **Format Painter** button to apply copied formatting multiple times.

Click and drag the paintbrush pointer across the text to which you want to apply the copied formatting.

The copied formatting is applied.

Tip: If you double-clicked the Format Painter button in Step 2, click the **Format Painter** button again to deactivate it, or press **<Esc>**.

Tips

You can also use the Format Painter command to copy the formatting of objects, such as shapes, and apply that formatting to other objects.

Exercise

Exercise File: Informational Seminar4-6.pptx

Exercise: Navigate to Slide 4 and select the text “Introduction—12 p.m.”

Use the Format Painter to apply this formatting to the text “Brunch—11 a.m.” on Slide 3.

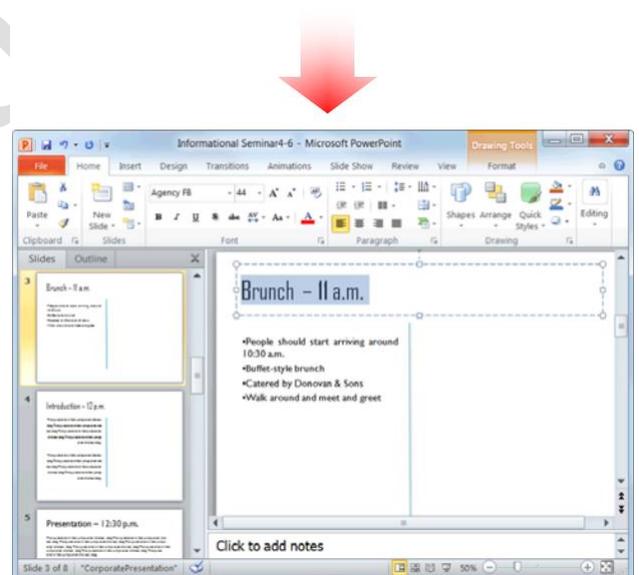
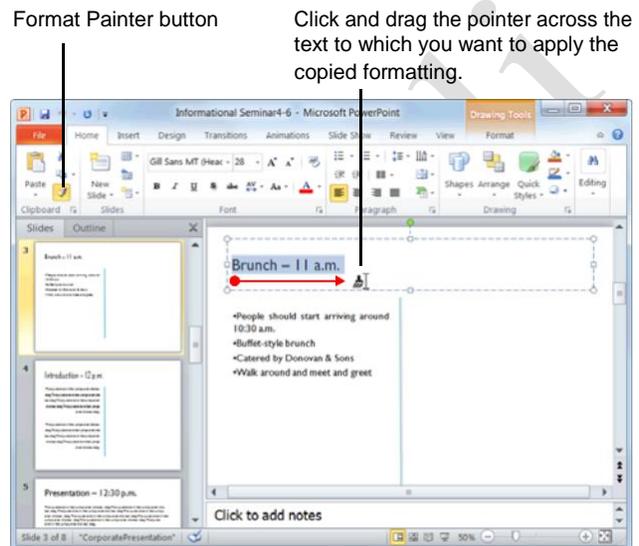


Figure 4-8: Using the Format Painter.

Using WordArt

Using PowerPoint's WordArt feature is the fastest and easiest way to add dramatic and colorful effects to the text on your slides.

Insert WordArt

Click the **Insert** tab on the Ribbon and click the **WordArt** button in the Text group.

The WordArt Styles gallery appears.

Select a WordArt style from the gallery.

A text box formatted using the WordArt style you selected appears on the slide.

Type your text.

Modify WordArt

You can also modify WordArt once it has been inserted. For example, you can change the text fill and outline color, choose a new WordArt style, or apply a cool text effect.

Select the text that you want to format and click the **Format** contextual tab on the Ribbon.

Use the commands found in the WordArt Styles group.

Tip: You might notice a little purple diamond (◆) next to some WordArt objects. This is called an *adjustment handle*, and it is used to change the angle at which some WordArt effects slant or loop. Simply click and drag this adjustment handle to adjust the effect.

Clear WordArt

If you decide you don't like the WordArt effect(s) you applied, you can clear the effects and start over.

Select the text formatted with the WordArt effect(s) you wish to remove.

Click the **Format** contextual tab on the Ribbon, click the **More** button in the WordArt Styles group, and select **Clear WordArt** from the menu.

✓ Tips

You can resize, move, copy and delete WordArt just as you would any other object on a slide. See the chapter on *Working with Objects* for more information.

Exercise

Exercise File: InformationalSeminar4-7.pptx

Exercise: Navigate to the first slide in the presentation.

Open the WordArt Styles gallery, select a red style, and type "Presenter Copy" in the text box that appears.

Move this text box above the Informational Seminar heading.

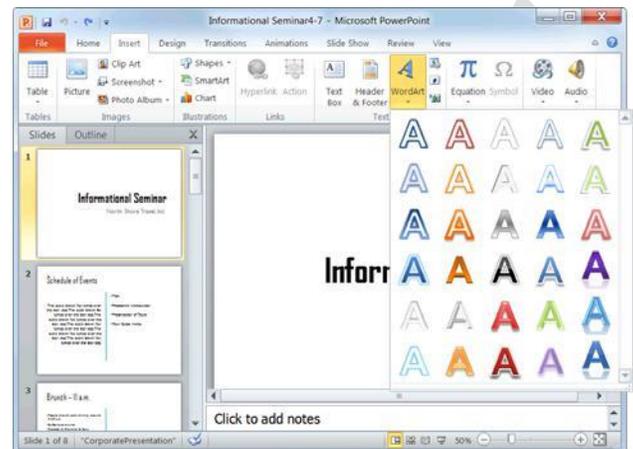


Figure 4-9: Selecting a style from the WordArt Styles gallery.

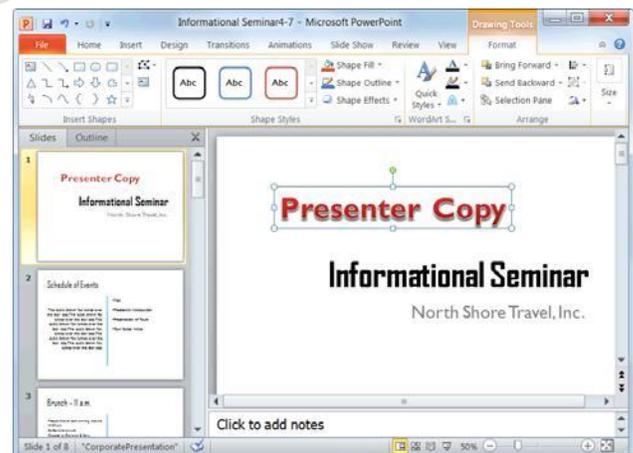


Figure 4-10: As soon as WordArt has been inserted, the Format tab appears on the Ribbon under Drawing Tools. You can use the commands on this tab to modify WordArt