Change Font Typeface and Size

To change the font typeface:
- Click the arrow next to the font name and choose a font.
- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.

To change the font size:
- Click the arrow next to the font size and choose the appropriate size, or
- Click the increase or decrease font size buttons.

Font Styles and Effects

Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:
- Select the text and click the Font Styles included on the Font group of the Home tab or
- Select the text and right click to display the font tools
Change Text Color

To change the text color:
- Select the text and click the **Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.