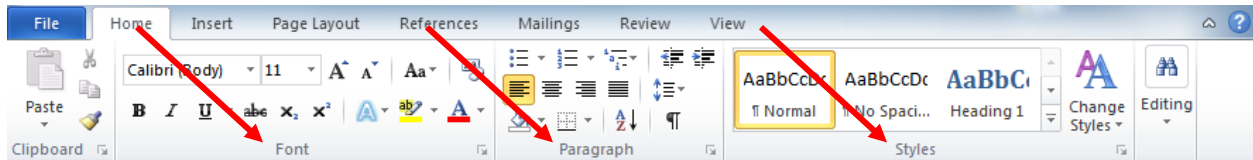


Font Styles

A style is a format enhancing tool that includes font typefaces, font size, effects (bold, italics, underline, etc.), colors and more. You will notice that on the Home Tab of the Ribbon, that you have several areas that will control the style of your document:

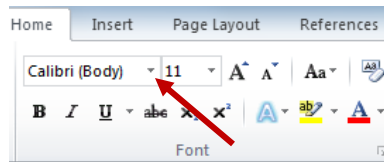
- Font
- Paragraph
- Styles



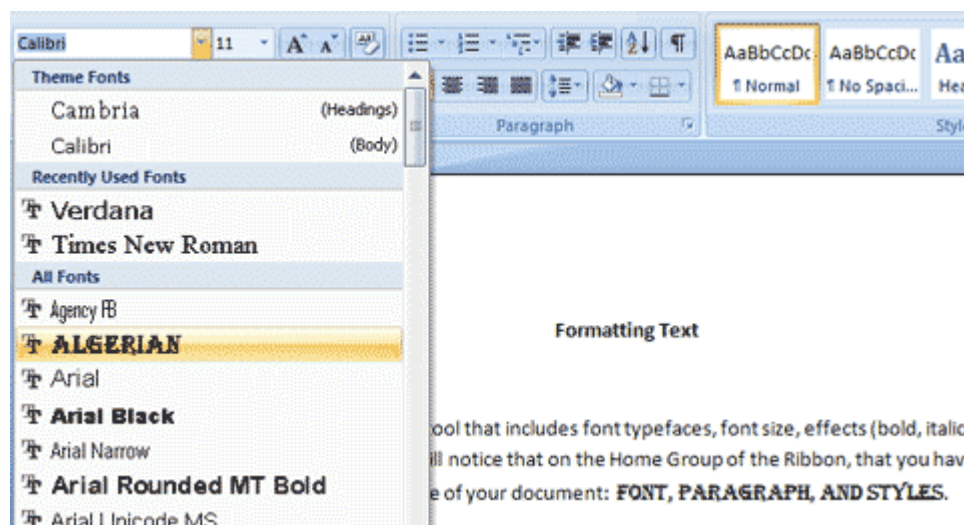
Change Font Typeface and Size

To change the font typeface:

- Click the **arrow** next to the font name and choose a font.

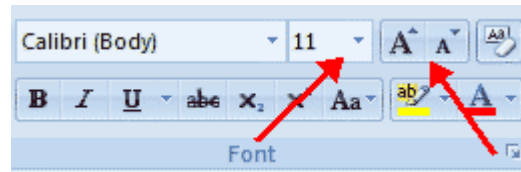


- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.



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 Ribbon, or
- Select the text and right click to display the font tools

