

## Change Font Styles

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### Tips for Changing Fonts

The following information provides some tips regarding using fonts in presentations:

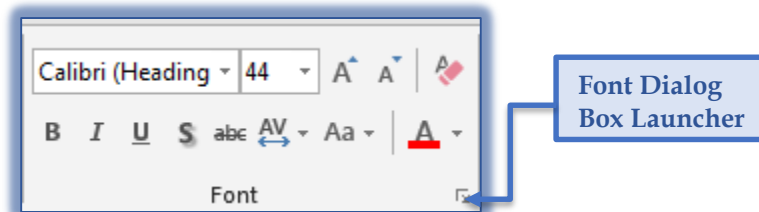
- † The chosen font will affect how the message is received.
  - ✧ Choose a more serious font like Times New Roman for conservative audiences or serious messages.
  - ✧ Choose a "fun" font like Comic Sans MS for a lighthearted message.
- † **Serif fonts** – such as Times New Roman and Georgia – are easier to read for large amounts of text.
- † **Sans serif fonts** – such as Arial and Verdana – are cleaner and tend to make titles and headlines easier to read.
- † When designing for online or slide viewing, use fonts that look good online.
  - ✧ The Verdana, Tahoma, and Georgia fonts are designed specifically for online viewing.
  - ✧ Arial and Times New Roman also work well.
- † Contrast font colors sharply with the background to ensure readability.
- † Use bold and italic for emphasis only – heavy use diminishes their effectiveness.
- † Each font has a personality, so consistency is important.
  - ✧ Changing fonts frequently, might not present a consistent message to the audience.
  - ✧ Try not to use more than 3 to 4 different fonts in a presentation.
- † If the presentation is going to be shown on a different computer, make sure to save the fonts – or embed them – in the presentation.

### Change the Font Style

There are several different ways to change the font in PowerPoint, such as using the Home Ribbon or the Font dialog box. Each template for PowerPoint presentations has default font styles. Changing font styles on the slide master will change the font styles for the whole presentation. The font type, style, size, and color, for title text, five levels of body text, and footers can be customized. Effects such as shadowing or embossing may also be added. When you want unique font styles for your title slides (title and subtitle text), change the title master instead of the Slide Master.

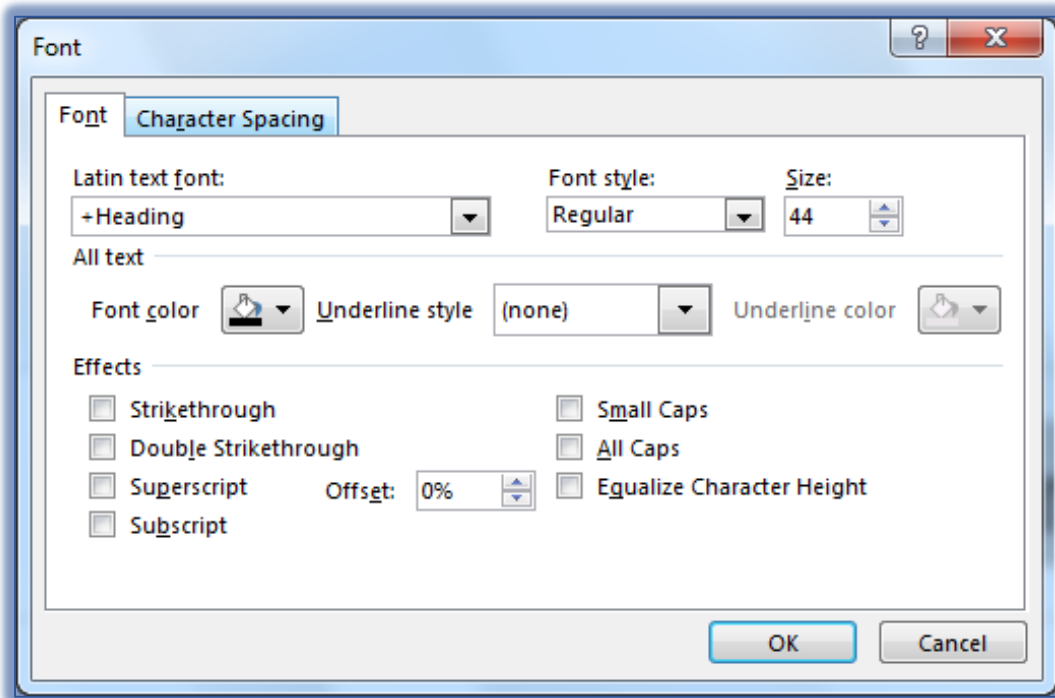
### Change the Font Using the Font Dialog Box

- † Open the presentation for which the fonts are to be changed.
- † Choose the text for which the font is to be changed.
- † Click the **Home Tab**, if necessary.
- † In the **Font Group**, click the **Dialog Box Launcher** button (see illustration below).



- † The **Font** dialog box will appear (see illustration on next page).
- † From the **Font** list, choose the desired font.
- † From the **Font Style** list, select any of the options to apply to the font.
- † To remove styles from text, choose **Regular** from the list under **Font Style**.

- † From the **Size** list, do one of the following:
  - ✧ Click the spinner arrows until the desired size is displayed.
  - ✧ Type a font size into the **Size** box right under the word **Size** and then press **Enter**.

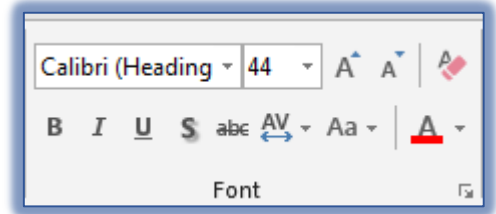


- † In the **Effects** group, select any effects to be added to the text. These effects include the following:
  - ✧ **Strikethrough** – Use this option to place a line through the selected word or words in the slide.
  - ✧ **Double Strikethrough** – This option is used to place a double-line through the selected text.
  - ✧ **Superscript** – This option is used to raise the selected text above the baseline and make the text smaller.
  - ✧ **Subscript** – Use this option to lower the selected text below the baseline and make the text smaller.
  - ✧ **Offset** – This option is used to determine how much above or below the selected text the Superscript or Subscript should be raised or lowered.
  - ✧ **Small Caps** – This check box is used to display the font in all caps. The capitalized letters will appear larger than the non-capitalized letters.
  - ✧ **All Caps** – Click this check box to change all the selected text to capital letters.
  - ✧ **Equalize Character Weight** – This option is used to reformat text effects so that the font maintains an even character height in relation to the text.
- † To change the color of the text:
  - ✧ Click the list arrow on the right of the **Font Color** list box and click the desired color.
  - ✧ To get a list of additional colors, click the **More Colors** button.
  - ✧ Choose a color and then click **OK** to exit this dialog box.
- † Click the **Underline Style** list arrow to select the type of underline that is to be applied to the selected text.
- † When the underline is selected, the **Underline Color** option will become available.
- † Once all the changes have been made, click the **OK** button to exit the dialog box and apply the changes.

- ✦ Click the **Cancel** button to exit the dialog box without applying the changes.

### Change the Font Using the Home Tab

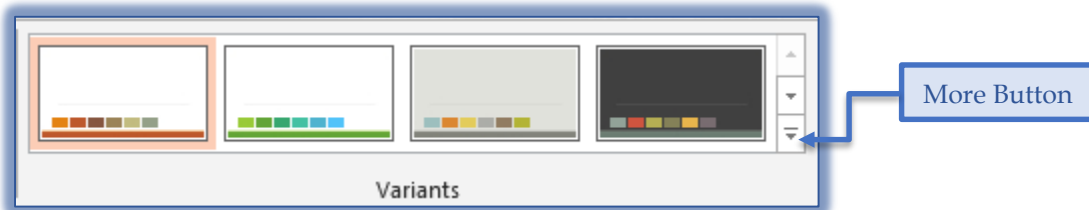
- ✦ Move to the slide where the font is to be changed and then select the text that the formatting is to be applied to.
- ✦ Click the **Font** drop-down arrow in the **Font Group** (see illustration).
- ✦ Scroll through the list to look at the fonts.
- ✦ Click on a font that you think would look nice in the presentation.
- ✦ Click the **Font Size** drop-down arrow and pick a size for the font.
- ✦ Click on the desired **Font Size**.
  - ✧ The font name and size should be changed in your presentation.
  - ✧ The font name and size will appear in the boxes in the **Font Group**.
- ✦ To add a style or effect to the text, click the appropriate button, such as **B** for Bold, *I* for Italics, U for Underline, **S** for Shadow, and ~~abc~~ for Strikethrough.
- ✦ To change the color of the font, click the **Font Color** icon in the **Font Group**.



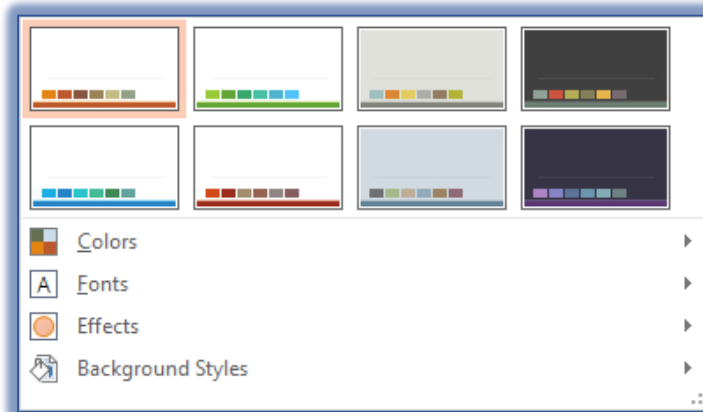
### Change the Font Using the Design Tab

This feature can be used to change the fonts for the selected design. This is a good way to change the fonts and still assure that all the fonts will look well in the presentation.

- ✦ Click the **Design** tab.
- ✦ Click the **More** button in the **Variants Group**.



- ✦ Select **Fonts** from the list that appears.



- ✦ A list of **Font Groups** will display.
- ✦ Move the mouse pointer over the different groups to see a Live Preview.
- ✦ Click the **Font Group** that is to be used for the presentation.