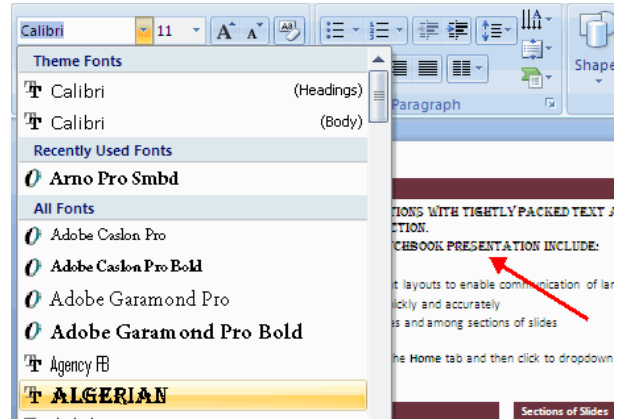


Change Font Typeface and Size

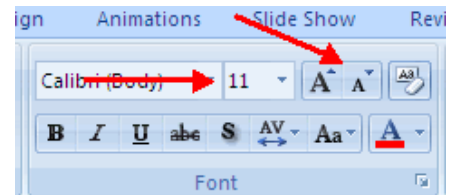
To change the font typeface:

- 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:

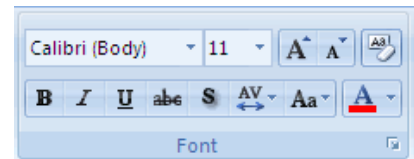
- Click the **arrow** next to the font size and choose the appropriate size, or
- Click the **increase or decrease** font size buttons.



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:

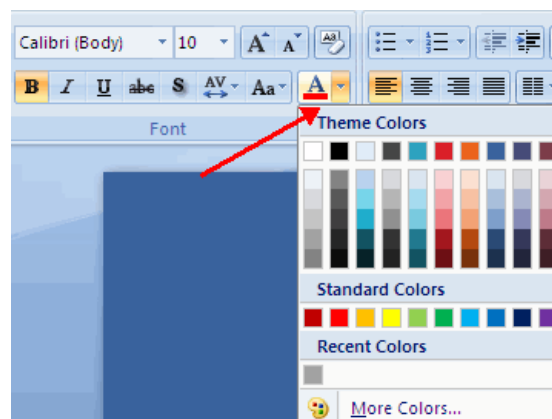
- Select the text and click the **Font Styles** included on the Font group of the Home tab or
- Select the text and right click to display the font tools



Change Text Color

To change the text color:

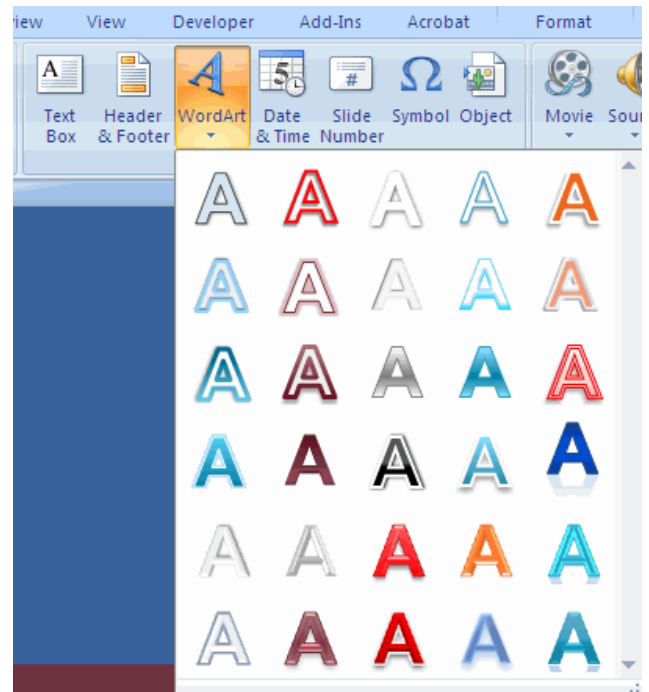
- Select the text and click the **Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.



WordArt

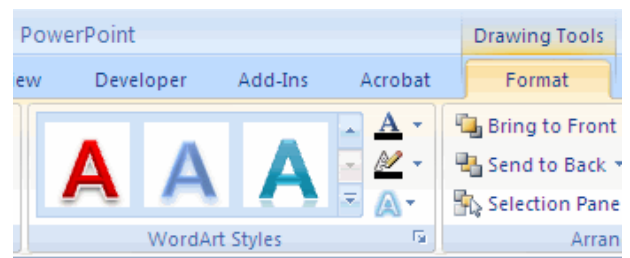
WordArt are styles that can be applied to text to create a visual effect. To apply Word Art:

- Select the text
- Click the **Insert** tab
- Click the **WordArt** button
- Choose the **WordArt**



To modify the styles of WordArt

- Select the WordArt
- Click the **Format** tab for the Drawing Tools
- Click the **WordArt Fill** button, the **WordArt Outline** button, or the **Text Effects** button



Change Paragraph Alignment

The paragraph alignment allows you to set how you want text to appear. To change the alignment:

- Click the **Home Tab**
- Choose the appropriate button for alignment on the Paragraph Group.
 - **Align Left:** the text is aligned with your left margin
 - **Center:** The text is centered within your margins
 - **Align Right:** Aligns text with the right margin
 - **Justify:** Aligns text to both the left and right margins.

