PowerPoint: How to Changing Font Characteristics

- Click on Format

 Scroll Down to Font
- erPoint [Presentation3] ew Insert Format Tools Slide Show Window Help End The Spacing... Alignment Inser Spacing... Replace Fonts... Slide Layout... Background... bjject...
- 2. Choose a Font, Font Style and Font size:



- 3. To Change Color: Click on Color
 - a. Pick a color from those shown or click more colors and choose from those



- Font 4. Click on the box to underline, Eont: Font style: <u>S</u>ize: ΟК shadow, emboss, superscript or 18 Arial Bold 18
 The Agency FB

 The Arial

 The Arial Black

 The Arial Narrow

 The Arial Rounded MT Bold
 subscript Regular Bold Italic Cancel ~ 20 24 28 32 _ Bold Italic ¥ ¥ Effects 🗹 Underline Sh<u>a</u>dow Offset: 30 \$ % Emboss Subscript ☑ <u>D</u>efault for new objects This is a TrueType font. This same font will be used on both your printer and your screen.
- 5. When you are finished with changing the font characteristics press OK