

Unit 2.3.2. Basic Text Formatting

1. To change size of your text.

- Select the text you want to modify.
- Click on font size box in the Font group on the Home tab. The font size drop down menu appears.
- Move your cursor over the various font sizes.
- Left-click on font size you want to use.
- Then it will change font size in your document.

2. To change font color:

- Select the text you want to modify.
- Click on the font color box on the Home tab.

The font color menu appears.

- Move your cursor over the various font colors
- Left click the font color you want to use.
- Then font color will change in the document.