

Changing Font Color

Changing font **color** is yet another way to emphasize text in a presentation.

1. Select the text you wish to format.
2. Click the **Home** tab on the Ribbon and click the **Font Color** more arrow in the Font group.

A list of font colors appears.

3. Select the color you want to use.

The selected text is changed, and any new text that you enter will appear in the new font color.

Other ways to Change Font Color:

Click the **Font Color** list arrow on the Mini Toolbar and select the color from the list, or open the Font dialog box.

Tips

- ✓ If you don't like any of the available colors, select **More Colors** from the list to display the Colors dialog box.
- ✓ The Font Color button always displays the color that was used most recently. To quickly apply this color to other text, simply click the **Font Color** button – not the list arrow.
- ✓ When applying color to text, make sure to keep it subtle. No one wants to stare at neon green text longer than they have to.

Exercise

- **Exercise:** Enter text in a text box and change the font color using the drop down options. Next change the font color by using the More Colors option.

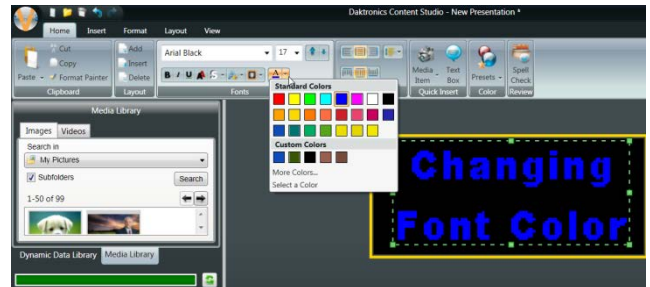


Figure 1: Font Color List

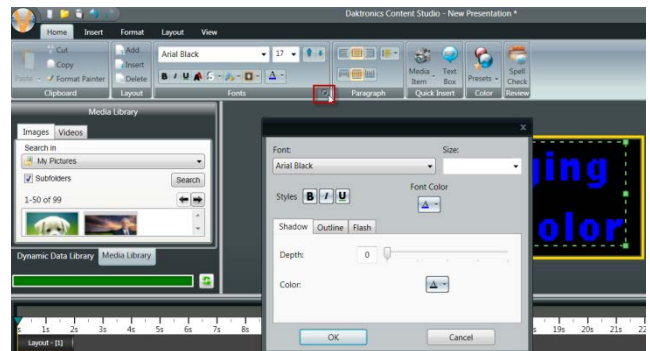


Figure 2: Select Color from Font Dialog Box

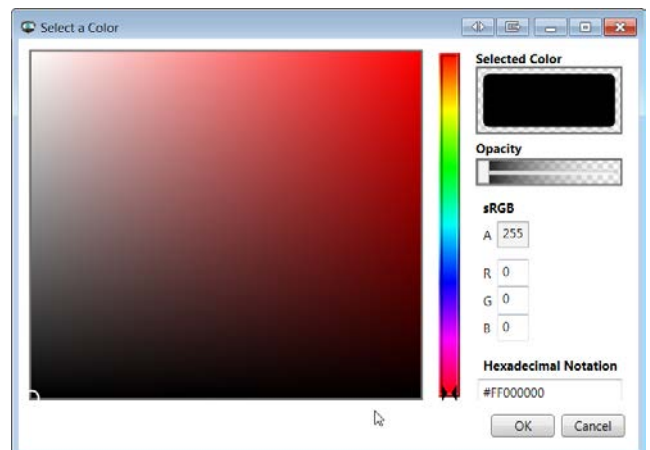


Figure 3: More Colors