True type font features

One way to emphasize text in a presentation is by changing the look of the font. By using a **True Type Font**, you have the ability to **Bold,** *Italicize***, <u>Underline,</u> and Smooth**.

1. Select the text you wish to format, by either clicking and highlighting, or selecting the text box.

    ✅ **Tip:** Bold, Italic, Underline and Smoothing features are only available with the True Type Fonts. If a Venus Font is selected, these options will be grayed out. See Figure 1.

2. Click the **Home** tab on the Ribbon and click the **Font** list arrow in the Font group. A list of the fonts that are available on your computer appears.

3. Select a True Type Font from the list. The bold, italic, underline, and smooth features are selectable and are no longer grayed out.

4. Change the selected font and add **Bold, Italicize, Underline, and Smooth** as desired. See Figure 2 for examples of each feature.

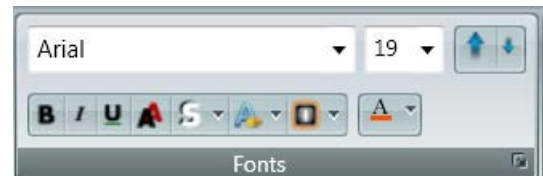5. Hovering over each feature button, will prompt an information box to appear. See Figure 3.

.

Figure 1.

A Venus Font is selected. Features bold, italic, underline, and smoothing are not selectable.

True Type Font is selected, all features are available.

Figure 2.

Examples of **Italics, Underline, Bold, and Smooth**.

Figure 3.

Hovering on the 🅰 button shows that it is the Smoothing feature.