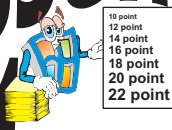


Lesson 37

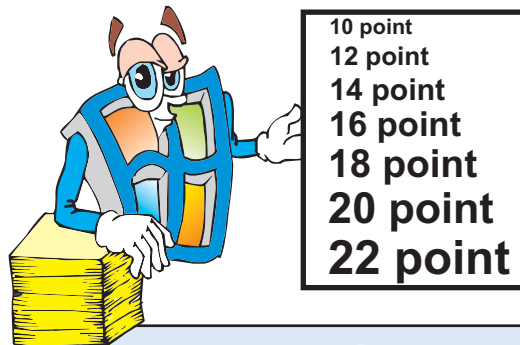


FONT TALKS




Changing Font Size

You can increase or decrease the size of text in your document.


FOR WINDOWS 7 USERS:

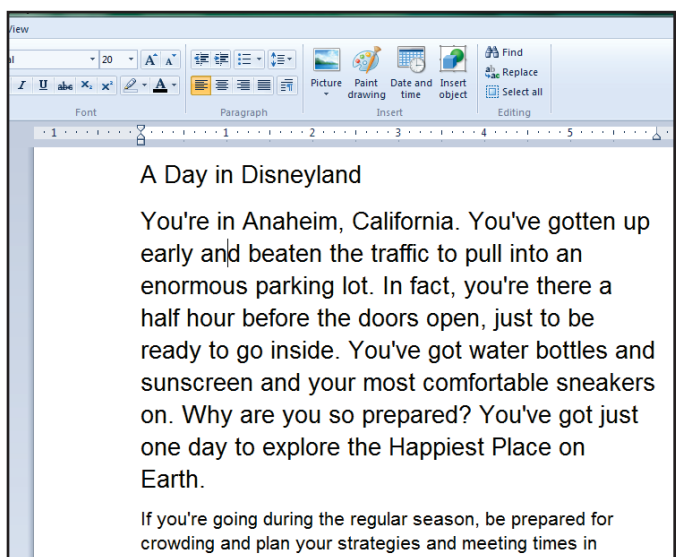
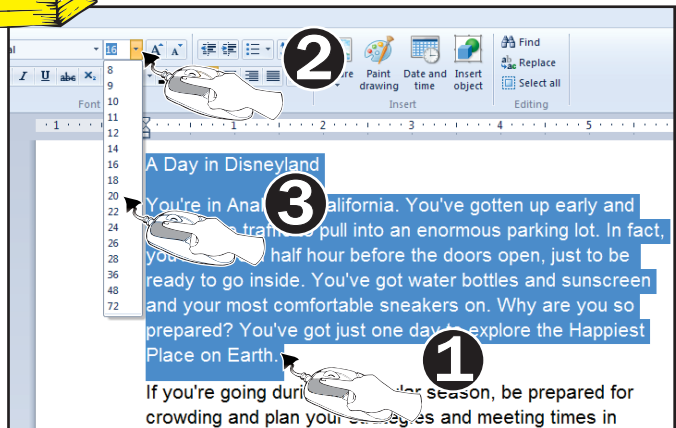


Changing Font Size

1. Select the text that you want to enlarge or reduce.
2. Move the mouse  over  in the **Font Size** box and then press the left button.
3. Move the mouse  over the size that you want to use (example: **20**) and then press the left button.




The text that you have selected changes to the new size.

Note: To deselect text, move the mouse  outside the selected area and then press the left button.




FOR WINDOWS 8 USERS:

Changing Font Size

1. Select the text that you want to enlarge or reduce.
2. Move the mouse  over  in the **Font Size** box and then press the left button.
3. Move the mouse  over the size that you want to use (example: **14**) and then press the left button.

The text that you have selected changes to the new size.

Note: To deselect text, move the mouse  outside the selected area and then press the left button.

