

Changing Font Type

One way to emphasize text in a document is by changing its font type. A font type is a set of characters with the same design and shape.

1. Select the text you want to format.
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.

✔ **Tip:** As you point to different font types in the Font list, the selected text changes to show you how it will look (Live Preview).

3. Select a font from the list.

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

Other Ways to Change Font Type:

When text is selected, click the **Font** list arrow on the Mini Toolbar. Or, click the **Dialog Box Launcher** in the Font group, or press **<Ctrl> + <Shift> + <F>** to open the Font dialog box. Select a font from the Font list and click **OK**.

✔ Tips

- ✔ The font you choose changes the look and feel of a document. For example, a professional document would probably use a more formal font like Times New Roman (which you are reading). On the other hand, a more informal document might use a more friendly font, such as *Andy*. Or, if you were writing a report about Egyptian art, you could use the Egyptian-flavored *Papyrus* font as a heading accent.

Exercise

- **Exercise File:** Board of Directors Meeting4-1.docx
- **Exercise:** Apply the “Cambria” font type to the “Board of Directors Meeting” text in the first line of the document.



Figure 4-1: Selecting a new font type.

Table 4-1: Common Font Types

Calibri	Arial
Times New Roman	Courier
Verdana	Trebuchet MS

Table 4-2: New Font Types in Office 2007

Calibri	Appropriate for use in both text and larger headlines. Calibri is suitable for documents, e-mail, Web design, and magazines.
Cambria	Cambria was created for use in business documents, e-mail, and Web design.
Candara	One feature of Candara is a slight flare of the stems, or vertical strokes. Not as flexible or versatile as the other new fonts.
Consolas	Because lengthy onscreen reading can quickly tire the eyes, Microsoft created Consolas for use in programming environments. Consolas is a <i>monospaced</i> font, meaning that all characters are the same width.
Constantia	Can be used for both the print and Web versions of a publication, which is rare. Constantia is very clean and readable.
Corbel	A nice alternative to Arial, Trebuchet, or Verdana. Corbel has a geometric shape with contrasting gentle curves.