

Powerpoint Fonts and Colors


Changing the Font

1. Highlight the text you want to change
2. Click on the downward-facing arrow in the Font pane
3. In the dropdown menu under Latin text font:, choose the font from the list
4. Click OK to save changes

Changing the Font Size

1. Highlight the text you want to change
2. Click on the downward-facing arrow in the Font pane
3. Type a number in the box under Size: OR click the up and down arrows to reach the desired size
4. Click OK to save changes

Changing the Colors

1. Highlight the text you want to change
2. Click on the downward-facing arrow in the Font pane
3. Click on the button next to Font color 
4. Choose the desired color
5. Click OK to save changes

Best Practices

- Be consistent with what font size, color, and style is used
- Use a readable font
- Size words appropriately based on presentation method
- Use contrasting colors
- **Avoid** flashing colors or animations
- **Avoid** color-blind color combinations (red-green is the most common)