

**Course
&
Test Series**

 **CBSE**

 **ICSE**

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Setting Font Size and Style in Power Point

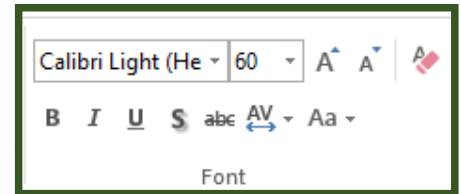
Microsoft Power Point

Module 7 - Setting Font Size and Style in Power Point

Home Menu

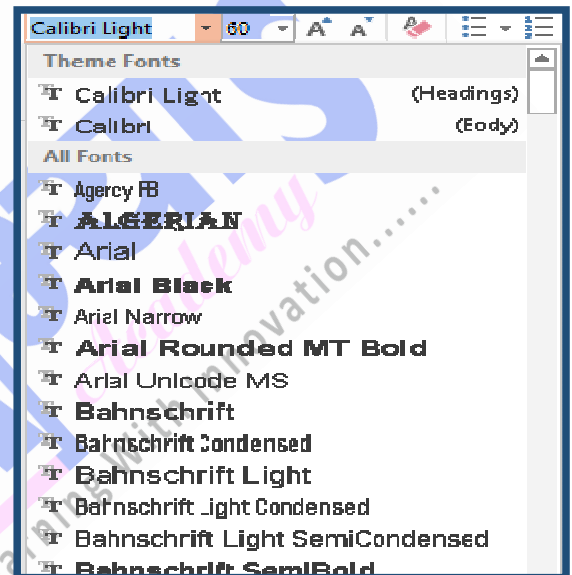
Font Group

In Microsoft PowerPoint, the Font group in the Home menu (or ribbon) is a section that contains tools and options to format the text in your slides. It lets you change how your text looks to make it more readable, attractive, or aligned with your presentation's theme.



Font

A font is the design and style of text characters (letters, numbers, symbols). It determines how text looks on screen or in print, like bold, italic, or different shapes. Fonts help make text readable and can set the tone of a document or presentation. Examples of fonts include Calibri, Arial, and Times New Roman.



Font Size

Font size refers to how big or small the text appears on the screen or page. It is usually measured in points (pt) – for example, 12 pt is a common size for body text. Larger font sizes are used for titles or headings, while smaller sizes are for regular text. Adjusting font size helps improve readability and visual hierarchy in documents or slides.

Increase Font Size

Increase Font Size means making the text appear larger on the screen or page. In PowerPoint or Word, it's a tool (usually shown as a big "A↑") that boosts the current font size step by step. It helps make titles, headings, or important words stand out more.

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Setting Font Size and Style in Power Point

Decrease Font Size

Decrease Font Size means making the text smaller on the screen or page. In PowerPoint or Word, it's usually shown as a small "A↓" icon in the Font group under the Home tab. It reduces the current font size step by step, useful for fitting text into a smaller space.\

Font Styles

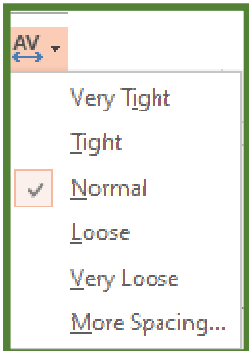
Font styles in PowerPoint are formatting options that change the appearance of your text to make it stand out or convey meaning. These styles are found in the Font group on the Home tab.



Font Style	Description
Bold (B)	Makes text thicker and darker to highlight important words.
Italic (I)	Slants the text to the right, often used for emphasis or titles.
Underline (U)	Adds a line below the text, used to show importance or links.
Shadow	Adds a shadow behind the text, making it look 3D or stand out visually.

Strike Through

Strikethrough is a text formatting style where a line is drawn through the middle of the text. It is often used to show that something has been removed, changed, or is no longer relevant but is still visible for reference.



Character Spacing

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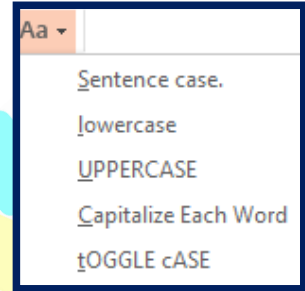
Setting Font Size and Style in Power Point

Character spacing refers to the amount of space between individual characters in a text. It can be adjusted to either increase or decrease the distance between the letters.

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Change Case

Change Case is a text formatting option that allows you to quickly change the capitalization of selected text in PowerPoint, Word, or other Microsoft Office applications. It gives you several ways to adjust the case of your text without retyping it.



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The main options for Change Case are:

- **Sentence case** - Capitalizes the first letter of the first word and leaves the rest in lowercase.
- **lowercase** - Converts all text to lowercase letters.
- **UPPERCASE** - Converts all text to uppercase (all caps).
- **Capitalize Each Word** - Capitalizes the first letter of each word.
- **tOGGLE cASE** - Changes uppercase letters to lowercase and vice versa.

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Clear Formatting

Clear Formatting is an option in PowerPoint, Word, and other Microsoft Office programs that removes any text formatting you've applied, such as bold, italic, underline, font size, color, and other style changes.



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