

How to change the default font in PowerPoint - Choose the font you want

There are many different ways to change the default font in PowerPoint, different from changing the default font in Word or changing the default font in Excel.

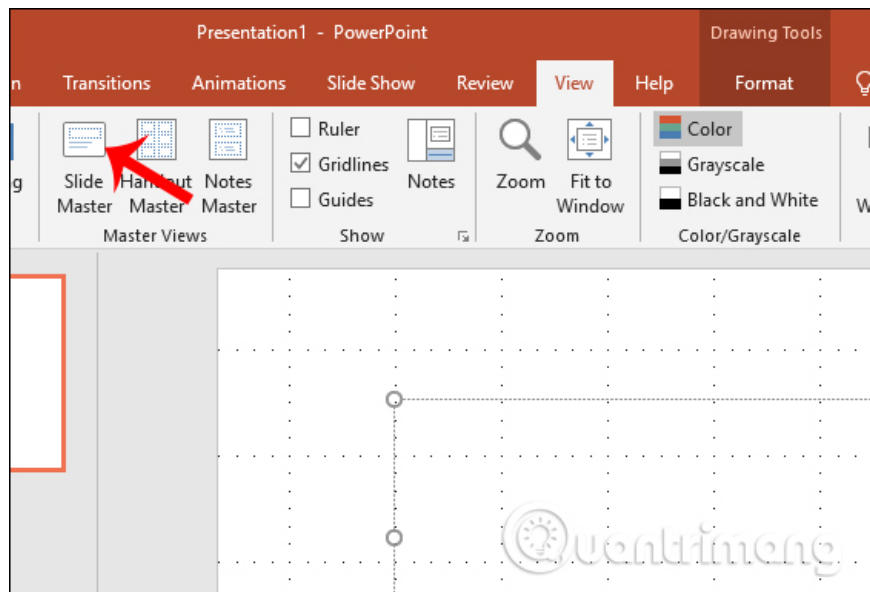
After changing the default font in PowerPoint, the content in the slides will be presented in the font that the user has changed to. The following article will guide you to change the default font in PowerPoint.

Method 1: Change PowerPoint font in Slide Master

Slide Master in PowerPoint is used to set the slide format including colors, effects and fonts. We only need to design a single master slide, then apply it to the next slides. And of course you can change this default font for the master slide.

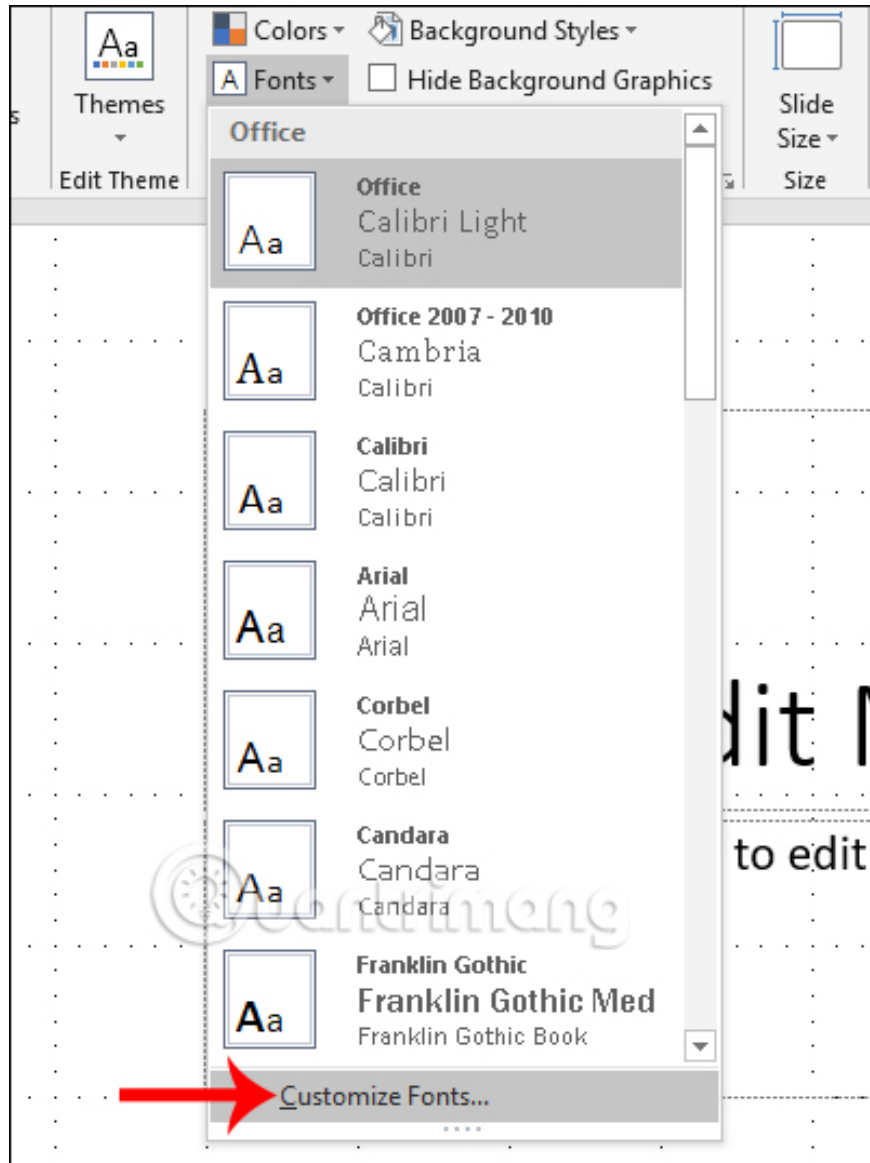
Step 1:

Click on **View** then select **Slide Master** below.



Step 2:

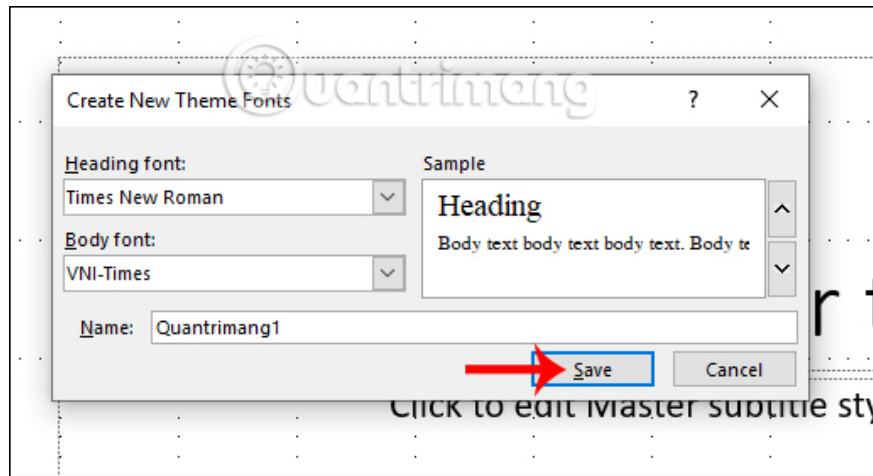
Next, the user will see a copy of each available slide template displayed in the left frame. Click on the first slide and then click **the Font button** in the Background section. Display a drop-down list with font styles to change for the document, click **Customize Fonts**.



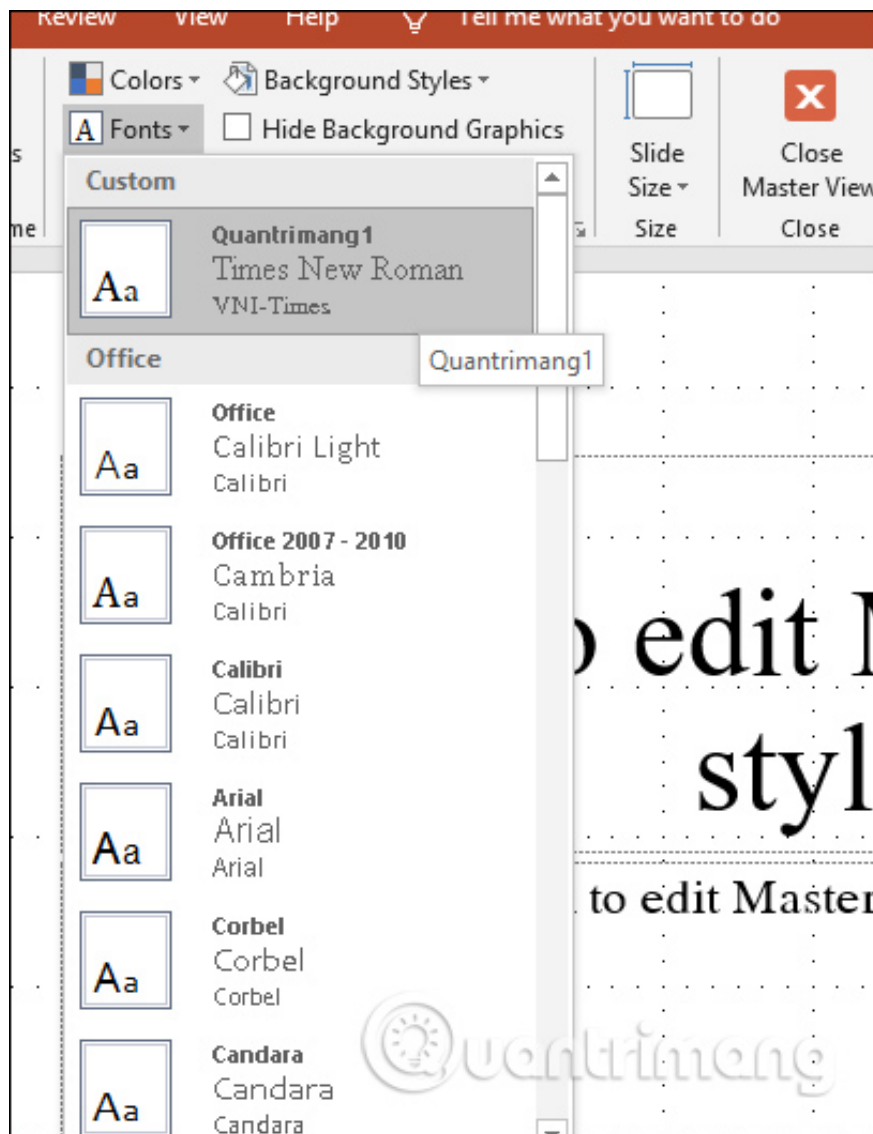
Step 3:

In the new interface displaying **Create New Theme Font**s, users change the font style for Heading or content. On the right side, the user can preview how the font will appear to choose this font or not.

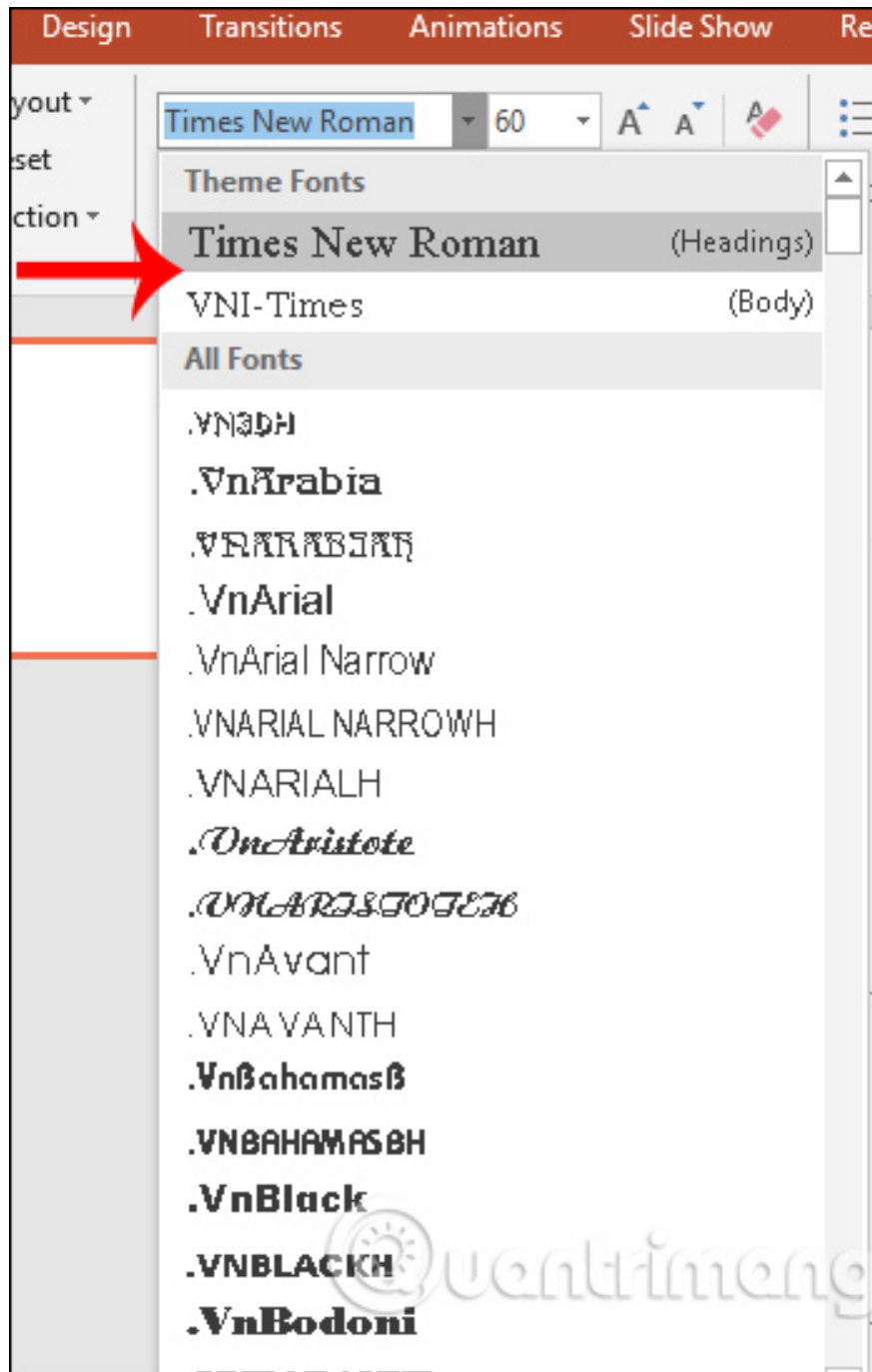
Finally name the new theme and **click Save** to save.



So when you return to the Slide Master interface, you will see the font name when clicking on the Font section.



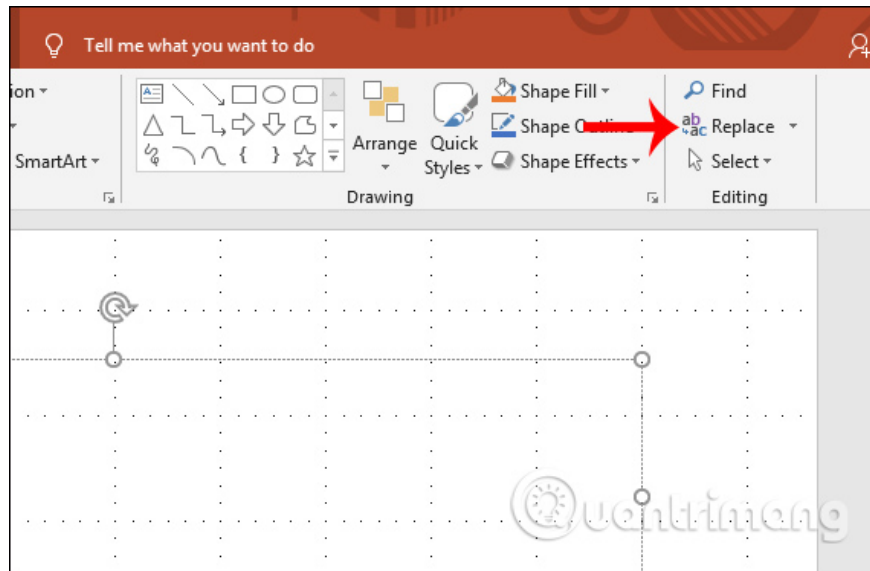
Or if you exit the Slide Master interface to the normal interface, you will immediately see the font set for Slide Master displayed at the top of the font selection section.



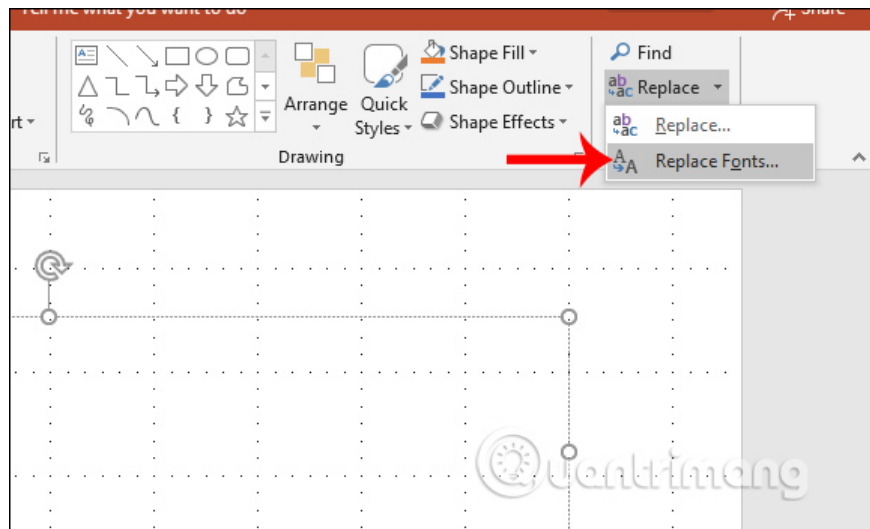
Method 2: Change PowerPoint fonts in Replace Fonts

Step 1:

When the user is on the presentation slide and wants to change the font, click the **Replace** button in the Home interface.

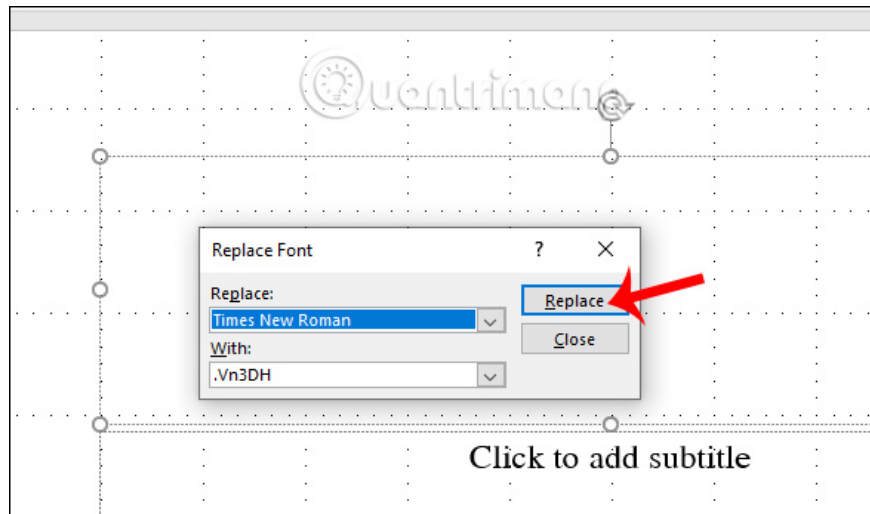


Click on the **Replace Fonts.** button to replace the font.



Step 2:

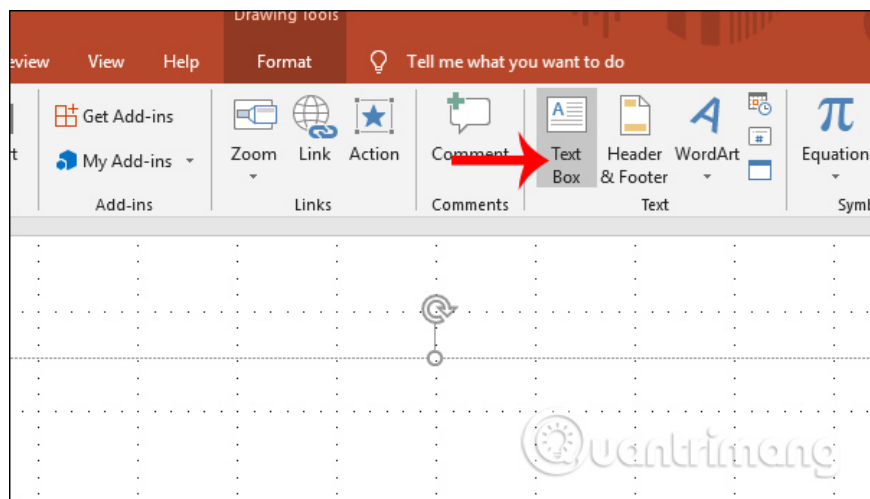
Display the frame to select a new font for the presentation slide, click to **select the new font** and then click the **Replace button** next to it to change.



Method 3: Change PowerPoint font on Text Boxes

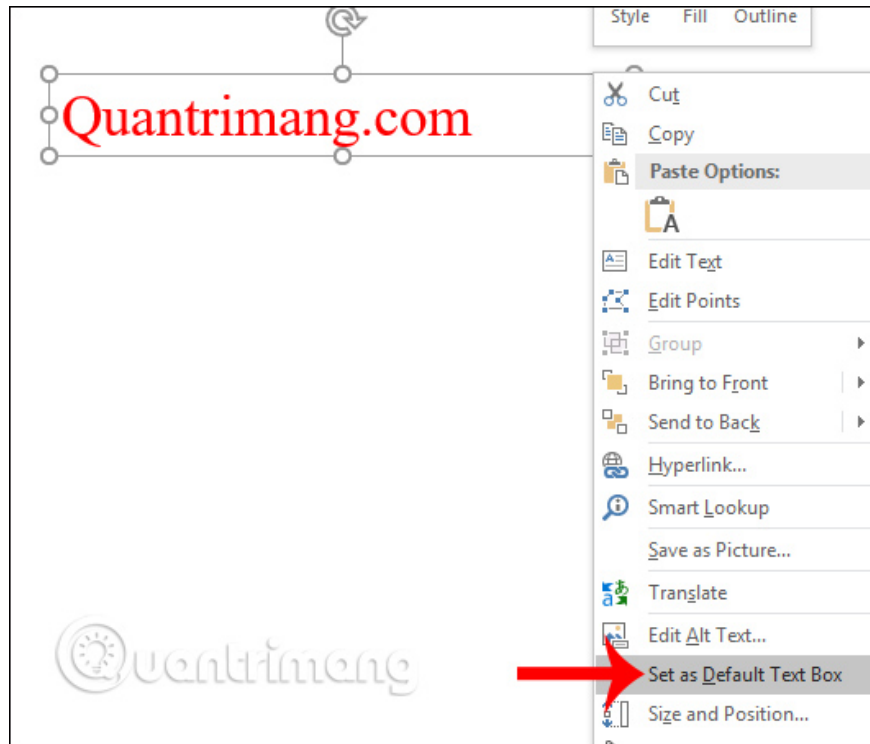
Step 1:

Click on the **Insert tab** and then select **Text Box** to create a text input box.

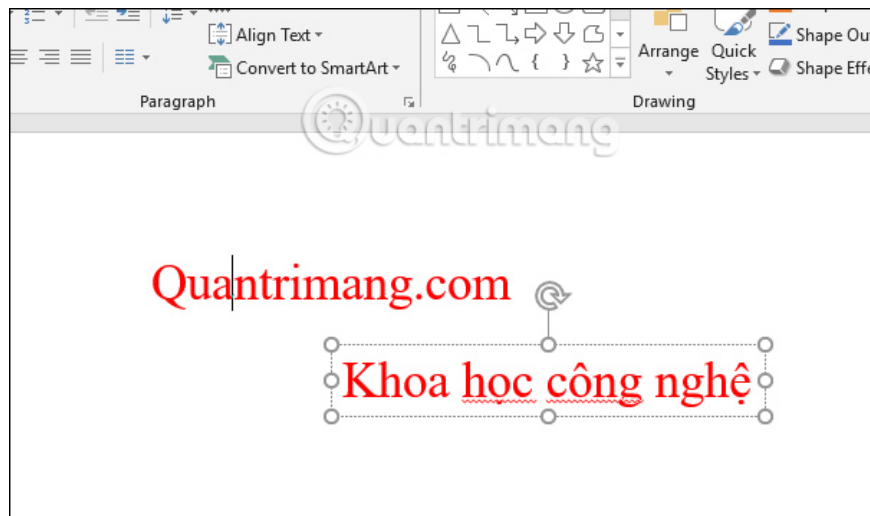


Step 2:

Drag the text canvas and enter any text content into the frame and then adjust the format including font, color, and font size. When finished writing, right-click the text frame and select **Set as Default Text Box**.



So when working with other Text boxes and entering text, the text formatting is automatically applied to the new content.

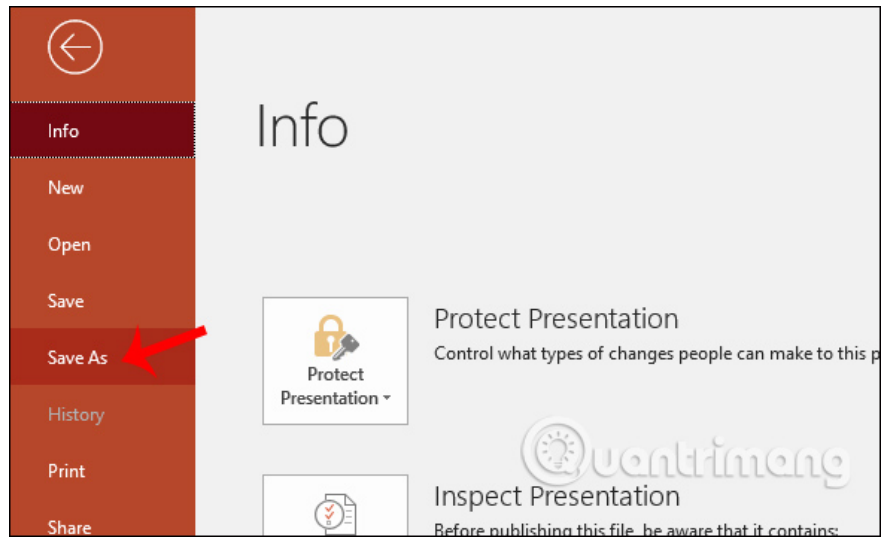


How to save fonts as Templates

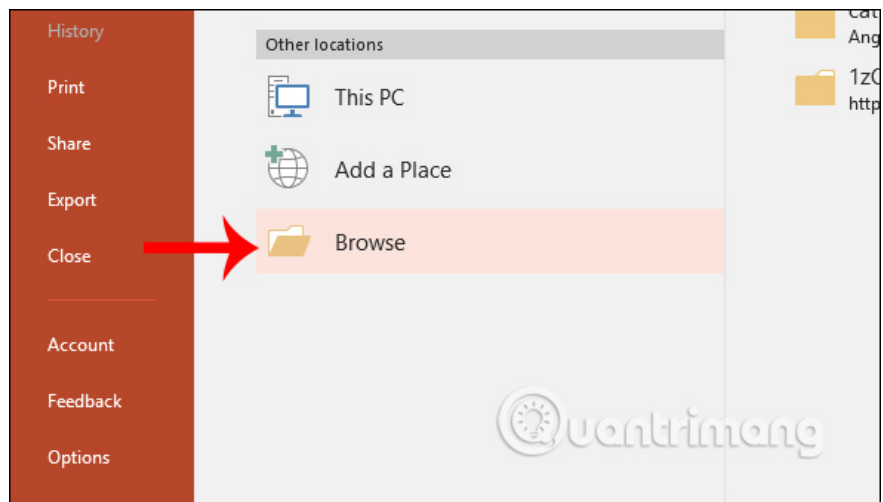
Once you have finished editing the new font templates for the slide and want to save them, users can save them as Templates

Step 1:

Click the **File** button then select **Save As** .



Next, in the **Other locations group** section, click **the Browse button** to save the file option.



Step 2:

Displays the folder interface to save files. At **Save as type** , select **PowerPoint Template** and then click Save to save.

PowerPoint Presentation (*.pptx)
PowerPoint Macro-Enabled Presentation (*.pptm)
PowerPoint 97-2003 Presentation (*.ppt)
PDF (*.pdf)
XPS Document (*.xps)
PowerPoint Template (*.potx)
PowerPoint Macro-Enabled Template (*.potm)
PowerPoint 97-2003 Template (*.pot)
Office Theme (*.thmx)
PowerPoint Show (*.ppsx)
PowerPoint Macro-Enabled Show (*.ppsm)
PowerPoint 97-2003 Show (*.pps)
PowerPoint Add-in (*.ppam)
PowerPoint 97-2003 Add-in (*.ppa)
PowerPoint XML Presentation (*.xml)
MPEG-4 Video (*.mp4)
Windows Media Video (*.wmv)
GIF Graphics Interchange Format (*.gif)
JPEG File Interchange Format (*.jpg)
PNG Portable Network Graphics Format (*.png)
TIFF Tag Image File Format (*.tif)
Device Independent Bitmap (*.bmp)
Windows Metafile (*.wmf)
Enhanced Windows Metafile (*.emf)
Outline/RTF (*.rtf)
PowerPoint Picture Presentation (*.pptx)
Strict Open XML Presentation (*.pptx)
OpenDocument Presentation (*.odp)
PowerPoint Presentation (*.pptx)

Above are some ways to change the default font when presenting slides on PowerPoint. If you often use new font styles, you should save them as Templates for use.

Wishing you success!

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