

Use the Font format text dialog box in PowerPoint

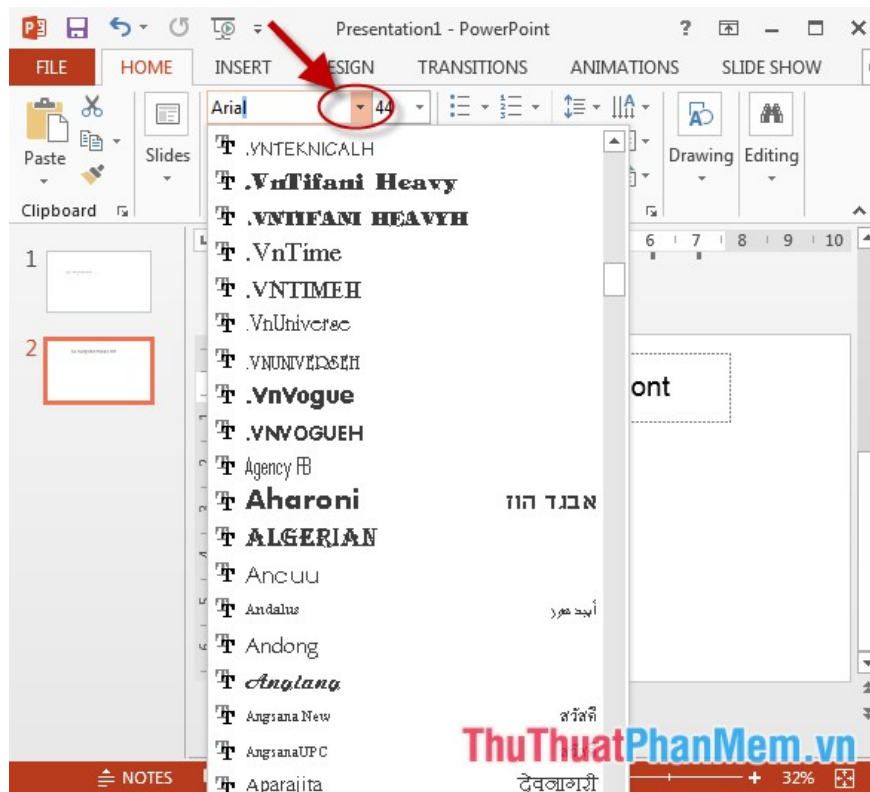
Introduce how to use the Font format text dialog box in PowerPoint. To use the Font dialog box, you can choose the following formats: 1. Change the font, font size: - To change the font - highlight text content to be formatted - click the Fo icon

The following article introduces you in detail how to use the **Font** format text box in PowerPoint.

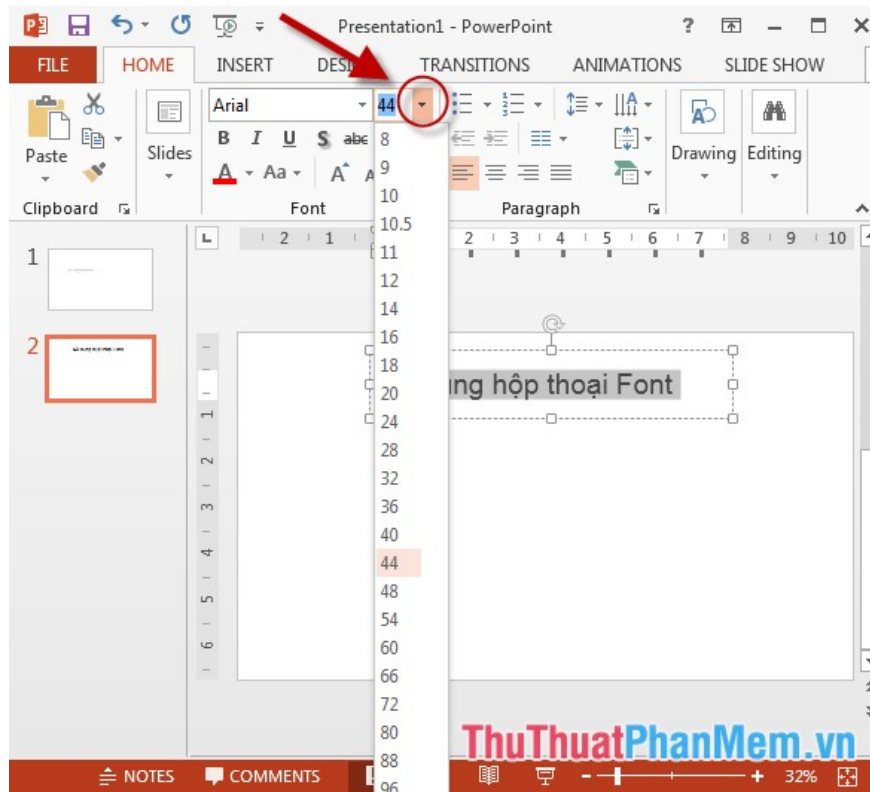
To use the Font dialog box, the following formats can be selected:

1. Change the font, font size:

- To change the **Font** -> highlight text content need formatting -> click the **Font** icon in the **Home** tab -> select the **Font** to select:



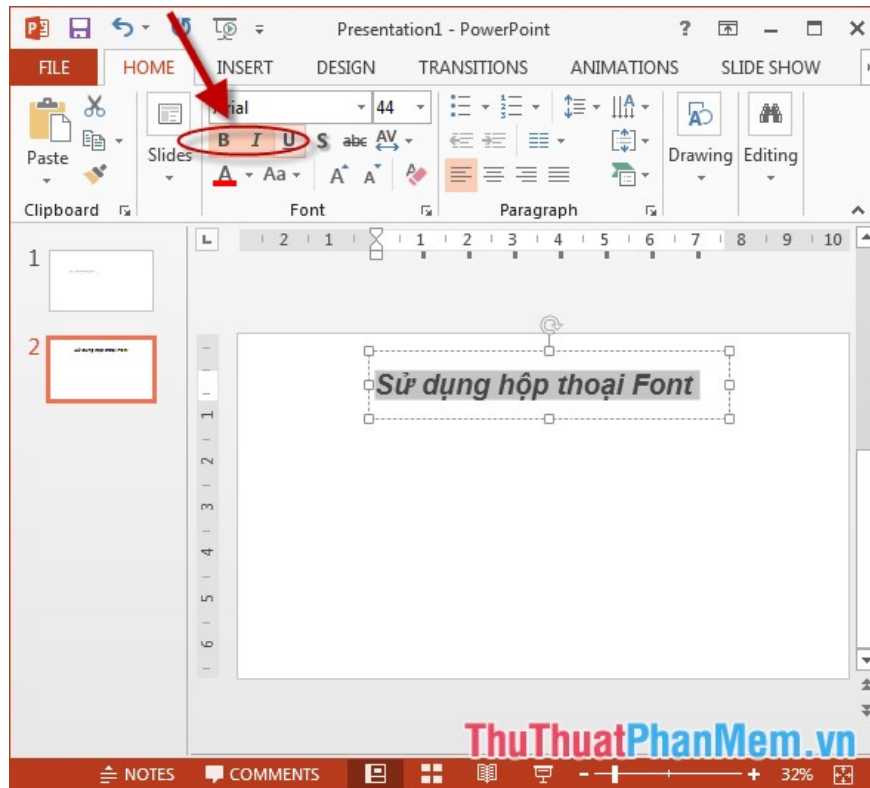
- Change the font size, click the **Size** icon in the **Home** tab -> choose the font size that suits your needs.



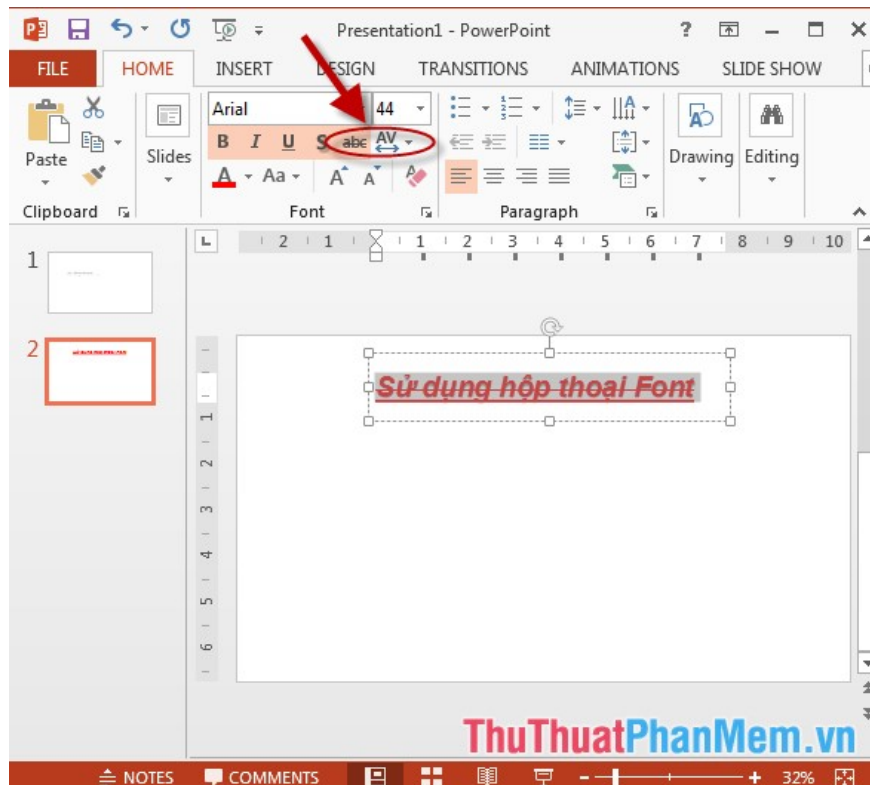
2. Format in bold, italics, underline .

- To format the font, include the following options:

- + Icon **B**: create bold typography.
- + Icon **I**: create italic type.
- + **U**- shaped symbol : creates an underlined font style
- + Icon **abc**: create a font with dash .

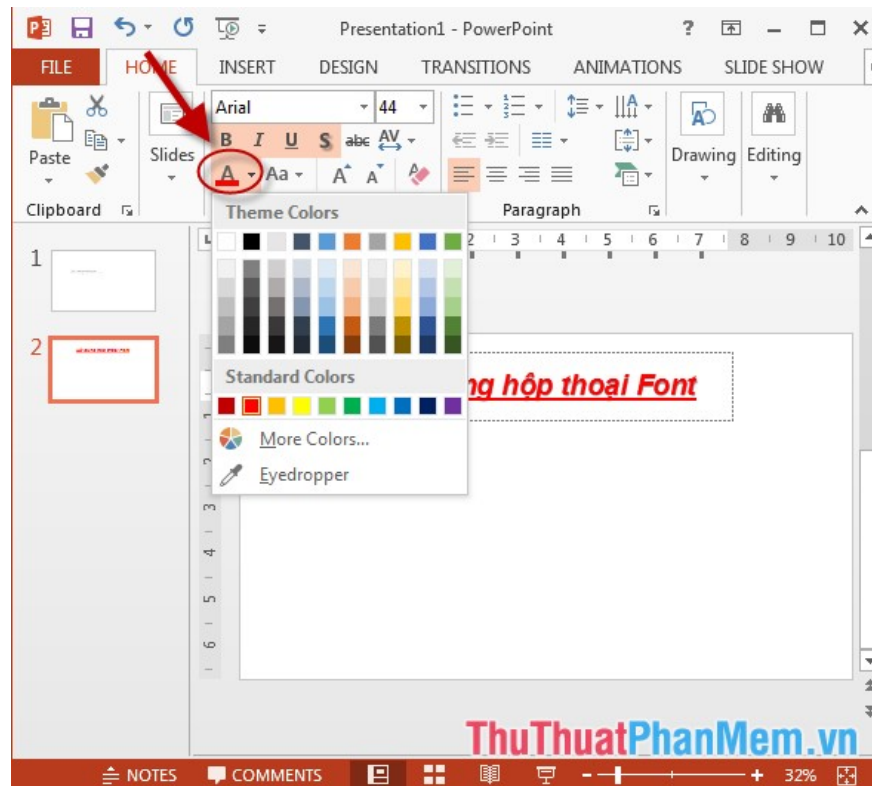


- Create typefaces with dashes:



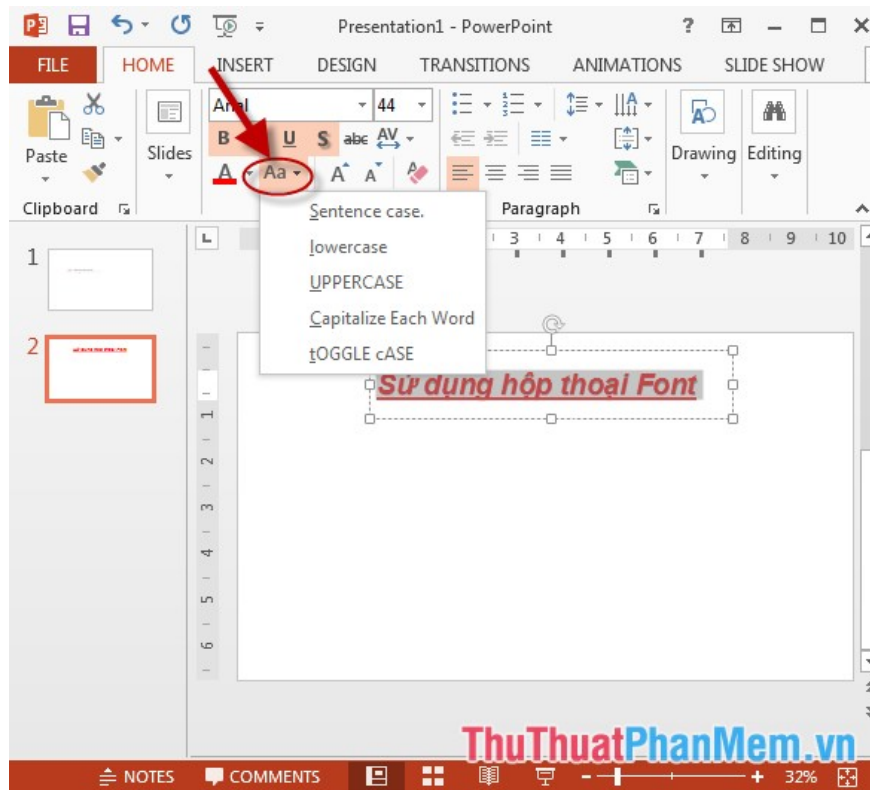
3. Create color for text:

- Click on the **Color** icon -> select the color to create for text, if you want to combine other colors, click **More Color**:



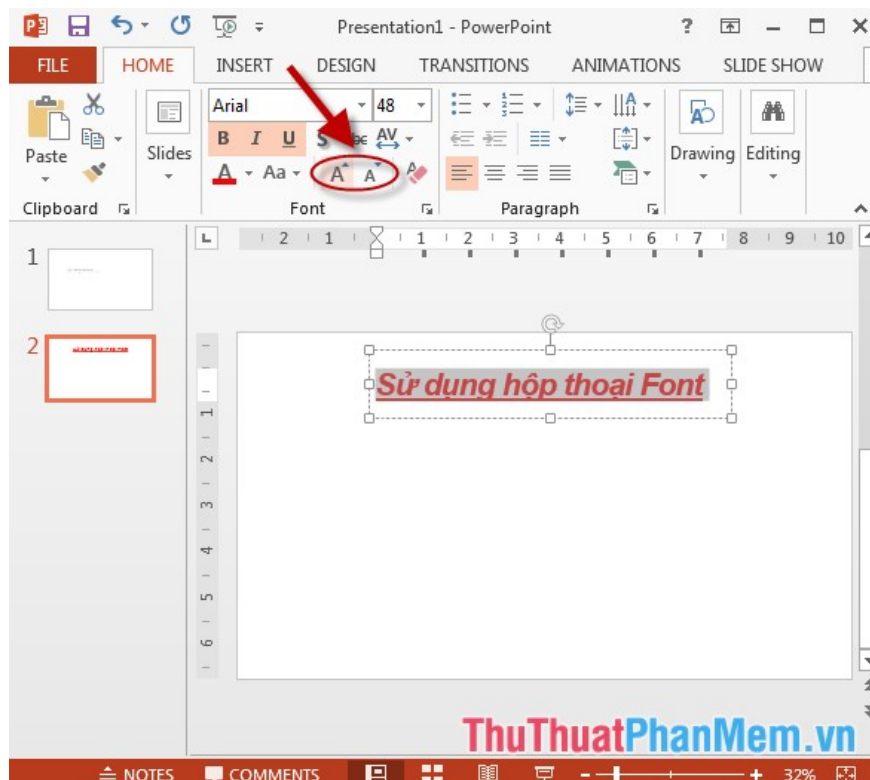
4. Change capital letters, lowercase.

- Click on the **Change Case** icon -> choose the type of change:



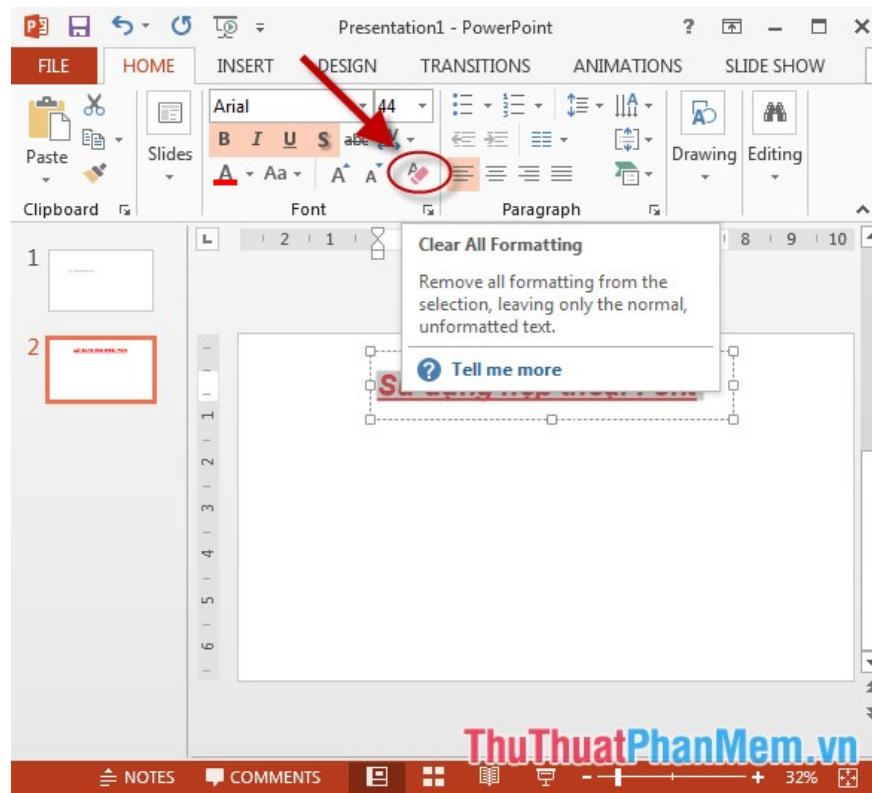
5. Change the font size:

- Click the **Increase Font Size** icon : increase the font size, the **Decrease Font Size** icon : reduce the font size:



6. Delete all the set formats.

- Select the text content to delete format -> click on the **Clear All Formatting** icon :



Above is a detailed guide on how to use the Font format text box in PowerPoint.

Good luck!

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