Adjusting Font Colours in Microsoft PowerPoint

Step 1
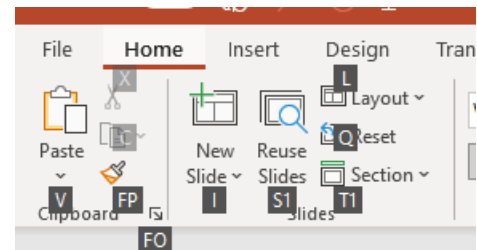
Select the word or phrase that needs to be adjusted.

Make sure to use high-contrast colours and identify important information with more than colour alone.

Step 2

Near the top of the window, select the **Home** ribbon.

OR

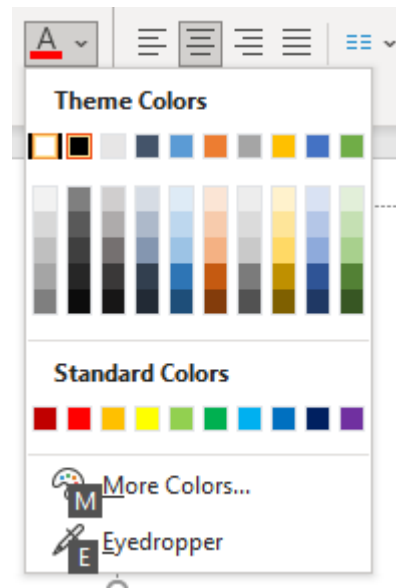Press **ALT** then **H** to select the **Home** ribbon.

Step 3

Under the **Font** group of the ribbon, select the down arrow at the left of the **Font Colour** button to open a drop-down list.

OR

Press **F** then **C** to select the **Font Colour** split button and expand the drop-down list.
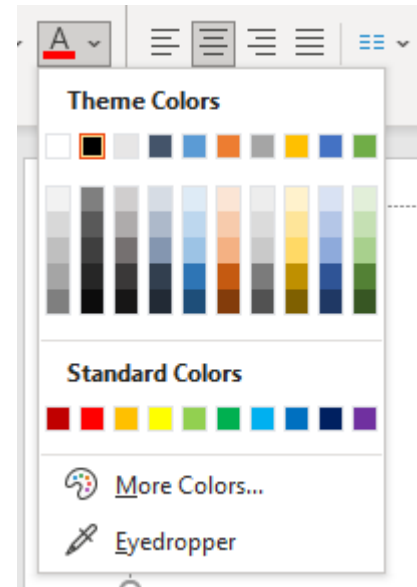
Step 4

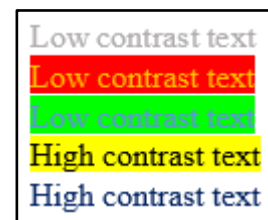In the drop-down list, select the font colour to use.

OR

Use the **LEFT**, **RIGHT**, **UP**, and **DOWN ARROWS** to navigate the drop-down list of colours and advanced options. Press **ENTER** to select a colour.

Step 5

Ensure that the text and background have good contrast. Keep in mind that monitor settings or printing may cause text to lose contrast.

Step 6

Add a font attribute **other than colour**, such as bold text or an increased font size.

Select a font attribute button (such as **bold**) from the **Font** group in the **Home** ribbon.

OR

Press **ALT** then **H** to activate the **Home** ribbon, then press **TAB** to move to the lower ribbon. Press **CONTROL** + **RIGHT ARROW** to move into the **Font** group. Press **TAB** and **SHIFT** + **TAB** to move among the font options and **ENTER** to activate the buttons.