

## Adjusting Font Colours in Microsoft Word Online

### Step 1

Select the word or phrase that needs to be adjusted.

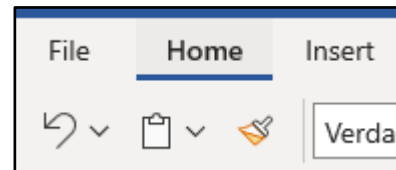
Make sure to use high-contrast colours and identify important information with more than colour alone.

### Step 2

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

**OR**

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

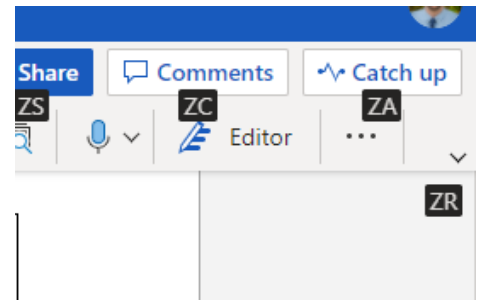


### Step 3

If the ribbon is not already expanded, select the down arrow at the far-right edge of the ribbon to expand it.

**OR**

Press **Z** then **R** to expand the ribbon.



### Step 4

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**



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

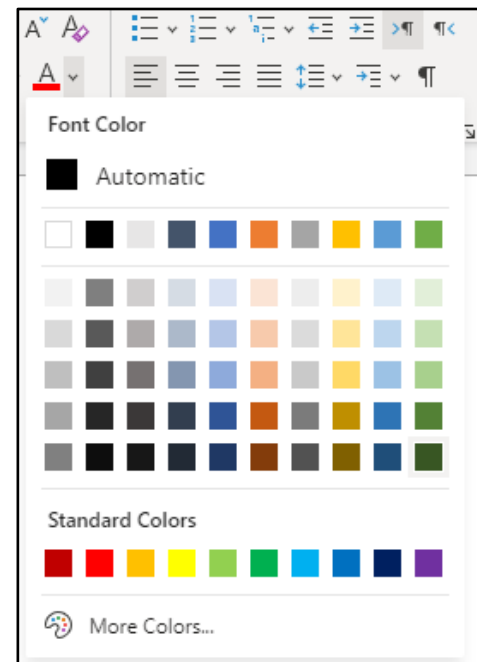
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## Step 5

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

**OR**

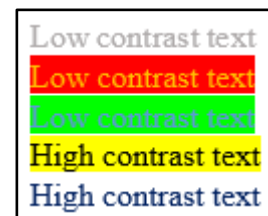
Use the **LEFT**, **RIGHT**, **UP**, and **DOWN ARROWS** to navigate the drop-down list of colours and advanced options. Press **ENTER** to select a colour.



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## Step 6

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



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.

## Step

7

**OR**

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

