

## Adjusting Font Colours in Google Slides

### Step 1

Select the word or phrase that needs to be adjusted.

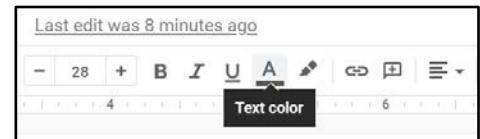


### Step 2

In the main toolbar, click on the **Text Colour** button.

OR

Press **ALT** then **F** to navigate to the menu. Press **TAB** twice to navigate to the main toolbar. Use the **RIGHT ARROW** key to navigate to the **Text Colour** button. Press **ENTER** to expand the palette.

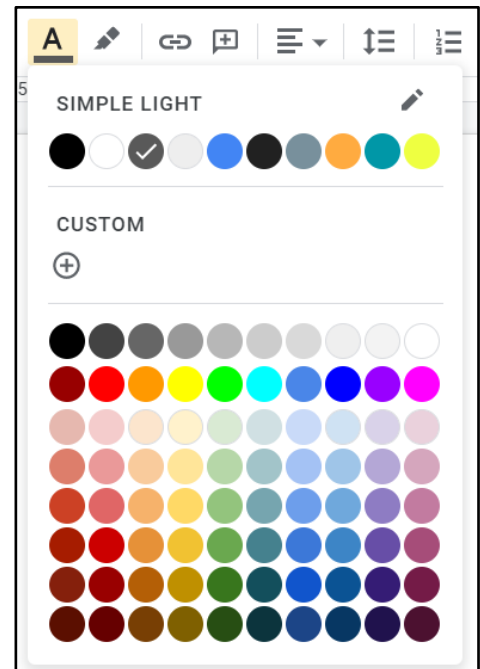


### Step 3

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

OR

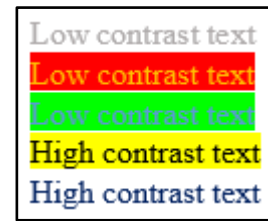
Use the **LEFT**, **RIGHT**, **UP**, and **DOWN ARROWS** to navigate the drop-down list of colours and advanced options. Press **ENTER** to select a colour.



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## Step 4

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



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## Step 5

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 **main toolbar**.

**OR**

Press **ALT** then **F** to navigate to the menu. Press **TAB** twice to navigate to the main toolbar. Use the **RIGHT ARROW** to navigate to a font attribute button (such as **Bold**). Press **ENTER** to apply the attribute.

