Grow Font and Shrink Font Buttons

- In this tutorial, you will learn how to use the GROW FONT and SHRINK FONT buttons in your Microsoft Word 2010 document.
- The GROW FONT button may be used to increase the size of text and the SHRINK FONT button can be used to decrease the size of text.
- Clicking the GROW FONT button will increase text by one font size. Clicking the SHRINK FONT button will decrease text by one font size.

Locating the Grow Font and Shrink Font Buttons

To locate the GROW FONT and SHRINK FONT buttons, click on the HOME tab of the ribbon. The GROW FONT and SHRINK FONT buttons are found on the FONT group.
Using the Grow Font and Shrink Font Buttons

Step 1: Open your Microsoft Word document and locate the GROW FONT and SHRINK FONT buttons on the HOME tab.

Step 2: Select the text you would like to increase or decrease. In this example, we will assume you would like to increase size of the selected text by one font size.

Step 3: On the HOME tab, click the GROW FONT button in the FONT group to increase the text size.

Finish: By following the steps above, you can increase or decrease the size of text within your document.

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