Change Font Color

- In this tutorial, you will learn how to change the font color of text within your Microsoft Word 2010 document.
- The **FONT COLOR** button may be used to change the color of text.
- Clicking the **FONT COLOR** button will apply the most recent selected color to text. Clicking the **FONT COLOR ARROW** will display a menu of color options that may be applied to text.

Locating the Font Color Button

![Font Color Button](image)

To locate the **FONT COLOR** button, click on the **HOME** tab of the ribbon. The **FONT COLOR** button is found on the **FONT** group. The **FONT COLOR ARROW** is located to the right of the **FONT COLOR** button.

Changing Font Color

**Step 1:** Open your Microsoft Word document and locate the **FONT COLOR** button on the **HOME** tab.

**Step 2:** Select the text in which you would like to apply a new color to. In this example, we will assume you would like to change the color of the selected text to **Green**.

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Introduction
One of the benefits of online learning is the opportunity for students to participate in a course or program of study regardless of where they reside. A broad
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Step 3: On the HOME tab, click the FONT COLOR arrow in the FONT group to open the FONT COLOR menu.

![Font Color Menu](image)

Step 4: Hover the mouse arrow over the color palettes on the menu to display the name. Then select Green in the STANDARD COLORS section on the bottom of the menu to apply the new color.

![Arrow hovered over color](image)
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