Change Font Size

- In this tutorial, you will learn how to change the font size of text within your Microsoft Word 2010 document.
- The **FONT SIZE** menu may be used to increase or decrease the size of text to a specific size.

### Locating the Font Size Menu

To locate the **FONT SIZE** menu, click on the **HOME** tab of the ribbon. The **FONT SIZE** menu is found on the **FONT** group.

### Changing Font Size

**Step 1:** Open your Microsoft Word document and locate the **FONT SIZE** menu.

**Step 2:** Select the text you would like to increase or decrease. In this example, we will assume you would like to increase the size of the selected text to 16.

**Step 3:** Click the **FONT SIZE** menu arrow on the **HOME** tab in the **FONT** group to display the **FONT SIZE** menu.
Step 4: Click 16 on the **FONT SIZE** menu to increase the font size of the selected text to 16.

**Font Size Menu Open**

**Font Size Options**

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**Font size changed**

Finish: By following the steps above, you can change the font size of text within your document.