Change Font Type

- In this tutorial, you will learn how to change the font type of text within your Microsoft Word 2010 document.
- The FONT TYPE menu may be used to change the font face of text to a specific style.

Locating the Font Type Menu

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

Changing Font Type

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

**Step 2:** Select the text you would like to change. In this example, we will assume you would like to change the font type of the selected text to the Times New Roman font face.

**Step 3:** Click the FONT TYPE menu arrow on the HOME tab in the FONT group to open the FONT TYPE menu.
Step 4: Click and drag the scroll bar to navigate to the desired font type. In this case, scroll to **Times New Roman** on the menu.

Step 5: Select **Times New Roman** on the menu to change the font type.
Finish: By following the steps above, you can change the font type of text within your document.