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WHAT's New?

Changing the Font Size Without Leaving the Keyboard

Users have different preferences for the ideal font size. Most of the time, changing them requires mouse scrolls and clicks.

This tip will allow you to save time by just using your keyboard.

NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under ICT. For comments and suggestions, kindly email: **ict-process@pjlhuillier.com**
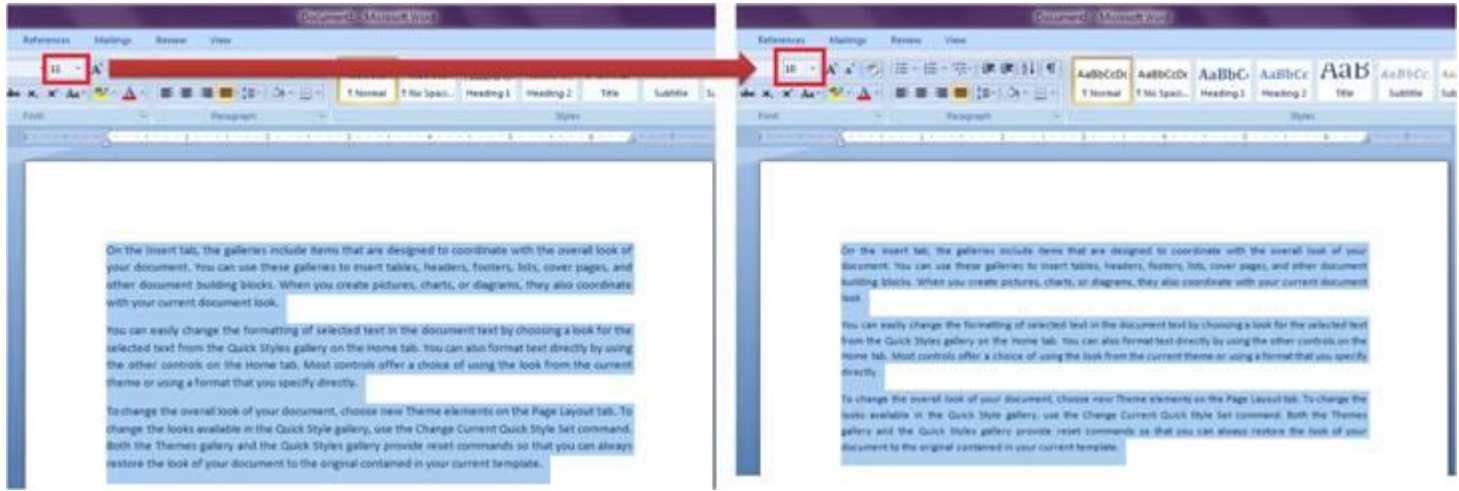
[<Back] [Next>]

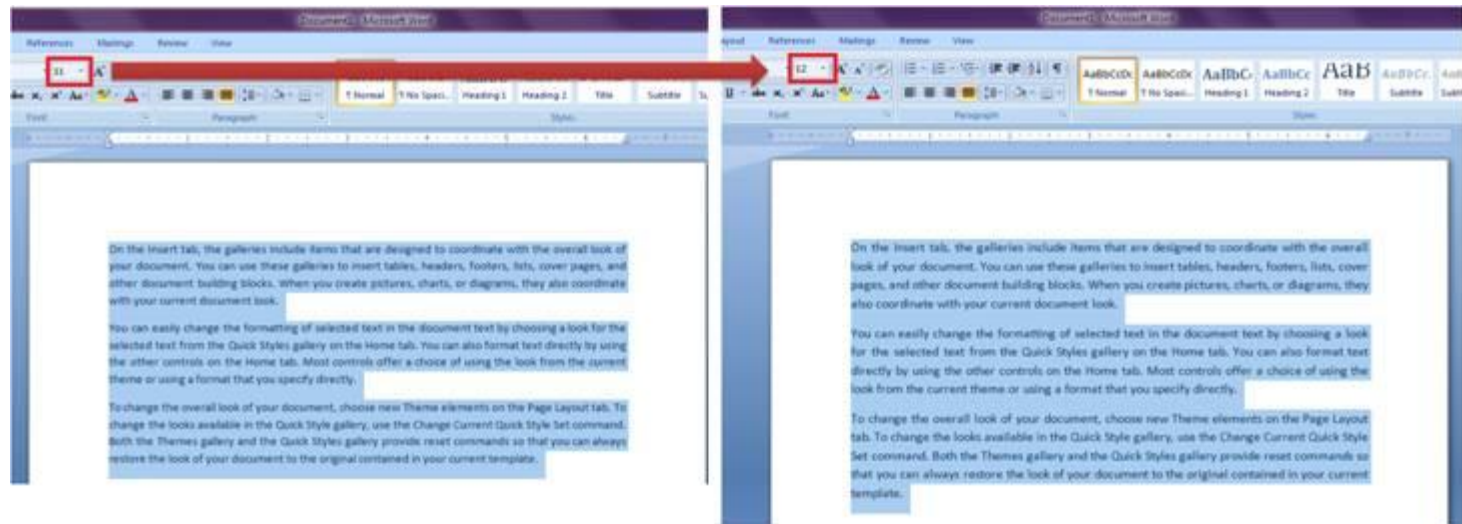*Missed an issue? Click here to visit the ProductivI.T.y section in MyLink for back issues.*

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Changing the Font Size (MS Word 2003/2007)

Select the text/paragraph(s) you wish to change the font size and choose from any of the following shortcuts:

KEY COMBINATION	ACTION
Ctrl + [	This will reduce the font size by one (1) point. Hitting it again will further reduce the size. *Example:* From Font size of 11 to 10
Ctrl +]	This does the opposite and increases the font size by one (1) point. *Example:* From Font size of 11 to 12

Now, try using this tip!