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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.

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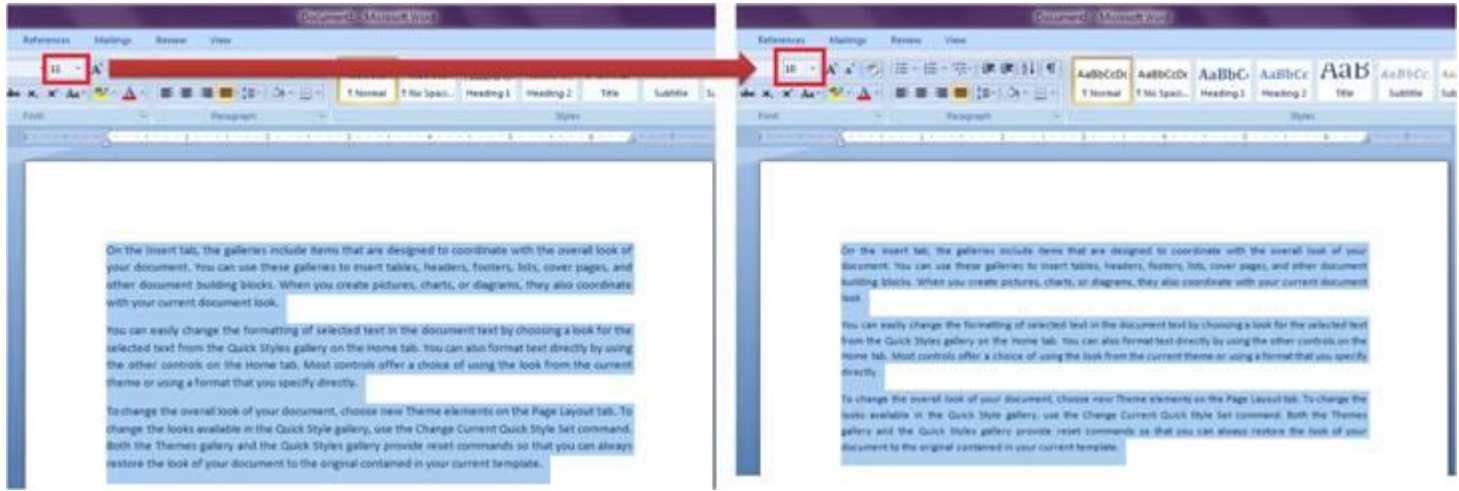
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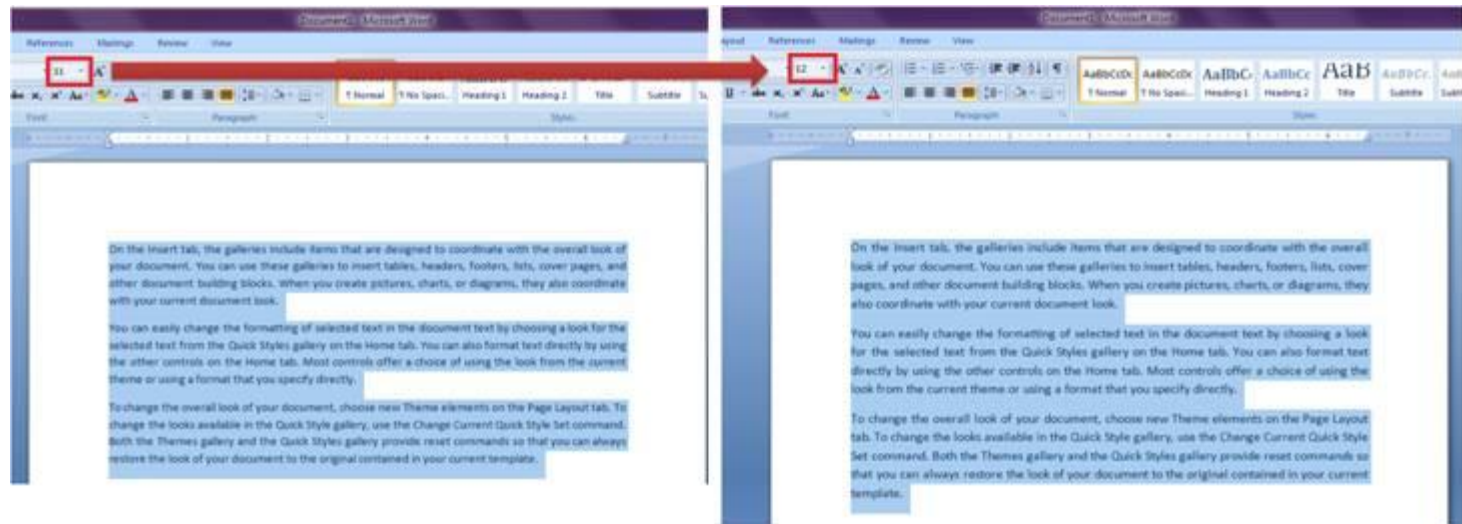
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## Changing the Font Size (MS Word 2003/2007)

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

KEY COMBINATION	ACTION
<b>Ctrl + [</b>	<p>This will reduce the font size by one (1) point. Hitting it again will further reduce the size.</p> <p><i>Example:</i> From Font size of 11 to 10</p>  <p>The image contains two side-by-side screenshots of the Microsoft Word 2007 interface. Both screenshots show the 'Home' tab of the ribbon, specifically the 'Font' group. In the left screenshot, the font size dropdown menu is open, and the number '11' is highlighted. In the right screenshot, the number '10' is highlighted. A red arrow points from the '11' in the left screenshot to the '10' in the right screenshot. Below the screenshots, there is a block of text that is highlighted in blue in both images, demonstrating the effect of the font size change.</p>
<b>Ctrl + ]</b>	<p>This does the opposite and increases the font size by one (1) point.</p> <p><i>Example:</i> From Font size of 11 to 12</p>



Now, try using this tip!