


Change Font and Font Size

A **font** is the name for a collection of characters (letters, numbers, symbols, and punctuation marks) with a similar, specific design. The **font size** is the physical size of the text, measured in units called points. A **point** is equal to 1/72 of an inch. The default font and font size in Excel is 11-point Calibri. **TABLE C-1** shows several fonts in different font sizes. You can change the font and font size of any cell or range using the Font and Font Size list arrows. The Font and Font Size list arrows appear on the HOME tab on the Ribbon and on the Mini toolbar, which opens when you right-click a cell or range. **CASE**  You want to change the font and font size of the labels and the worksheet title so that they stand out more from the data.

1. Click the **Font list arrow** in the Font group on the HOME tab, scroll down in the Font list to see an alphabetical listing of the fonts available on your computer, then click **Times New Roman**, as shown in **FIGURE C-5**

The font in cell A1 changes to Times New Roman. Notice that the font names on the list are displayed in the font they represent.

2. Click the **Font Size list arrow** in the Font group, then click **20**

The worksheet title appears in 20-point Times New Roman, and the Font and Font Size list boxes on the HOME tab display the new font and font size information.

3. Click the **Increase Font Size button**  in the Font group twice

The font size of the title increases to 24 point.

4. Select the range **A3:J3**, right-click, then click the **Font list arrow** on the Mini toolbar

The Mini toolbar includes the most commonly used formatting tools, so it's great for making quick formatting changes.

5. Scroll down in the Font list and click **Times New Roman**, click the **Font Size list arrow** on the Mini toolbar, then click **14**

The Mini toolbar closes when you move the pointer away from the selection. Compare your worksheet to **FIGURE C-6**. Notice that some of the column labels are now too wide to appear fully in the column. Excel does not automatically adjust column widths to accommodate cell formatting; you have to adjust column widths manually. You'll learn to do this in a later lesson.

6. Save your work

FIGURE C-5: Font list

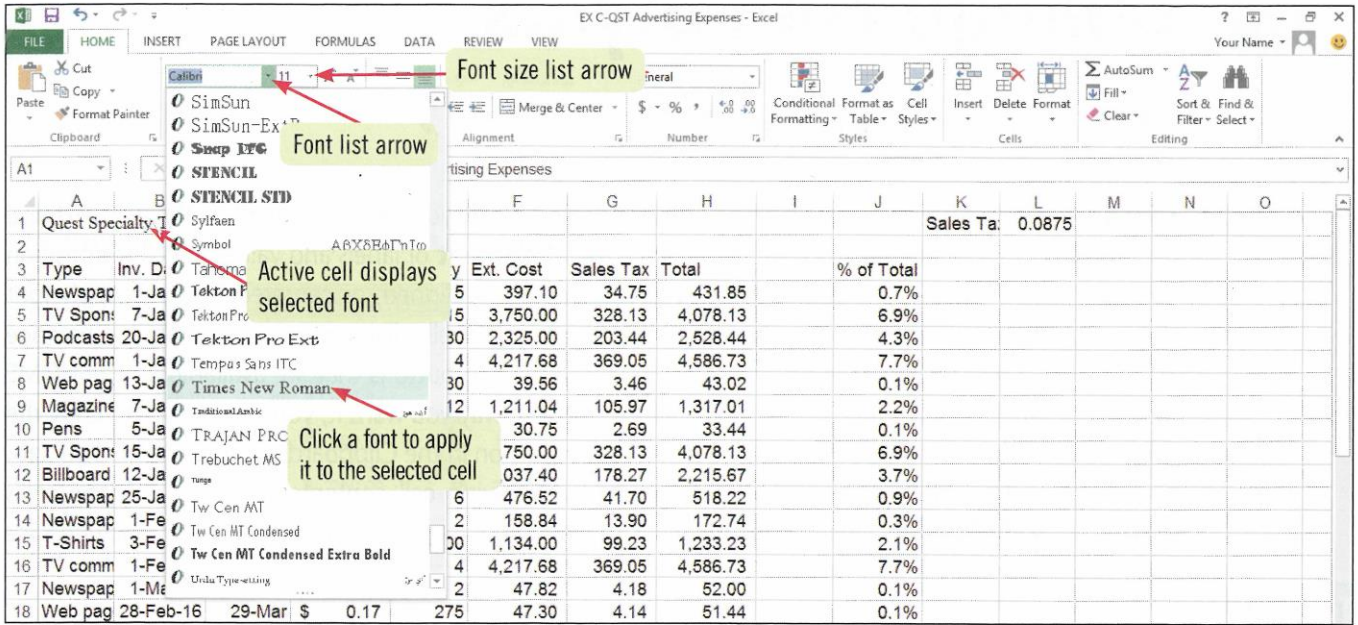


FIGURE C-6: Worksheet with formatted title and column labels

