PowerPoint Fonts

Minimum font size: 30

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm **Serif fonts** are designed for printed material – books, newspapers, etc. Serif fonts are **Times New Roman** and **Georgia**	Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm **Sans Serif fonts** are designed for presentations. They are easier to read quickly on a screen. In PowerPoint, stick to the default **Calibri** or **Arial** fonts.

Comic Sans is neither Serif nor Sans Serif
and difficult to read on a screen.

NEVER WRITE IN ALL CAPITAL LETTERS!

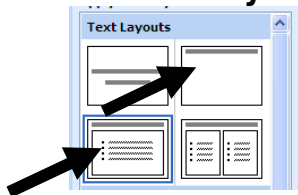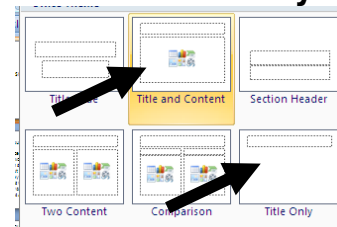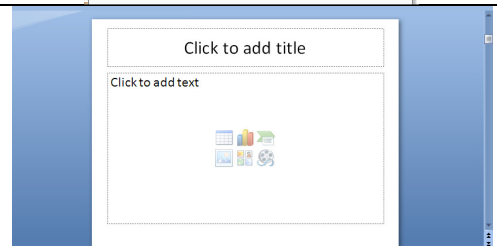| PowerPoint 2003	PowerPoint 2007
To add text to a slide, Click on **Insert** and **New Slide**. Or click on the **New Slide** icon.	To add text to a slide, Click on the **Home Ribbon**. Click on **New Slide**.
Choose either the **Title and Content** template or the **Title Only** template.	Choose either the **Title and Content** template or the **Title Only** template.
Just click in a **text box** and start typing!	
The red wavy line means this word is not in the Office dictionary and needs to be checked.	**RIGHT click** on the red wavy line. Click on the correct spelling. If the word IS spelled correctly (e.g. your name), click on **Add to Dictionary**

Page 1