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.

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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,	To add text to a slide,
Click on Insert and New Slide.	Click on the Home Ribbon .
Or click on the New Slide icon.	Click on New Slide.
Microsoft PowerPoint - [Presentation1] ● Ele Edit View Insert Format Iools Side Show Window Help ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●	Home Insert Design Animations Slice Home Insert Design Animations Slice Reset New Delete Slide - Delete Cliphoard Fielder
Choose either the Title and Content	Choose either the Title and Content
template or the Title Only template.	template or the Title Only template.
Just click in a text box and start typing!	Click to add title Click to add text
Make sure you spel it right! 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