TechTip: Shrinking Or Enlarging Font Size

THE SITUATION: Every once in a while, you may need to adjust the font size in your document so that it fills up a certain portion of the page or the entire page. Maybe the font needs to be a bit smaller or a bit larger before it's just right. Did you know you can adjust your font size from your keyboard? Here's how...

WHAT TO DO:

1. Select the text you want to adjust.
2. Hit Ctrl-[ (left bracket) to shrink the font by 1 point or Ctrl-] (right bracket) to enlarge the font by 1 point. (For Macs, use the Apple-key instead of the Ctrl-key.)

Hit these keys repeatedly until the font is the size you want. This works in most Microsoft programs such as Word, PowerPoint, and Outlook.

Enjoy!