

This is How to Add Text, Change font, Size, Color

(Intro) Parker: Hi guys. We are going to be teaching you how to add text, change font, change font Size and change the font color. This is how you do it.

Jaitin: Step 1, get logged into google docs and if you don't know how to do that, then watch " How to login to Google Drive".

Jaitin: Step 2, Make a new doc by pressing the blank icon button with a + in the middle of it.

Jaitin: Step 3, Type in anything that you want to change format.

Jaitin: Step 4, To change color, highlight the text then go to the underlined capital A click it and select the new color.

Jaitin: Step 5, To change font highlight the text then go to the Arial and click. then select your new font.

Jaitin: Step 6, To change font size highlight the text then go to the 11 then select a new number.

(Ending) Parker: And that is how to add text, change font, change font Size and change the font color!