Are you someone who is constantly trying to escape the mouse? You've learned everything you can about using keyboard shortcuts, but you still find yourself annoyed every time you try to change the font style or size in your MS Word projects.

You go over to the mouse, click on the font name, scroll through the list until you find what you're looking for, then you click on the font size scrollbar and search for the size that you want. Get the idea? It can be labor intensive.

Here are some keyboard shortcuts that you may want to try. Just remember, you must **highlight** the text that you want to change before you make any formatting adjustments. You can use your shift key plus the cursor keys to select your text. No more mousing around!

Let's address the font style first. To access the font type list, press these keys at the same time: **Ctrl + Shift + F**. This will highlight the current font name in the list and it will allow you to have control over the list using the keyboard.

You can scroll up and down with the cursor arrows, browsing your options the same as you would with your mouse. If you know the name of the font you're looking for, you can type in the name. If you know the name of the font, but not the correct spelling, you can just type the first letter of the name and it will take you to that part of the list. You can then use the arrow keys to find the correct font.

Whichever method you use to find the name of the font you're looking for, hit the **Enter key** when you're done and your font will be changed.

To increase font size in increments, try **Ctrl + ]**.

Decreasing the font size can be accomplished with **Ctrl + [**.
These methods work well and are very efficient. The key combinations using > and < will increase or decrease the font size, according to the sizes listed in the font size drop down list. The other combinations using [ and ] increase or decrease the font size one point at a time.

What about the times when you need to set a font like 14.5? Simply use the key combination of Ctrl + Shift + P. This will highlight the current font size in the font size drop down list.

Now, all you have to do is type the font size you’d like and hit the Enter key. You get a custom font size with only a few keystrokes.