

## MS WORD Background

Want to change the color of text? Instead of taking the long route through the Format menu, try this:

1. Click on the arrow next to the Font Color button(Background), which is on the Formatting toolbar.

(If your Formatting toolbar isn't displayed, right-click anywhere on the menu bar and choose Formatting from the pop-up menu).

2. Click on the desired text color.

Or

1. Click Format

2. Background

3. Select color

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