

Fonts included with Microsoft Office These fonts are your best choice for document design.

- No extra cost to the client for font licensing.
- Font families that work correctly with the Bold and Italic buttons in Office.
- Widely installed already, so font substitution is not an issue when documents are emailed.
- Fully embeddable in Word and PowerPoint, so documents with embedded fonts can be edited and used for collaboration.

✓ = Installed by default with this version of Office or by the operating system

Each line represents a font family: Bold and Italic buttons will switch fonts correctly.

For best user satisfaction, choose a family with four members.

Click on the font name for link to full preview:

	2007 Win	2008 Mac	2010 Win	2011 Mac	2013 Win	2016 Mac	2016 Win	Mobile (iOS)	Office Online
Arial, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓
Arial Narrow, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓	✓	✓	✓		
Arial Black , <i>italic</i>	✓	✓	✓	✓	✓	✓	✓		✓
Bell MT, bold , <i>italic</i>	✓	✓	✓	✓		✓			
Bodoni MT, bold , <i>italic</i> , <i>bold italic</i>	✓		✓						
Bodoni MT condensed, condensed bold , <i>condensed italic</i> , <i>condensed bold italic</i>	✓		✓						
Book Antiqua, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bookman Old Style, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓
Calibri, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓
Calibri light, light italic				✓	✓	✓	✓	✓	
Calisto MT, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓		✓		✓	
Cambria, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓
Candara, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓
Century Gothic, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓
Century Schoolbook, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓		✓		✓	✓
Consolas, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓
Constantia, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓
Corbel, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓
Franklin Gothic book, <i>book italic</i> , medium, <i>medium italic</i>	✓	✓	✓	✓		✓		✓	
Franklin Gothic demi , <i>demi italic</i>	✓	✓	✓			✓			
Franklin Gothic heavy , <i>heavy italic</i> , medium condensed, <i>demi condensed</i>	✓		✓			✓			
Garamond, bold , <i>italic</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓
Georgia, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓	✓		✓	✓	
Gill Sans MT, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓		✓		✓	✓
Goudy Old Style, bold , <i>italic</i>	✓	✓	✓	✓		✓		✓	
Lucida Bright, demibold , <i>italic</i> , <i>demibold italic</i>	✓	✓	✓	✓		✓			
Lucida Fax, demibold , <i>italic</i> , <i>demibold italic</i>	✓	✓	✓	✓					
Lucida Sans, demibold , <i>italic</i> , <i>demibold italic</i>	✓	✓	✓	✓		✓		✓	✓
Lucida Typewriter, bold , <i>oblique</i> , <i>bold oblique</i>	✓	✓	✓	✓		✓			
Palatino Linotype, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓	✓	✓	✓	✓	
Perpetua, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓		✓			
Rockwell , bold , <i>italic</i>	✓	✓	✓	✓		✓		✓	✓
Rockwell condensed , bold condensed	✓	✓	✓	✓		✓		✓	
Segoe UI, bold , <i>italic</i> , <i>bold italic</i>	✓		✓		✓		✓		✓
Segoe UI Light, Semibold , Symbol			✓		✓		✓		✓
Segoe UI Semilight, <i>Italic</i>					✓		✓		
Tahoma, bold	✓	✓	✓	✓	✓	✓	✓	✓	✓
Times New Roman, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓	✓	✓	✓	✓	
Trebuchet, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓	✓	✓	✓	✓	
Tw Cen MT Medium, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓		✓		✓	✓
Tw Cen MT condensed med, condensed bold , condensed extra bold	✓		✓			✓			
Verdana, bold , <i>italic</i> , <i>bold italic</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓

The selection shown are not all the fonts installed, just fonts that might reasonably be used for business document text.

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