

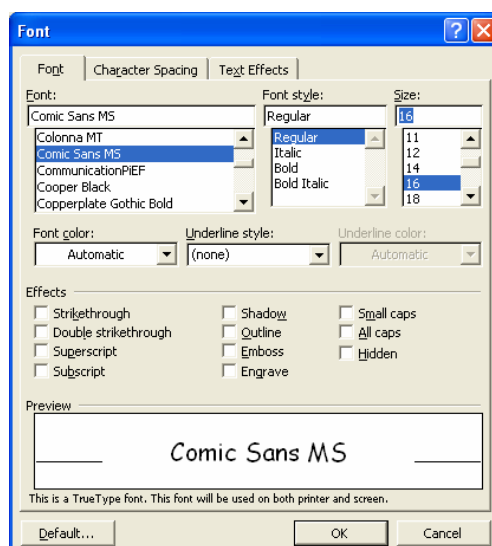
Changing the default font in Microsoft Word

This guide shows you how to change default font settings in Word.

For example, the default settings may be Times New Roman size 12 but a more appropriate setting for your pupils may be Comic Sans size 14.

Instructions

1. Open Microsoft Word
2. Click on **Format** (top menu bar)
3. Click on **Font**
4. Select the font settings you want:



5. When happy with your selection click on the **Default** button in the bottom-left corner of the box
6. Check it has worked; close and reopen Word