MICROSOFT WORD 2013 – SETTING A DEFAULT FONT

Objectives

✓ Learn how to set a default font when starting a new document in Microsoft Word 2013

The Process:

1. Open Microsoft Word 2013 > Select Blank Document

2. Go to Styles > Right-click on Normal

3. Select Modify

4. In the Formatting heading, select the Font and Font Size

5. Select New documents based on this template

6. Click OK.

✓ If you decide to change it back to the Microsoft Word 2013 default, use the same process and select the Calibri font, size 11 pt.

If you have any questions, please contact pod@rose-hulman.edu for assistance.