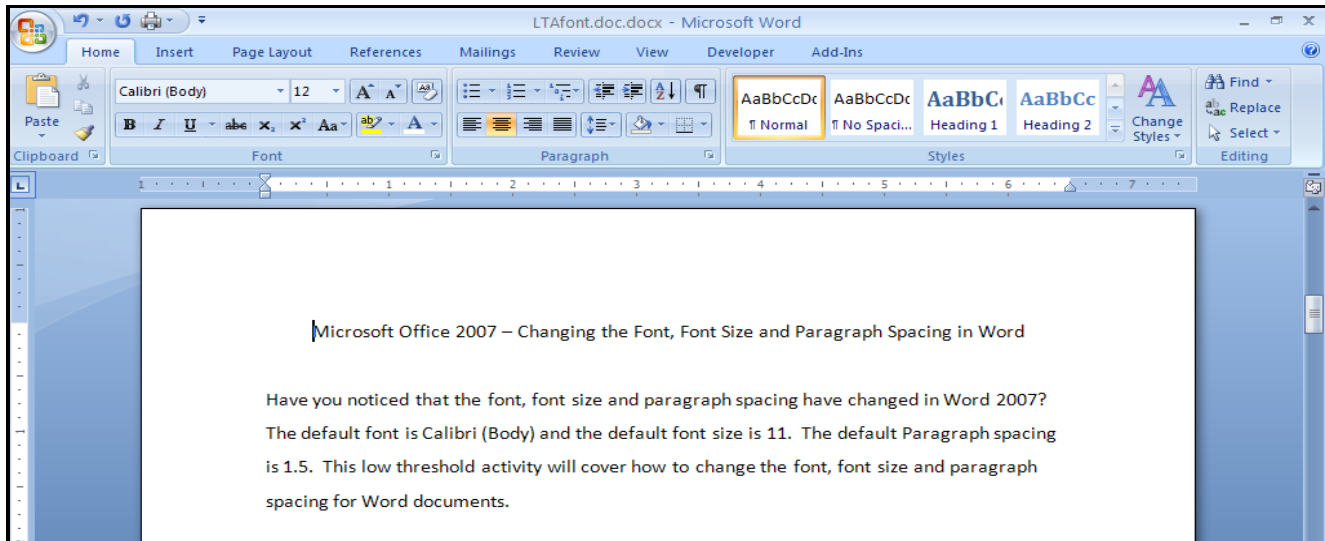


Microsoft Office 2007

Changing the Default Settings for Font, Font Size and Paragraph Spacing in Word

Have you noticed that the font, font size and paragraph spacing have changed in Word 2007? The default font is **Calibri (Body)** and the default font size is **11**. The default **Paragraph spacing is 1.5**. This **Low Threshold Activity** will cover how to change the default settings for font, font size and paragraph spacing for Word documents.

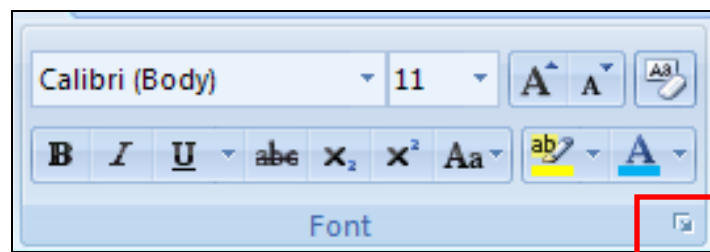
Example of document with Word 2007 default settings:



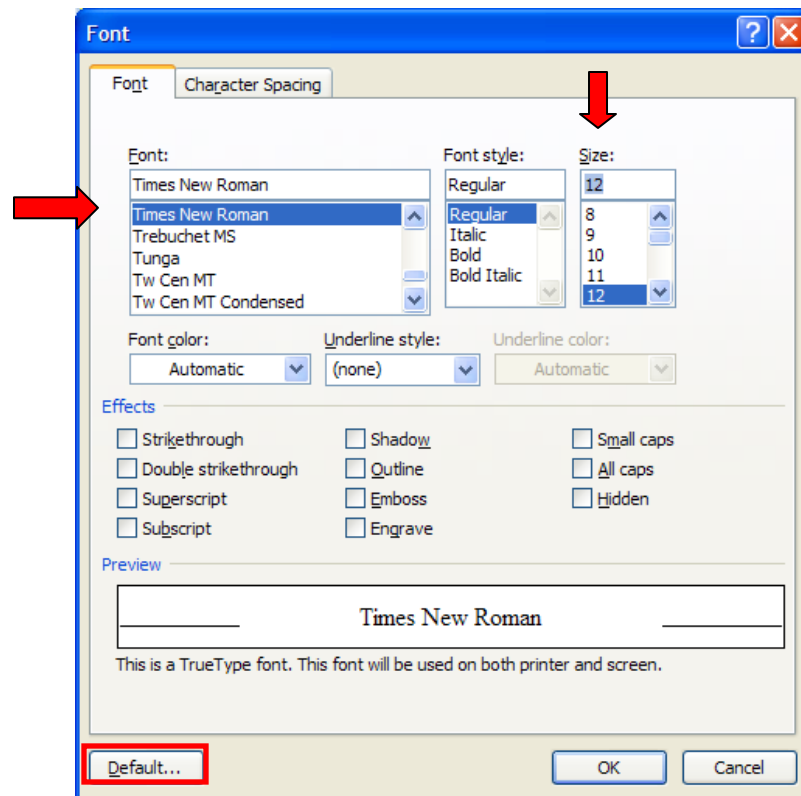
Part A: Changing the Default Font and Font size in Word

Let's change the Font and Font size first.

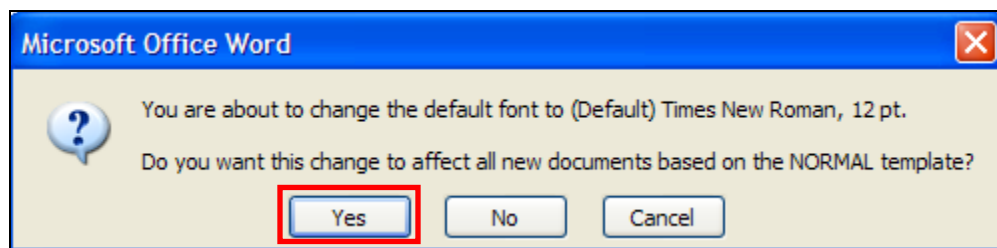
1. To change the Font and the Font size, from the **Home Tab**, go to the **Font group** and click on the **arrow** (bottom right).



2. The **Font Dialog Box** opens. This box should look familiar to you. Let's change the font to Times New Roman and the Font Size to 12.
3. Go to the **Font box** and select **Times New Roman**.
4. Go to the **Size box** and **select 12**. We will leave the Font style setting as Regular.
5. To apply these changes to **all new documents** in Word, click on the **Default button**.



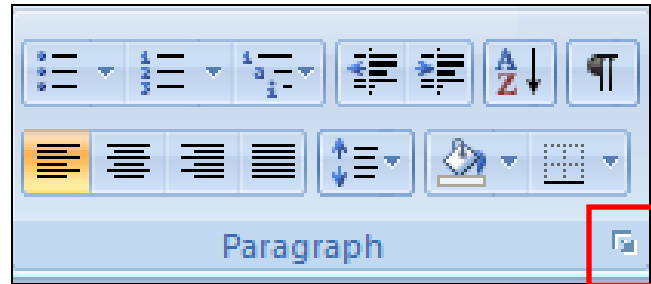
6. A warning box will open letting you know that these changes will be applied to the Normal.dot template. This means that all new Word documents will now be set to the Times New Roman font, size 12.
7. To accept these changes, click the **Yes** button.



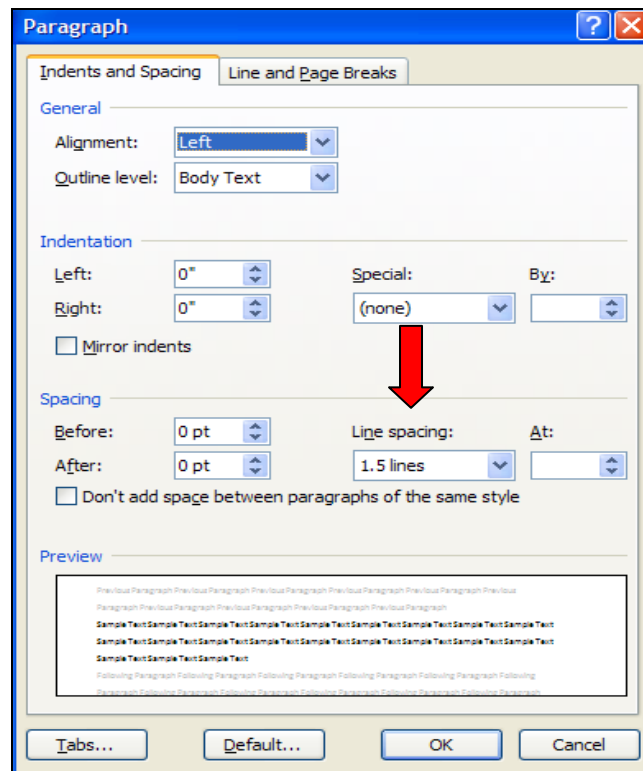
8. **Note:** To apply the font changes to the current document only, do not click the **Default button**. Just click the **OK** button.

Part B: Changing the Default Paragraph Spacing in Word

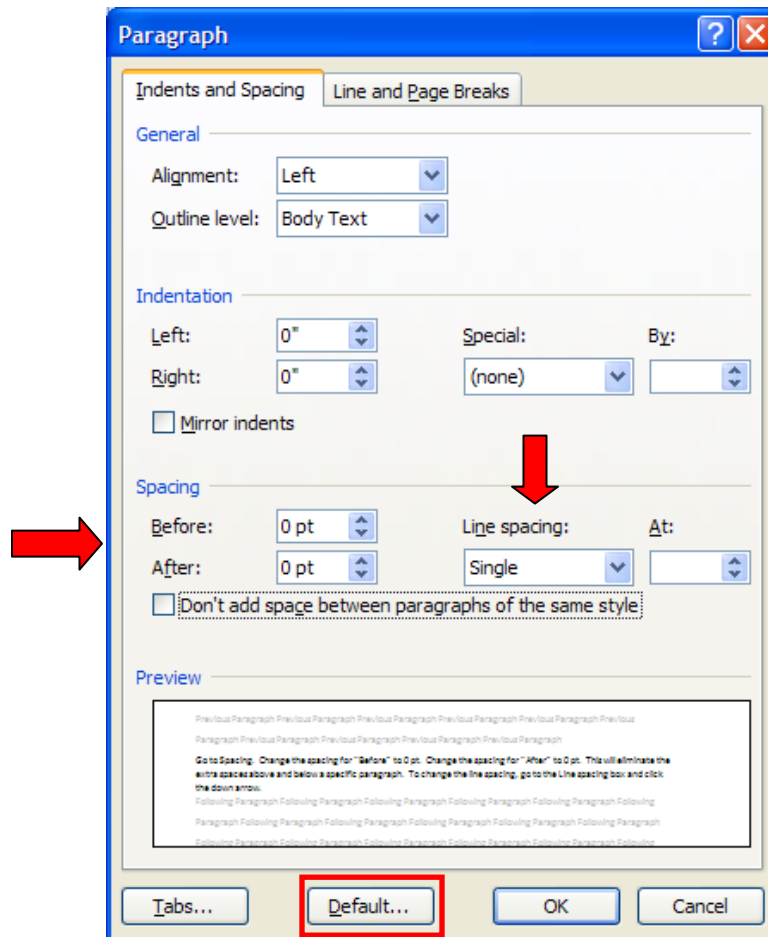
1. The paragraph spacing **default setting is 1.5**. To check these settings, from the **Home Tab**, go to the **Paragraph group** and click on the **arrow** (to the bottom right).



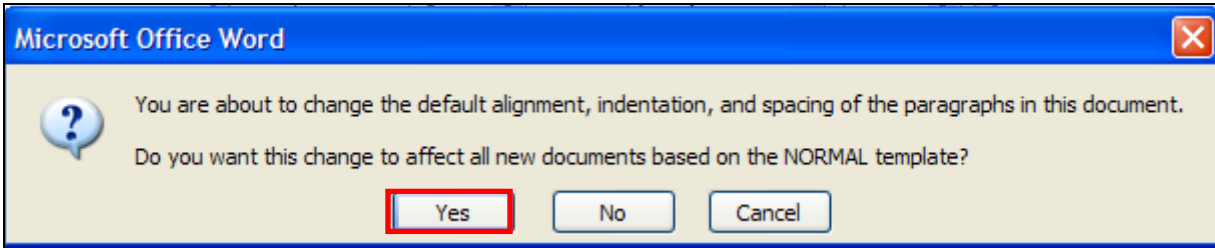
2. The **Paragraph dialog box** will open.
3. Notice that the Line spacing is set to 1.5 lines



4. Go to **Spacing**. Change the spacing for “**Before**” to **0 pt**. Change the spacing for “**After**” to **0 pt**. This will eliminate the extra spaces above and below paragraphs.
5. To change the line spacing, go to the **Line spacing** box and click the down arrow. Select **Single**.
6. To apply these changes to all documents in Word, click on the **Default** button.

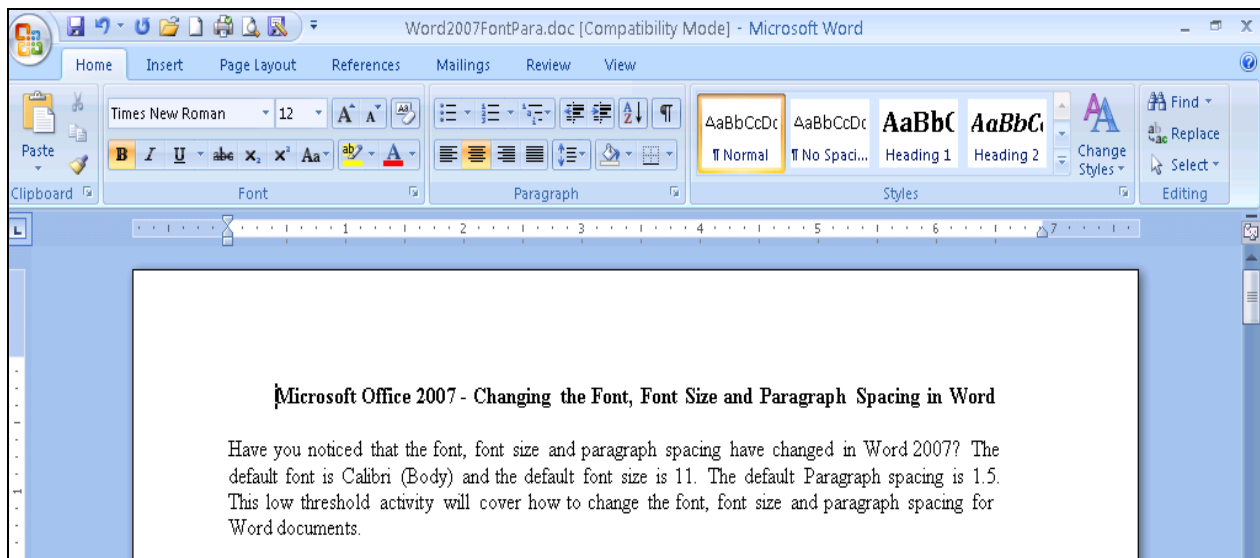


7. A warning box will open letting you know that these changes will be applied to the Normal.dot template. This means that all new documents in Word will now be set to single space.
8. To accept these changes, click the **Yes** button. Click the **OK** button to exit the Paragraph dialog box.



9. **Note:** To apply the spacing changes to the current document only, do not click the **Default** button. Just click the **OK** button.

Example of same document with font, font size and paragraph changes:



Your feedback is important to me – what did you think of this LTA? Please take a minute and fill out a short survey at the following link:

<http://CTLSilhouette.wsu.edu/surveys/ZS36378>

Thank you!