
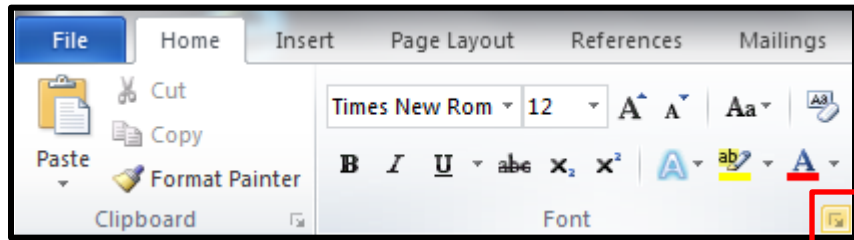


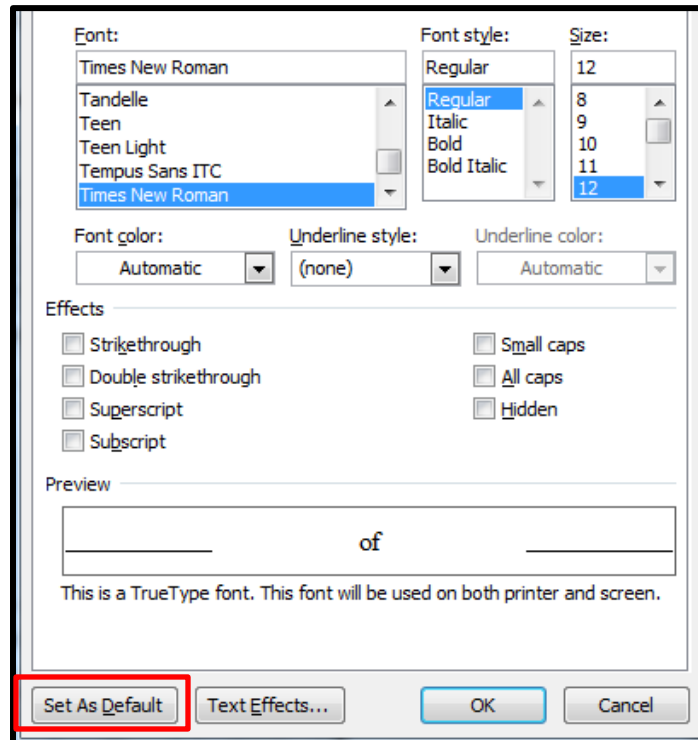
Change the Default Font in Microsoft Word 2010

This tutorial will show you how to change the default font for any new document you create in Microsoft Word.

1. In the **Home** ribbon, click the arrow in the bottom right corner of the Font group . You can also press Ctrl+D to bring up the font dialog box.



2. Choose the font face, style and size. When you are satisfied with the changes, click **Set As Default** in the bottom left corner.



3. Choose “All documents based on the Normal.dotm template option, then click **OK**. Any new document you create will use the font options you set.

