Changing the default font in Microsoft Word 2007 (2/25/11)


2. Under the Home tab, expand the Font options box.

3. In the Font Menu box, select the Font tab.

4. In the Font: selection box, choose either Tahoma or Georgia.

5. The Font style: should be Regular.

6. The Size: should be 12.

7. The Preview box will display a preview of the font.

8. Click the Default... button in the lower left hand corner of the box.

9. A confirmation dialogue box will appear. Click Yes to change your default Font settings in Word.