Changing the default font in Microsoft Word 2008 (2/25/11)


2. On the Word Toolbar at the top of the screen, select Format.

3. On the Format drop down menu, select Font.

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

5. In the Font: selectiong box, choose either Tahoma or Georgia.

6. The Font style: should be Regular.

7. The Size: should be 12.

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

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

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