

CHANGE THE DEFAULT SETTINGS IN MICROSOFT WORD

If you use Microsoft Word as your word processor, you may wish to change the Default (automatic) settings for the font type, font style, font size, font color; your Margins; your space between lines; and your paragraph spacing.

To make font changes, do the following:

1. Open a blank page in Word.
2. Press the Ctrl key together with the D character on your keyboard.
3. This action will cause the fonts dialogue box to open.
4. Change the font, the font style, and font size to your liking and click *set as Default*.
5. Click on the bullet for all documents based on the normal template.
6. Click ok.

To change the page setup (including margins and borders):

1. Open a blank page in Word.
2. Click on the layout tab on the ribbon.
3. Click page setup (it's the downward pointing arrow in the lower right corner).
4. Make your desired changes and then click *set as default*.
5. Click OK and close all windows relating to the word program.