

# Font format on Word

Instructions on how to format fonts in Word. 1. Font format Before editing the text you should format the font first. To format the Font perform the following steps: Step 1: Go to the Home tab - click the Font icon below (or click the

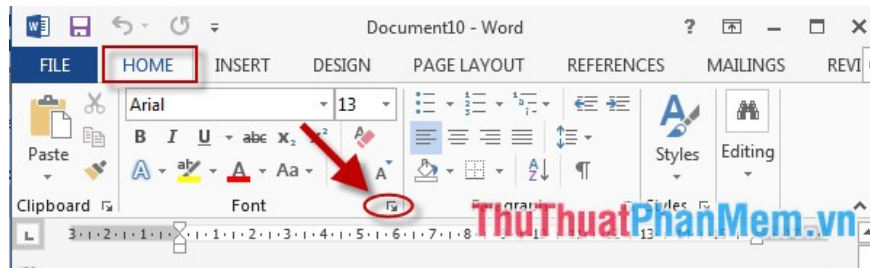
The following article details you how to format fonts in Word.

# Font Format

## 1. Font format

Before editing the text you should format the font first. To format the Font, follow these steps:

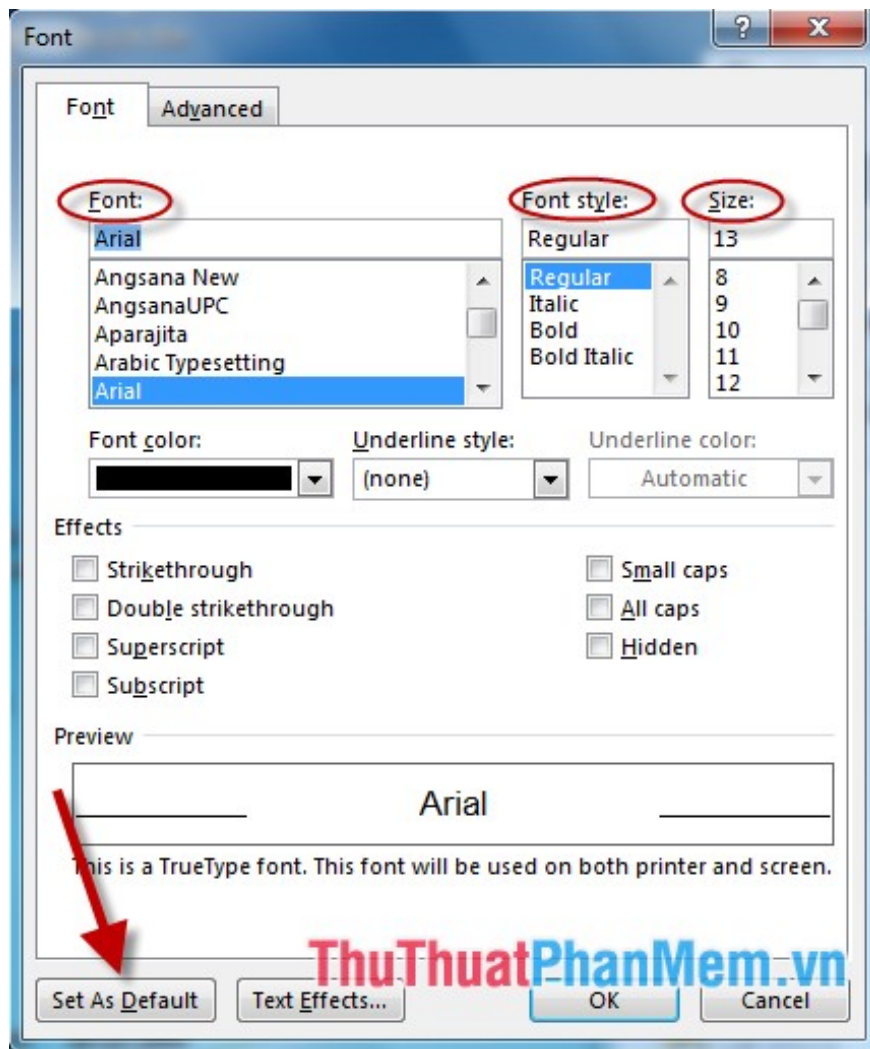
**Step 1: Go to the Home tab -> click on the Font icon below (or press Ctrl + D):**



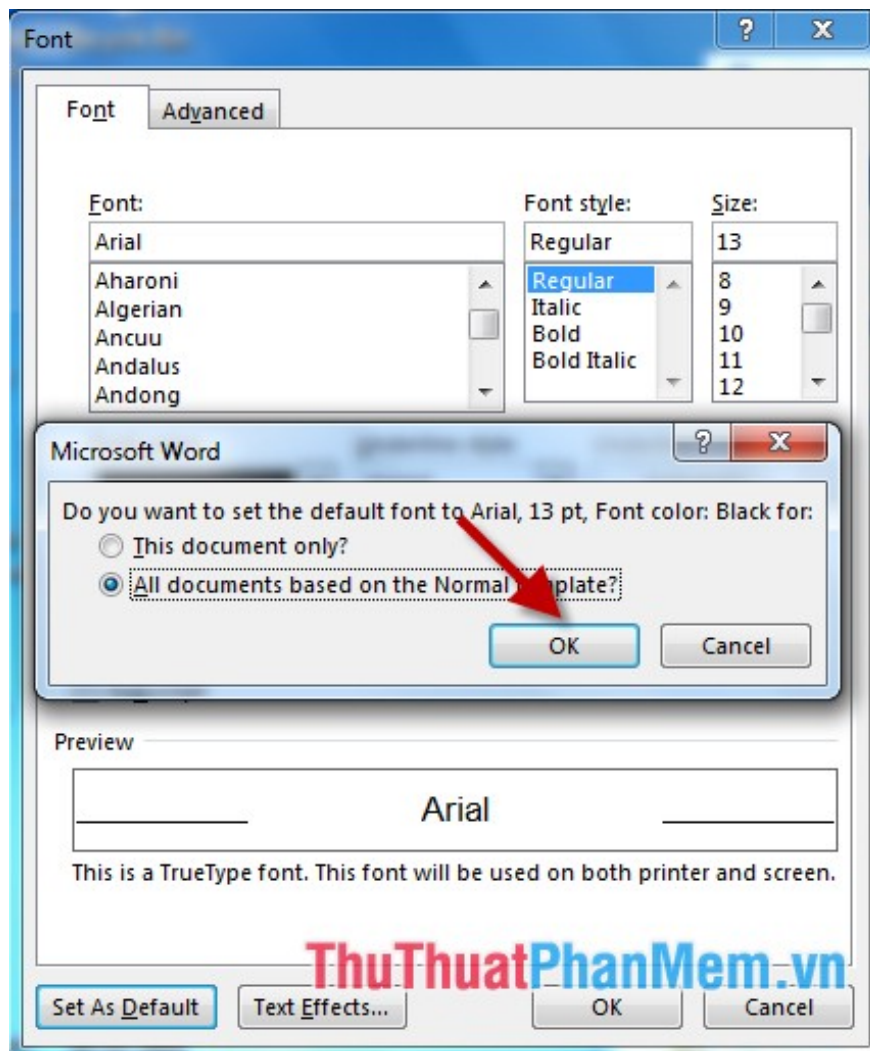
**Step 2: The Font dialog box appears -> select the Font tab and make the following selections:**

- **Font item** : Select a **Font** . With **Fonts**, there are 2 commonly used font types:
  - + Font **Time New Roman**: Corresponding to **Unicode**.
  - + Font **Vn.Time**: Corresponding to **TCVN3 (ABC)** encoding .
- **Font Style**: Select a **font style**.
- **Size Size**: Select the font **size** .

In addition, you can format the text color, effects for the text . If you want to set these values ??for all default pages in Word, click **Set As Default**:



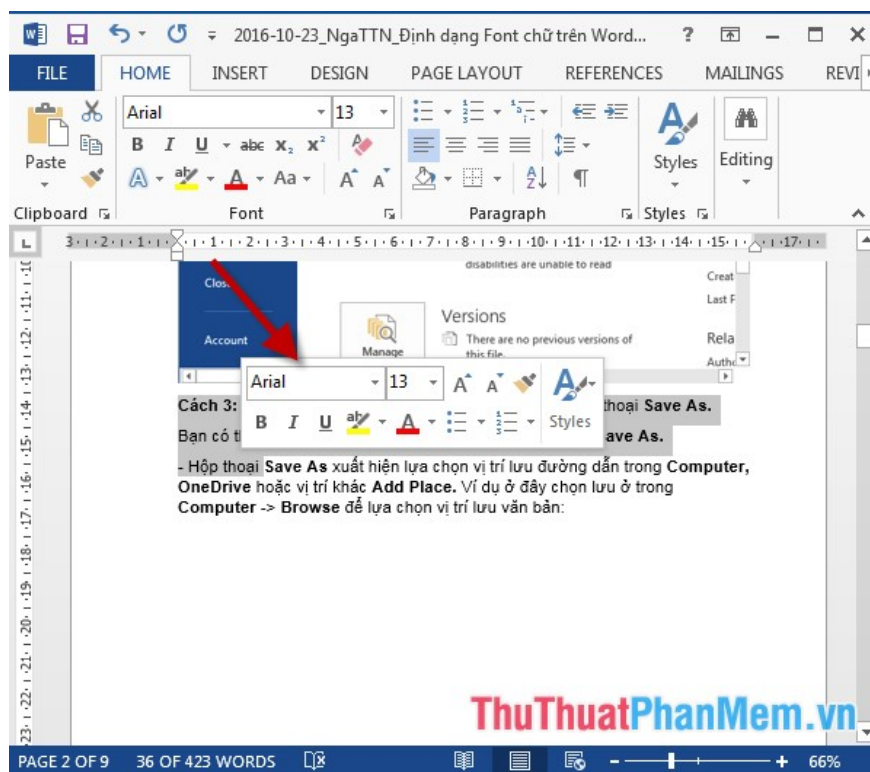
**Step 3:** The Microsoft Word dialog box appears -> click **All Document based on the Normal Template** to set all pages in Word -> **OK** -> **OK**:



So after setting the default mode, every time you create a new document, you do not have to format the font for the text.

## 2. Separate font format 1 paragraph.

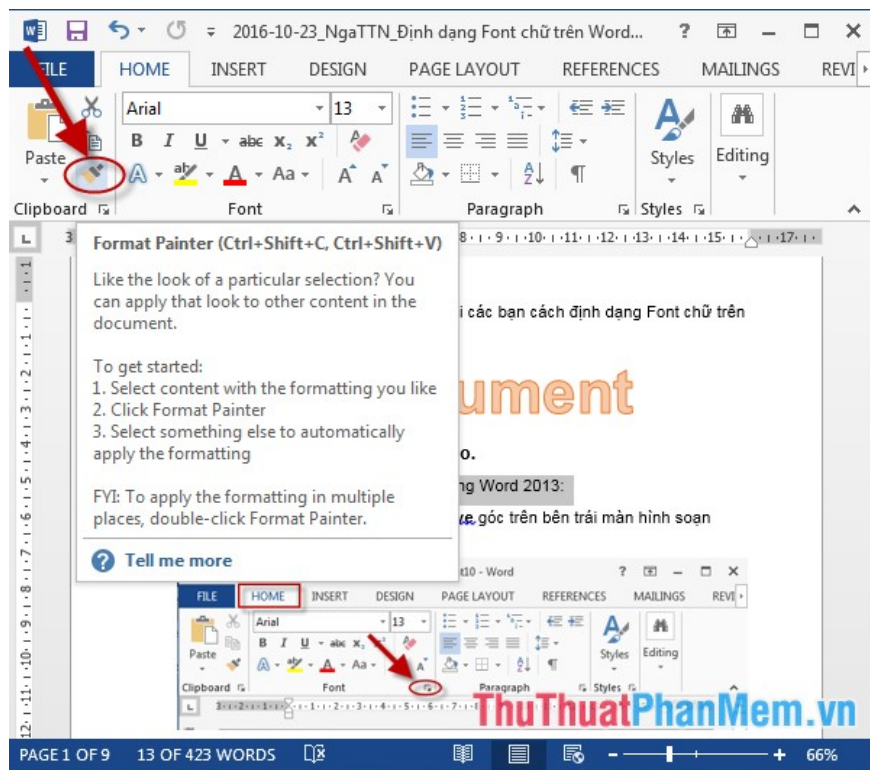
- If you want to have difference between paragraphs by changing the font format between the two paragraphs, do the following: Select the text to change the font -> the font's quick dialog box appears -> customize the font letters on request:



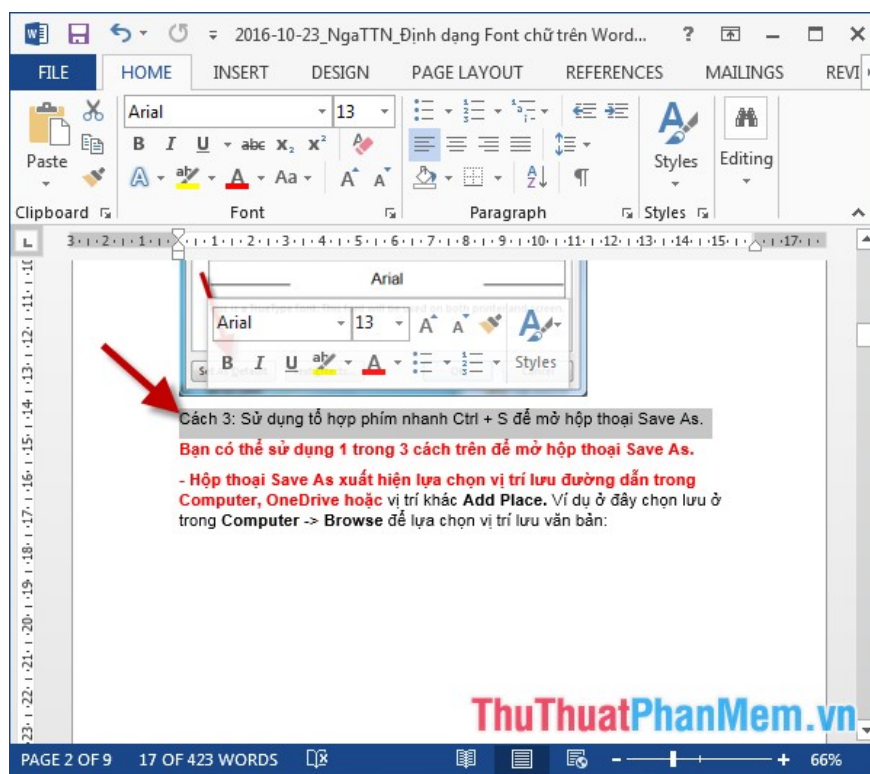
### 3. Copy font format for another paragraph.

- To copy the font format for another paragraph, do the following:

+ Select the text with the format you want to copy -> click on the **Format Painter** tool ( or press **Ctrl + Shift + C**):



+ Move to the text to copy font -> scan the whole text to copy format (or highlight press **Ctrl + Shift + V**) -> the new text has the same format as the paragraph Text to be copied.



Above is a detailed guide on how to format fonts in Word.

Good luck!

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