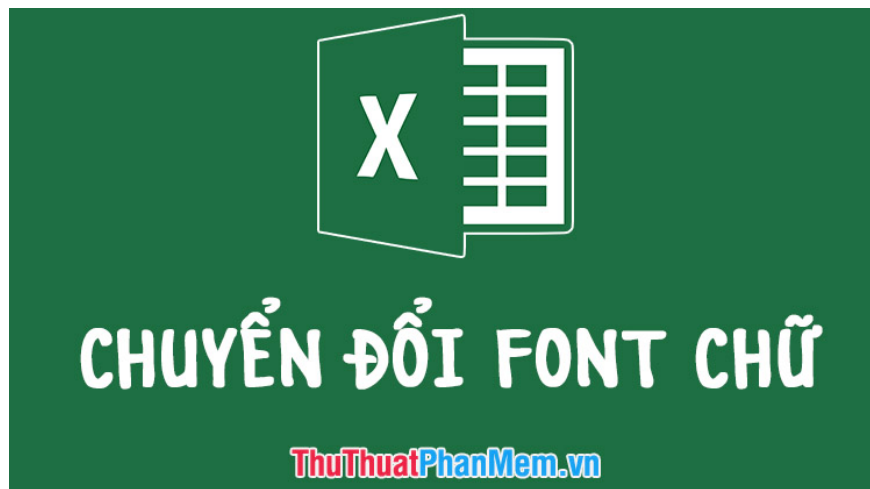


# How to convert fonts in Excel

How to convert fonts in Excel. The default font for Excel in the publisher's settings is Calibri. This is a basic Unicode font that is easy to use but if you use it for a long time you may find it boring and nothing special.

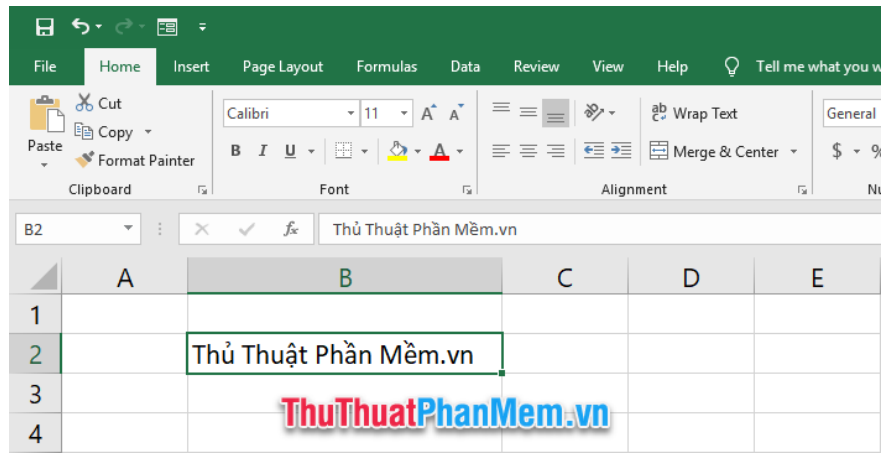
There are many different types of fonts so you can choose to change your text. In this article, **TipsMake.com** will introduce you how to convert fonts in Excel in the simplest way.



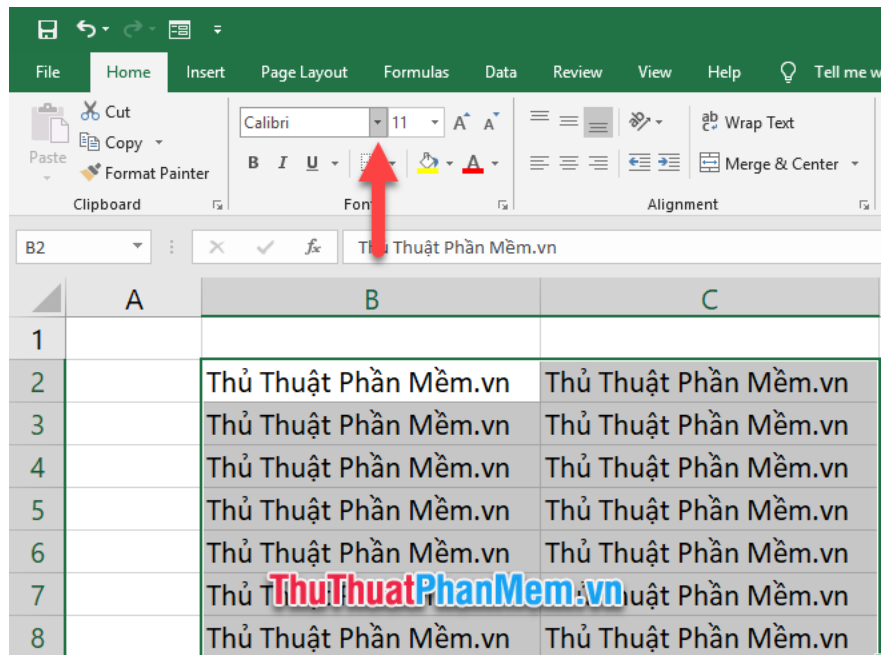
## 1. Change the font in Excel documents

The default font for Excel in the publisher's settings is **Calibri** .

This is a basic Unicode font that is easy to use but if you use it for a long time you may find it boring and nothing special.

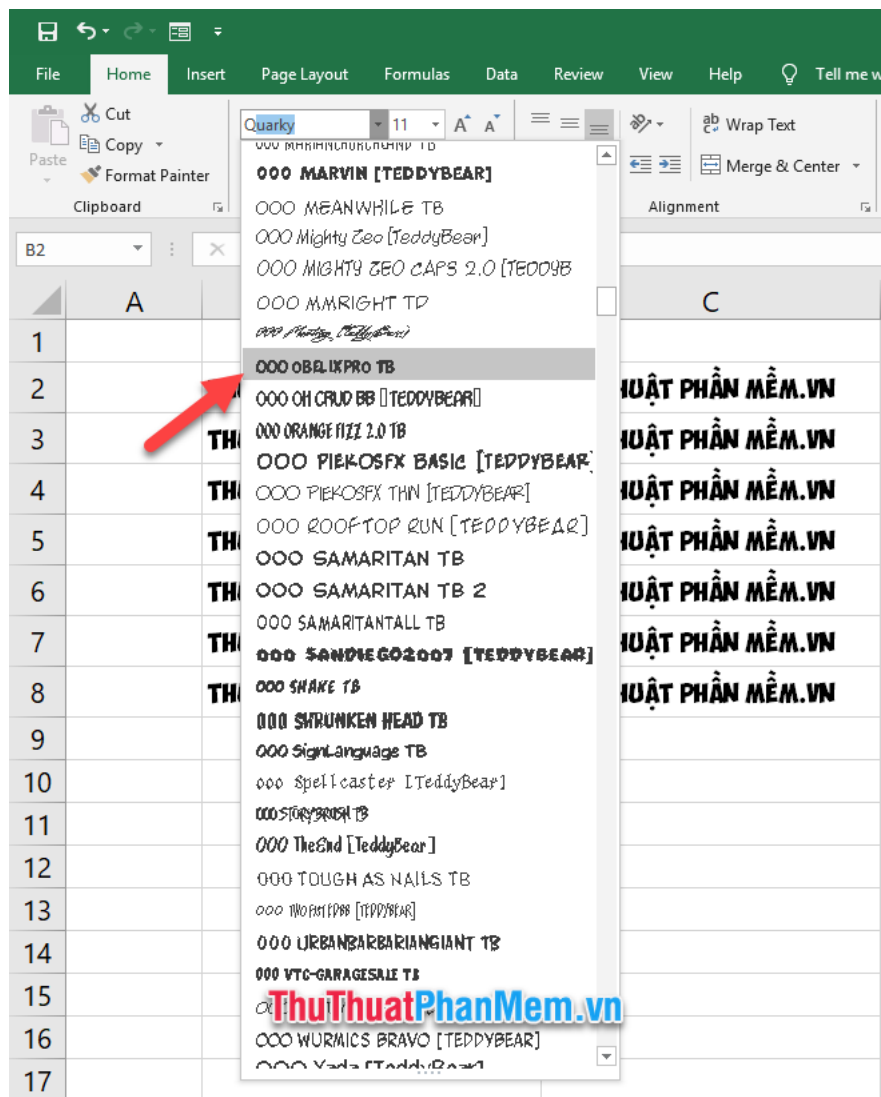


That's why you want to change this font type. To do this, you just need to click on the data box you want to change the font, or you can also do this with a certain data array, just highlight the entire data array is done. . Then you click on the icon to expand the functionality **font** under **Font** in the ribbon **Home** .

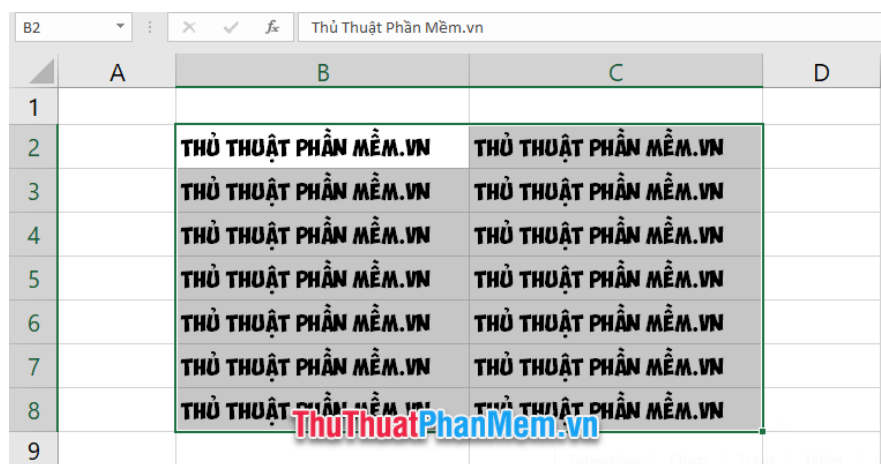


Then you will see a very long list of fonts that your computer currently has. These fonts can be fonts that are installed in your computer or downloaded and installed on your computer.

You choose to get a satisfactory font pattern.



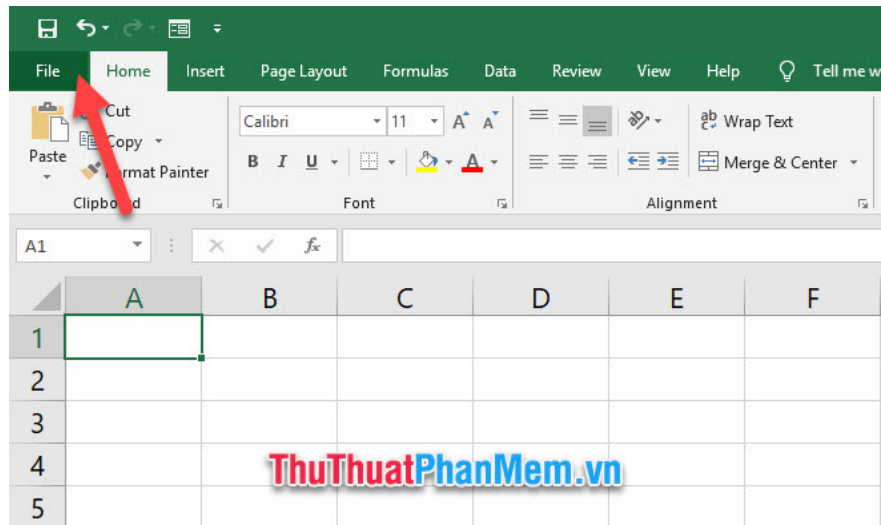
The end result is that the highlighted data will convert the font you want.



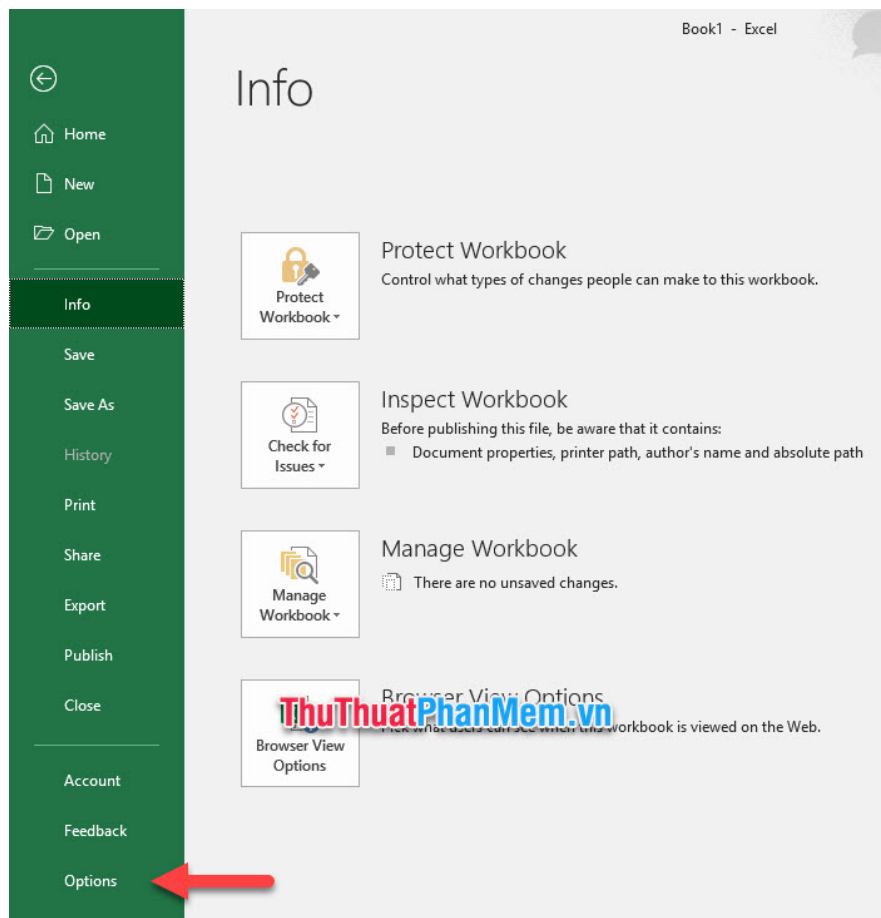
## 2. Change the default font in Excel

In addition to changing the font in the process of editing Excel, you can also change the default font of Excel. This will help you install the font you want for the entire Excel data box without having to change manually as in Part 1 above.

You need to open the **File** ribbon on the Excel toolbar.

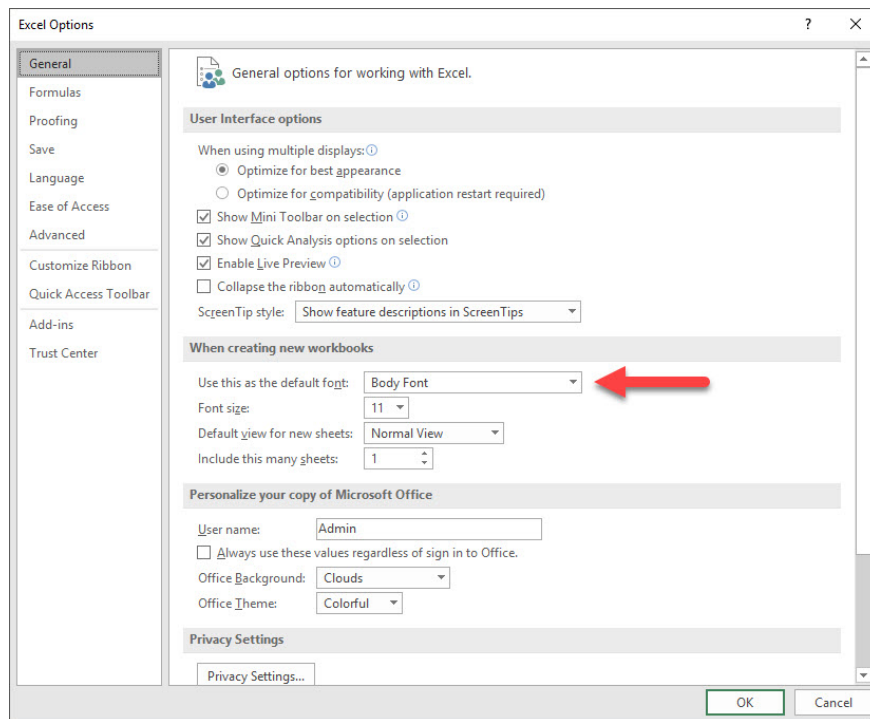


In the options at **File** ribbon , click on **Options** .

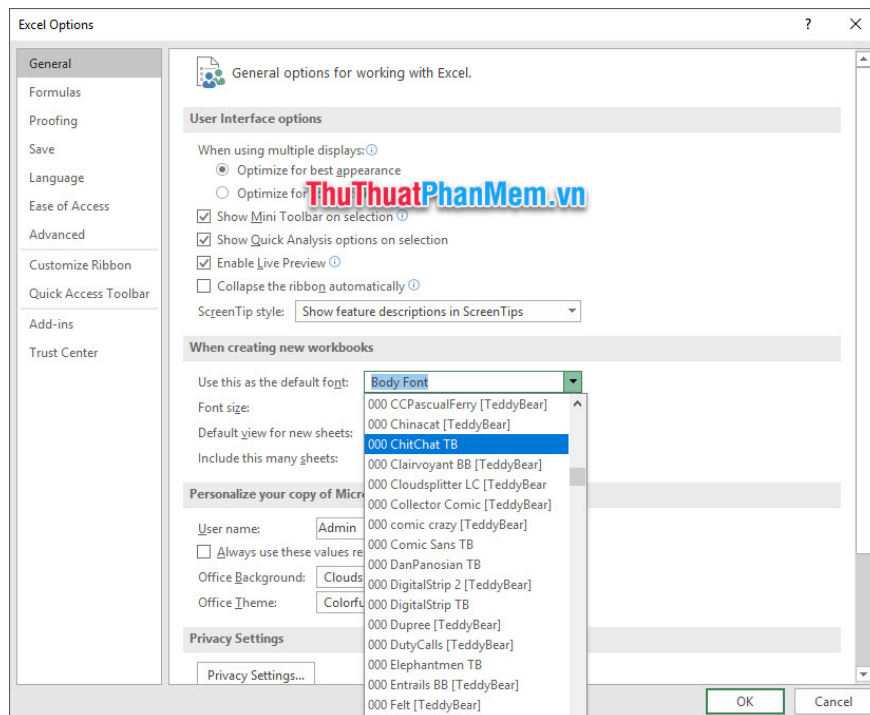


The Excel **Options** function window will appear. Leave the **General** tab open, then look for the **When creating new workbooks** section .

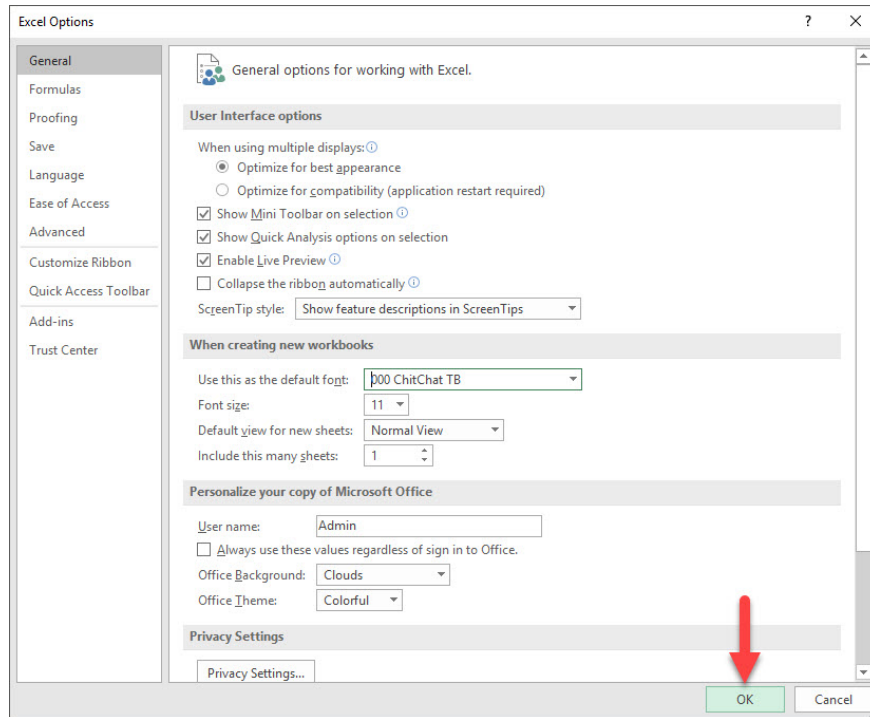
In this section, you'll see the line **Use this as the default font** . Click on it to change the default font style for Excel.



Select a font style that you want to set as the default font for Excel.

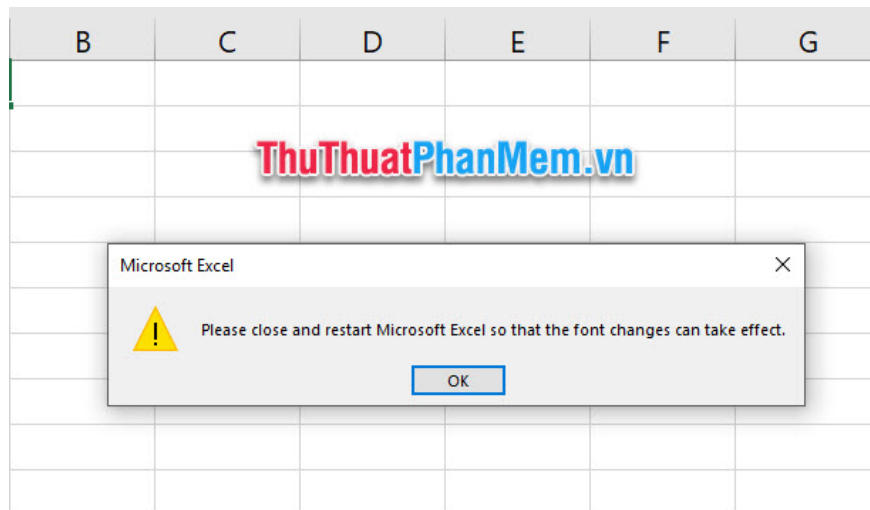


After making your selection, click on **OK** to confirm your recent change of settings.

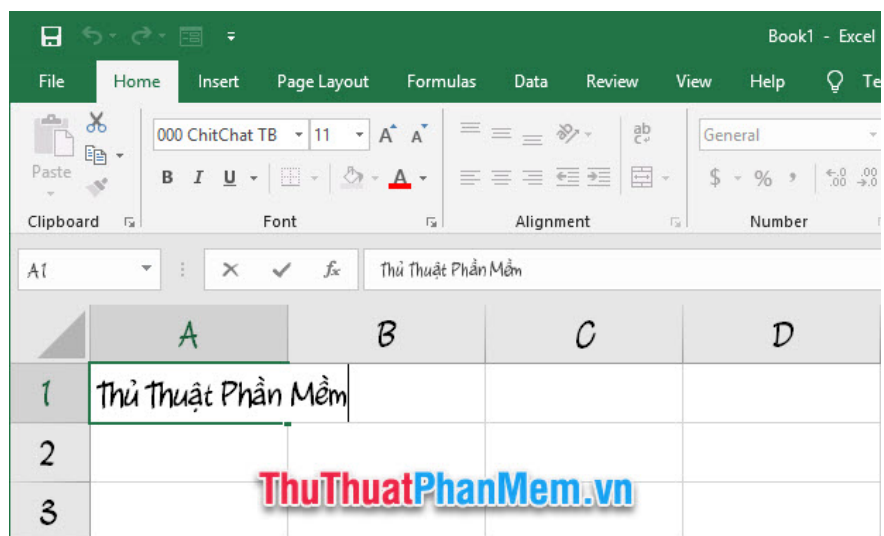


You will see a small message for me.

It will ask you to turn off the Excel software and turn it back on so the software system can confirm and change the font.



Please follow, turn off the Excel software and then turn it back on. Then you will see all the data cells have the font changed as you have just installed.



Thank you for reading our article [TipsMake.com](#) about how to change fonts in Excel. I wish you successful implementation!

You finished reading the article "[How to convert fonts in Excel](#)" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.