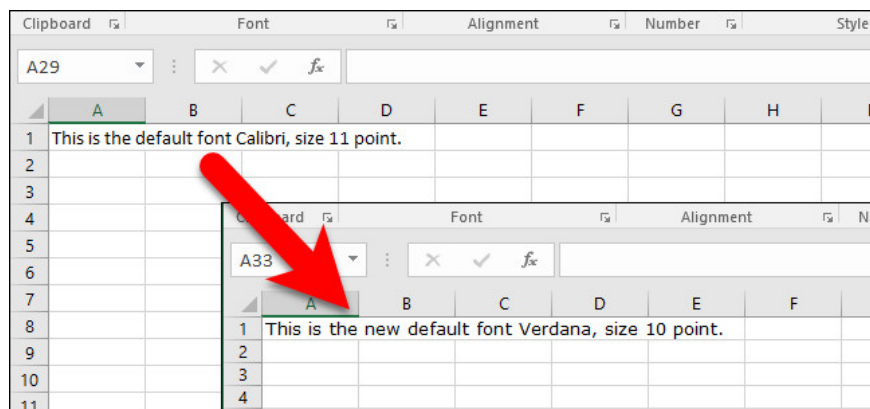


# How to set the default font and font size on Excel

On Windows operating systems, Excel uses the Calibri font as the default font. However, if you want to use another font or simply change the default font size, you just need to adjust some settings on Excel.

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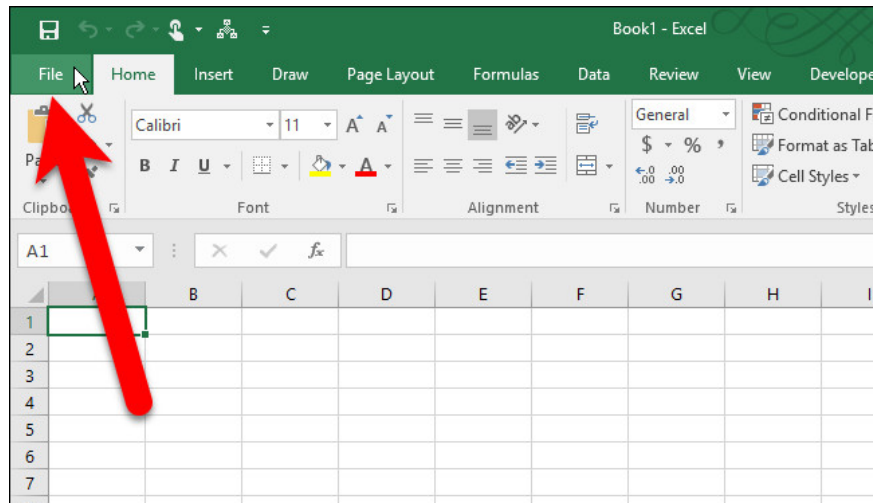
If you want **to change the font** , the default font size in Excel, you can refer to the steps in the following article of Network Administrator.



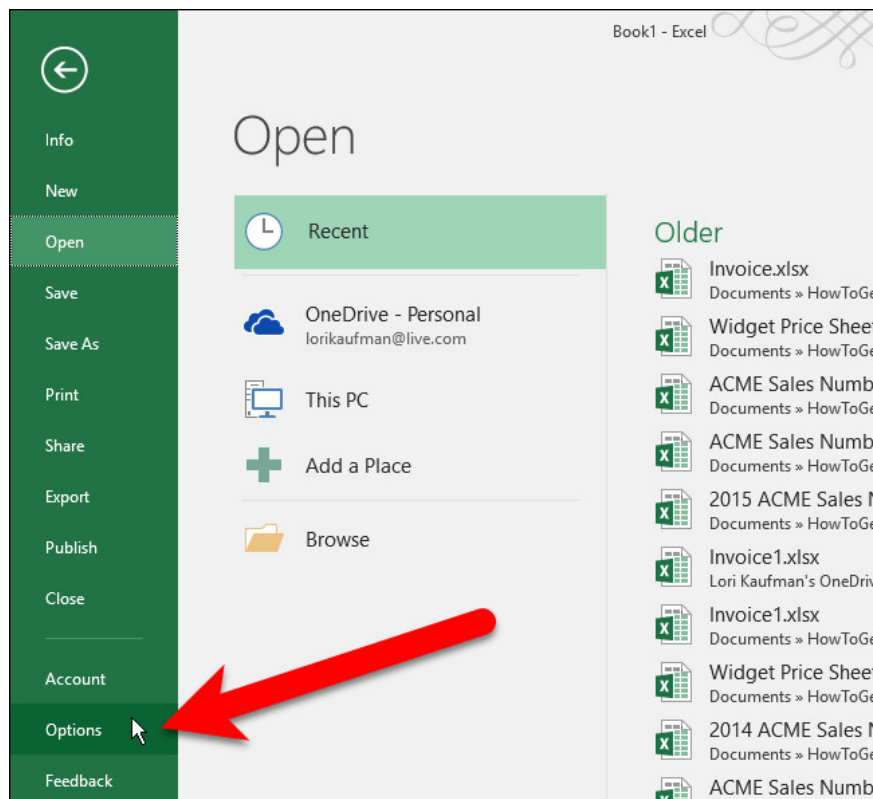
## Change the font, the default font size on Exce

To change the default font in Excel, follow the steps below:

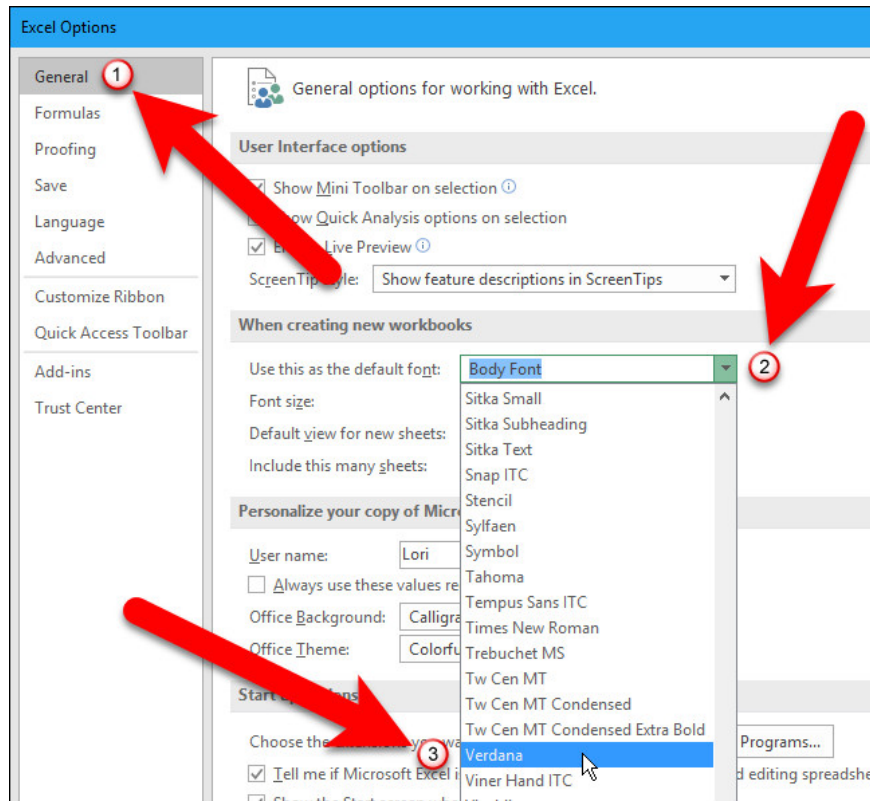
First open an Excel file, then click the **File tab** .



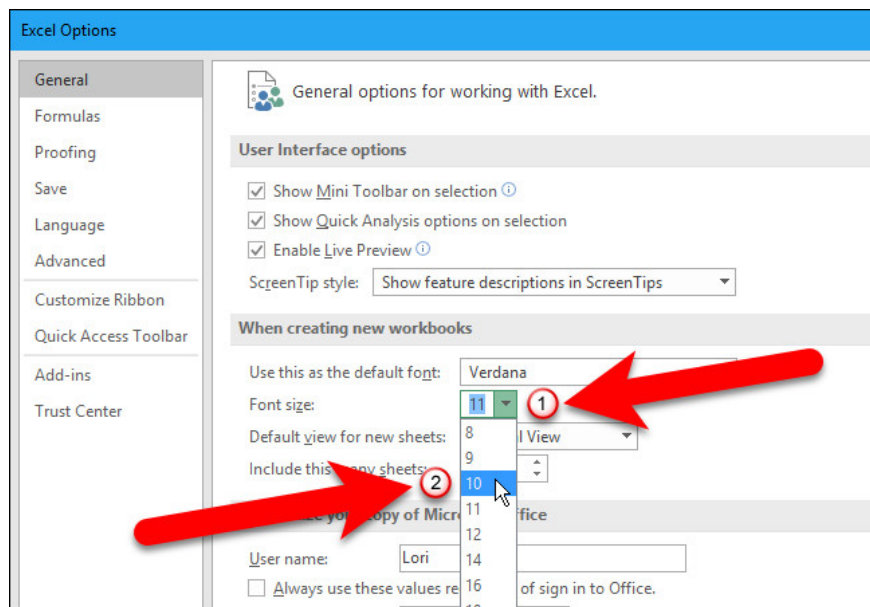
On the next screen, find and click **Options** in the list on the left pane.



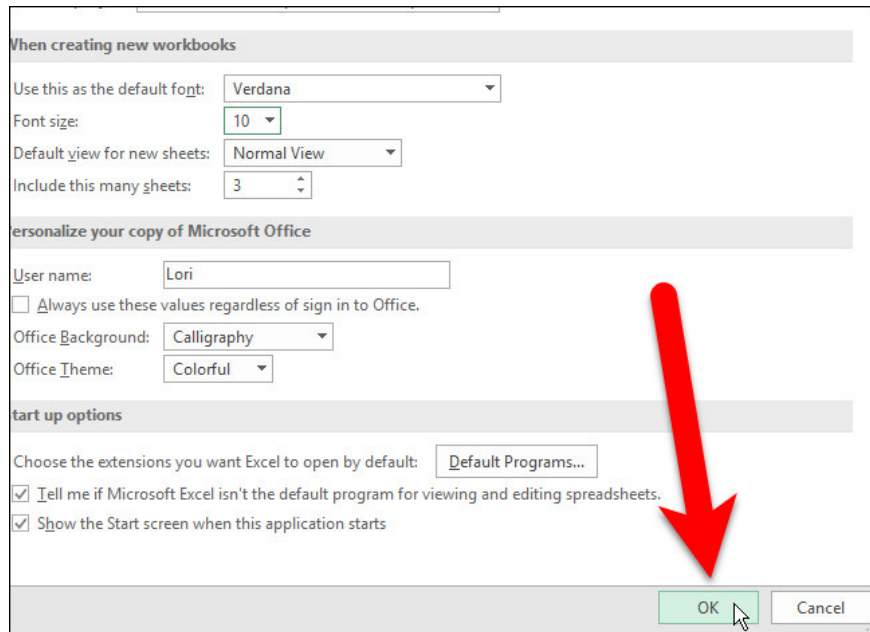
In the **General** tab, select any font that you want to set as the default font in the **Use this as the default font** menu .



To select a different size as the default font size, in the **Font size** menu choose any size you want.

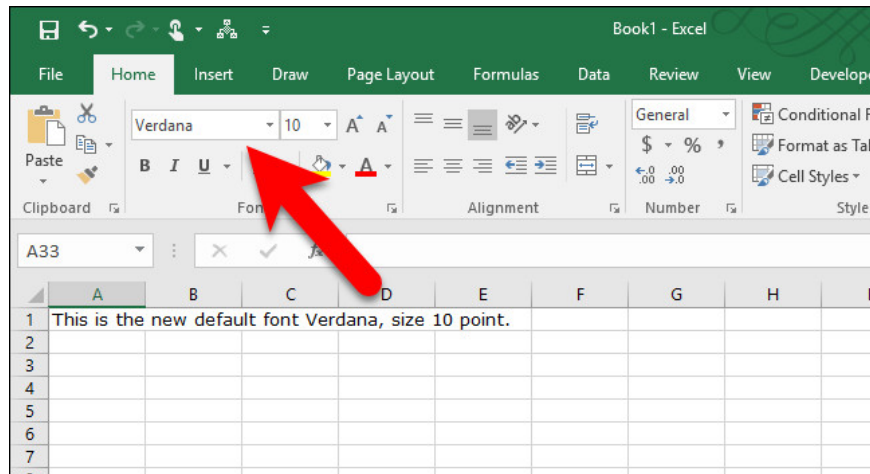


Click OK to save the changes and close the **Excel Options** dialog box again.



You must close the Excel file again, then open the Excel file again to see the changes. On the next message dialog window, click **OK** , then close and reopen Excel.

You should now see the font and font size that you have chosen as the default font on all cells on the Excel file.



You can also change the font by using the Home tab on the Ribbon. However, this method only applies to the current Excel file you are using.

### Refer to some of the following articles:

1. Fix "File Error: data may have been lost" error in Excel
1. Change the slash to a dot in Excel format
1. Instructions for inserting a PDF file into Excel spreadsheet

**Good luck!**

You finished reading the article "**How to set the default font and font size on 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.

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