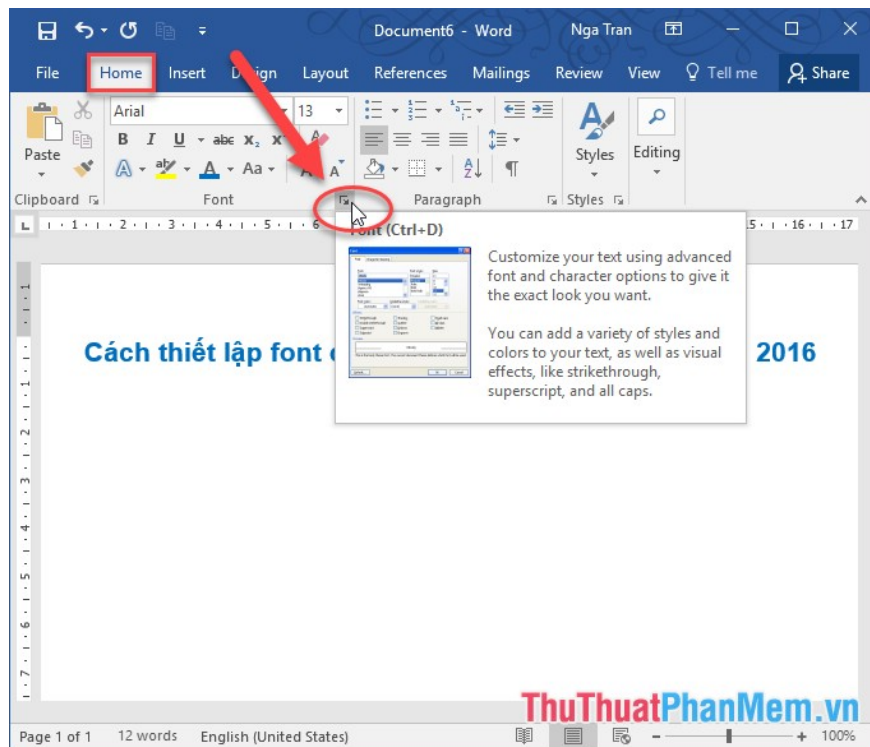


How to set the default font in Word, Excel 2016

How to set the default font in Word, Excel 2016 helps you not to make font settings every time you create a new file according to your own.

You often work with Word and Excel text files, each time you create a new data file, the first thing to do is to set the font and font size for the data file. So every time you create a new file, you must perform this operation. The following article details instructions How to set the default font in Word, Excel 2016 helps you not to make font settings each time you create a new file as you like.

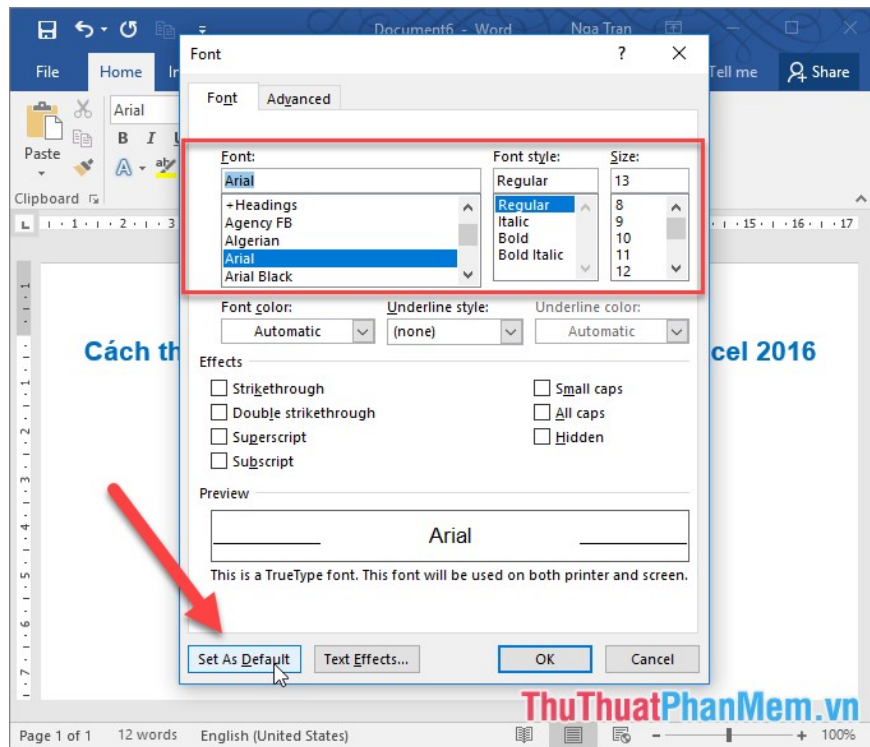
Step 1: On the MS Word interface -> go to the **Home** tab -> click the arrow in the **Font** section or press **Ctrl + D**:



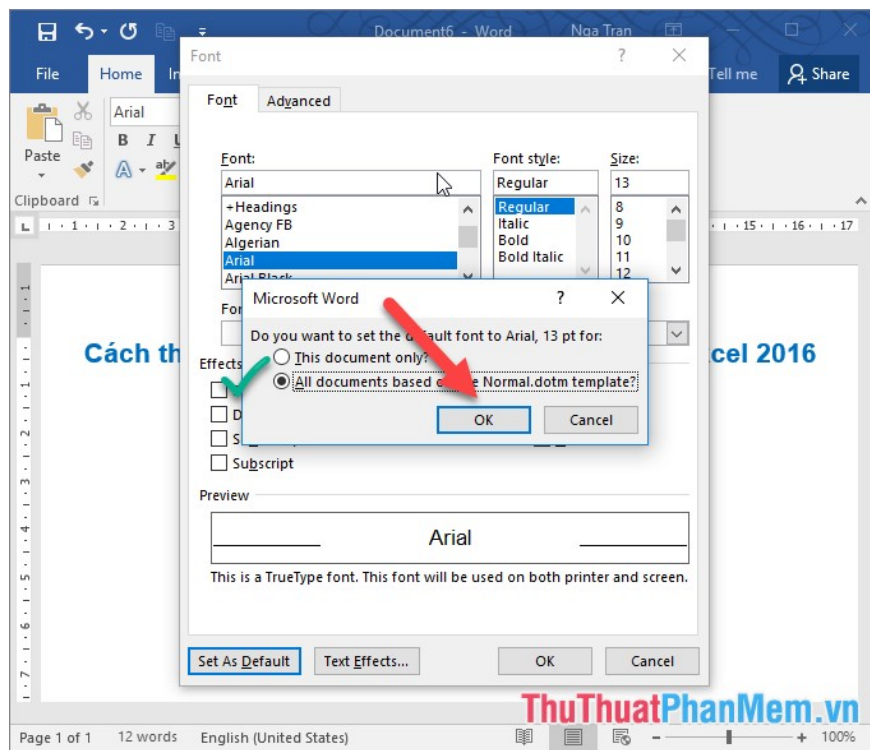
Step 2: The **Font** dialog box appears, select:

- **Font** item : Select the font you want to set (frequently used fonts)
- **Size** : Select the font size
- **Font Style**: Select a font style

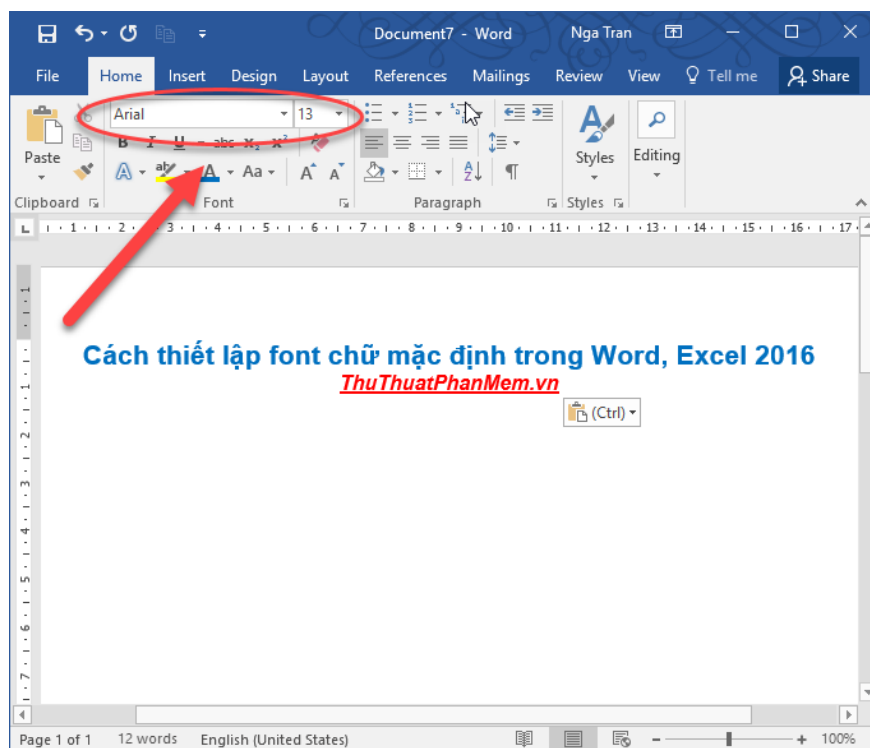
Finally, click **Set as Default** to set the default font:



Step 3: After setting up the Microsoft Word dialog box, click **All document based on the nomarl.dotm template** to apply the default font setting for all Word files -> click **OK**:



The result when you create a new text file, the default font and font size have been set you do not need to manipulate again:



With Excel File you perform the same operation. Above is a detailed guide on **how to set the default font in Word, Excel 2016**. I wish you success!

You finished reading the article "**How to set the default font in Word, Excel 2016**" 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.