

# Instructions for setting the default font in Microsoft Word

TipsMake.com will tell you a way to set the default font (fixed) for Microsoft Word to open any file, it will show up with the same font, font size according to your requirements. . If you do not know how to do it, please refer to our way below.

It is inconvenient if you have to open thousands of Microsoft Word documents every day, but each file uses different fonts to make viewing or editing more difficult. So is there any way to fix it?

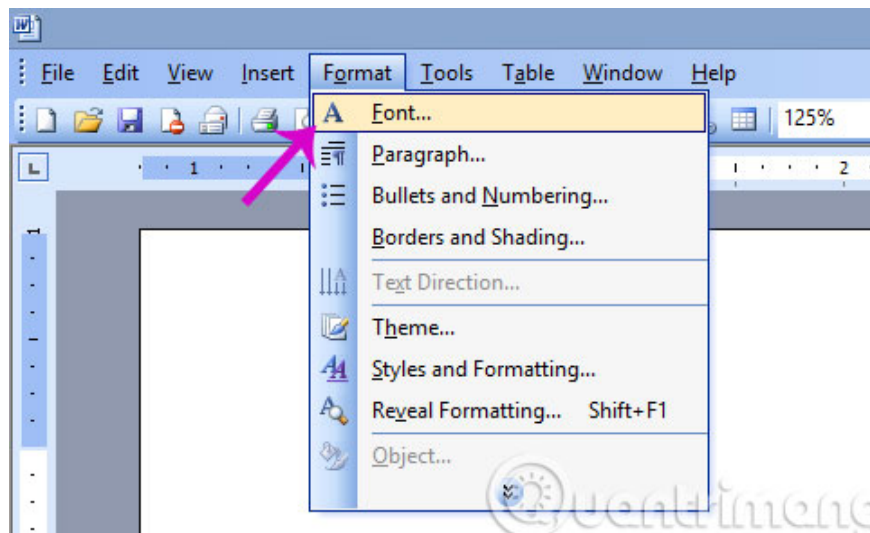
TipsMake.com will tell you a way to set the default font (fixed) for Microsoft Word to open any file, it will show up with the same font, font size according to your requirements. . If you do not know how to do it, please refer to our way below.

1. Change the default font in Microsoft Word 2010
2. Instructions for using the Screenshot Tool in Microsoft Word 2013
3. Invaluable Word shortcuts when processing text

## 1. Set the default font in Word 2003

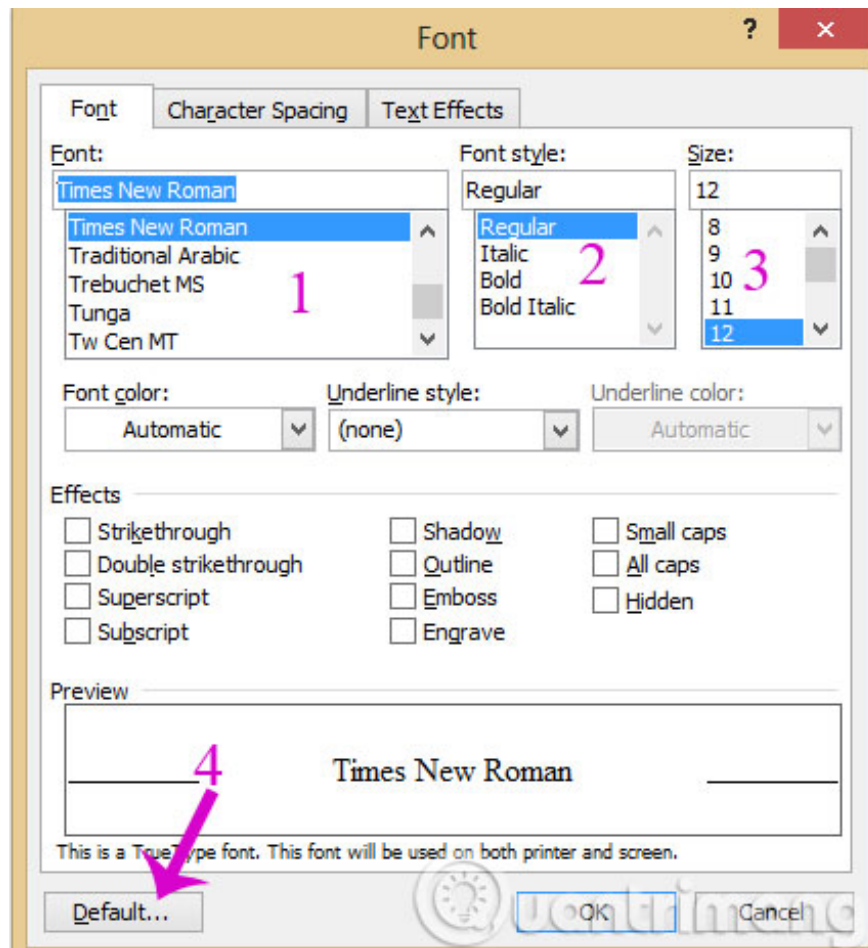
### Step 1 :

From the main interface, click the **Format** menu, select **Font** .



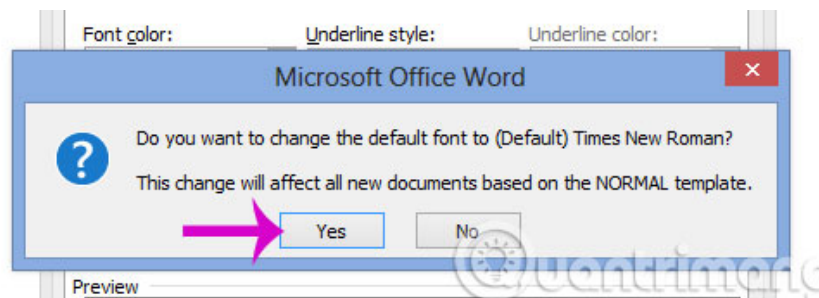
## Step 2 :

When the **Font** dialog box opens, proceed to select the **Font name**, **Font type** ( *bold, italic, underline* ) and **font size** . Then click **Default** .



## Step 3 :

When the confirmation dialog appears, click **Yes** to approve

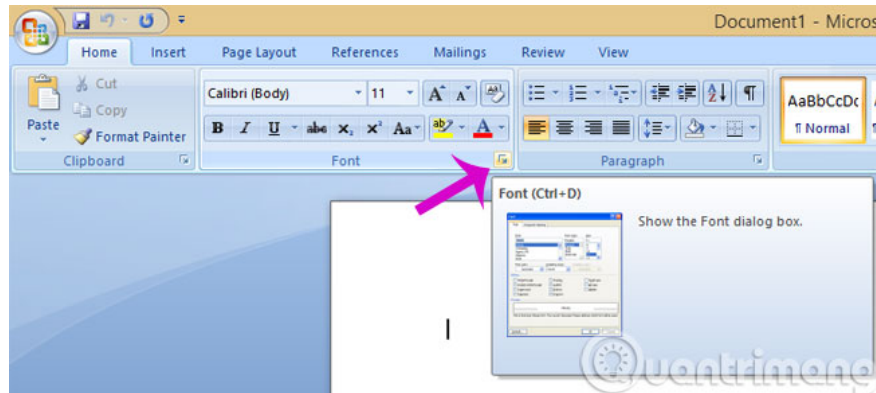


## 2. Set the default font in Word 2007, Word 2010

1. Download Microsoft Office 2007
2. Download Microsoft Office 2010

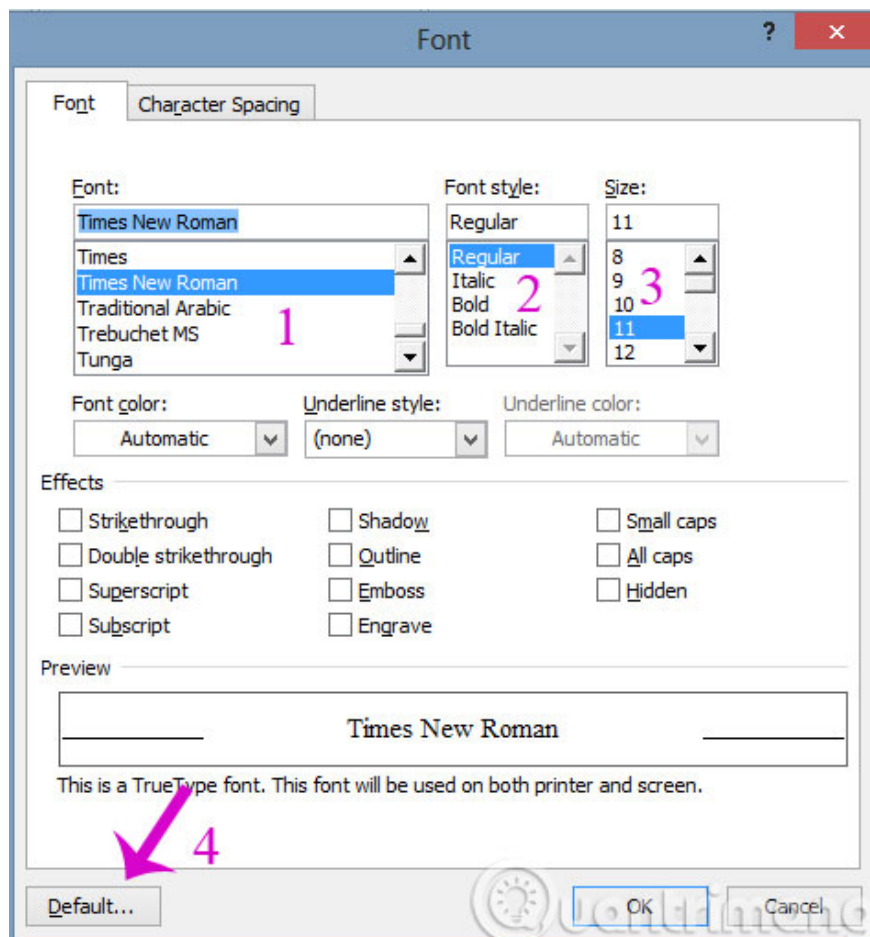
### Step 1 :

From the main interface of Word, click the small arrow next to the Font button or press **Ctrl + D** to open the **Font** dialog box



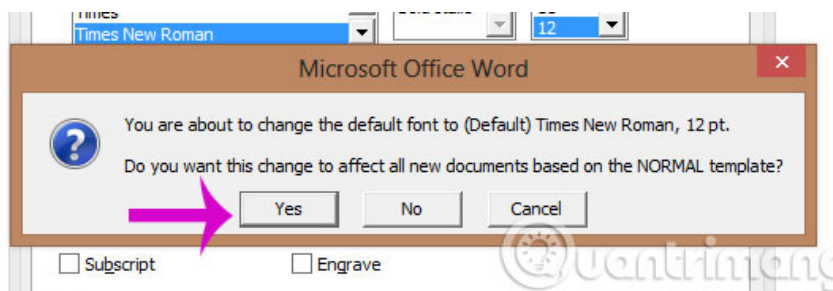
### Step 2 :

When the **Font** dialog box appears, proceed to select **the Font type, Font type, Font size** and a few other options then click **Default** .



### Step 3 :

When the confirmation dialog appears, click **Yes** to approve

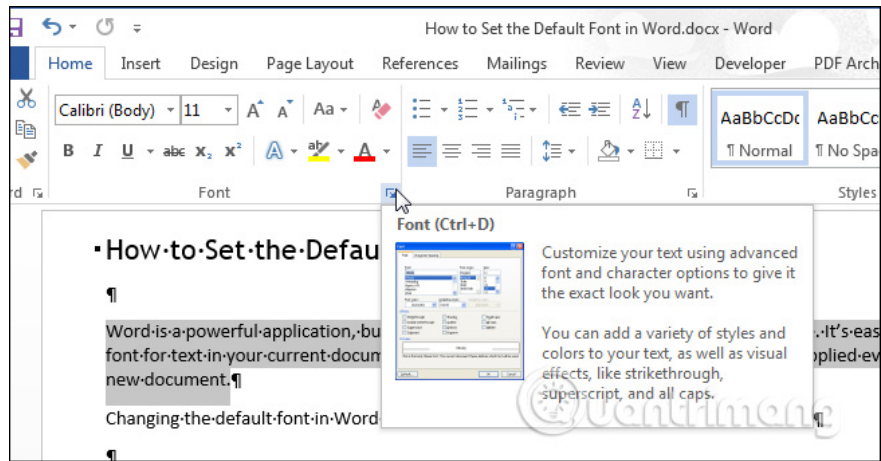


## 3. Set the default font Word 2013, Word 2016

How to change the default font on Word 2013, Word 2016 is similar to previous Word versions.

### Step 1:

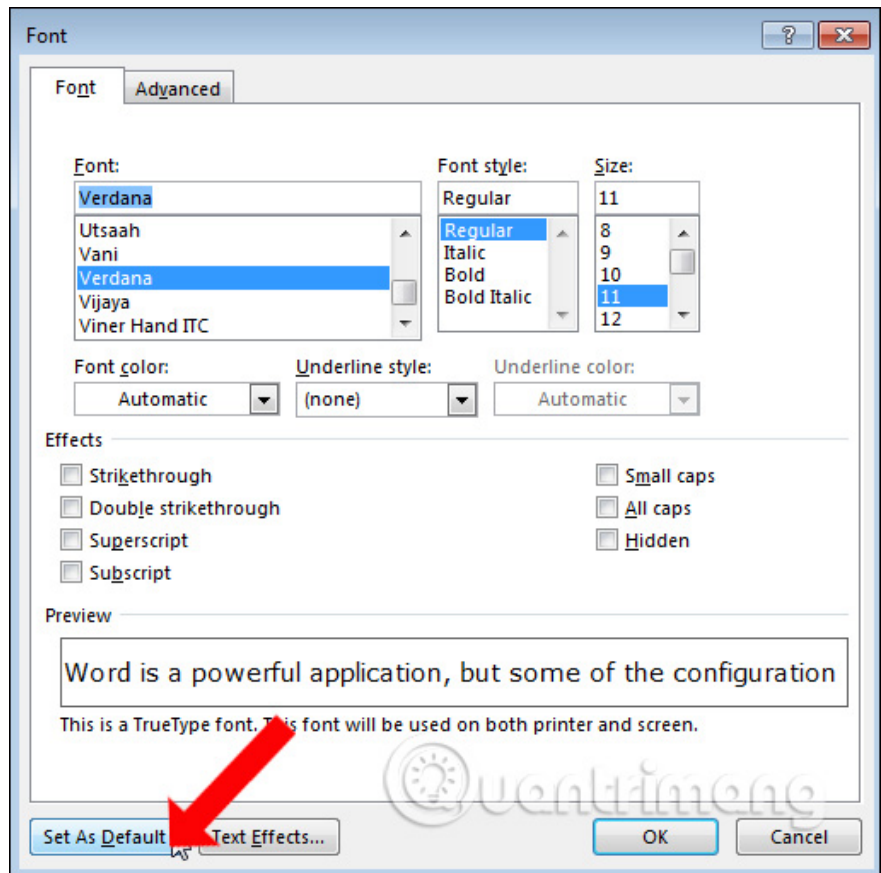
Click on the **Home tab** and then look down at the **Font settings** group, click on the **arrow icon** . Or you can quickly press Ctrl + D.



### Step 2:

The Font dialog box appears for users to customize the **font they want to default to** in Word. In the Font section, click on the font you want to set as default, then click **the Set As Default button** at the bottom as shown.

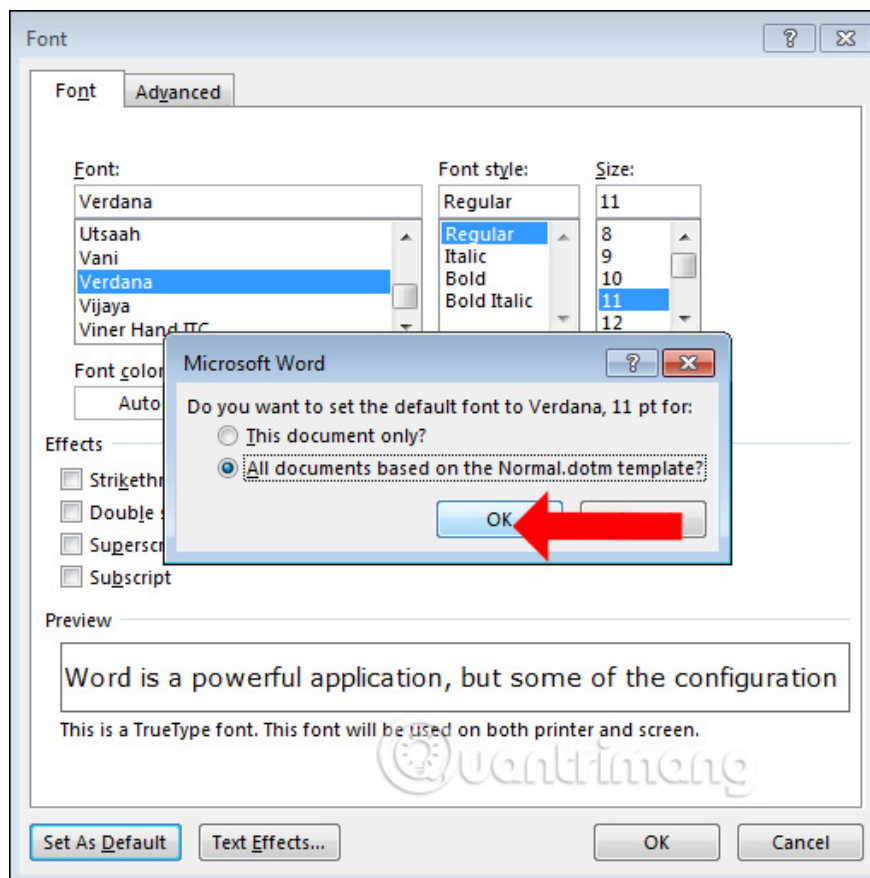
In addition, you can select the font size in the Size or font type in the Font style column as the default.



### Step 3:

A dialog box appears asking the user to set the default font for the current document (This document only) or use it for the entire document (All documents based on the Normal.dotm template).

Click on **All documents based on the Normal.dotm template** , then click **OK** to save it.



Thus, Network Administrator has instructed you how to set the default font on Word with all different Word versions. In general, the default font operations on all Word versions do the same.

1. How to display the Ruler bar in Microsoft Word 2010?
2. Create a quick dot (...) line in Microsoft Word
3. Inserting letters, logos sink into Microsoft Word 2013

Good luck!

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