

What is the standard font size in Word? Which font should I use?

Knowing the correct font size in Word will help you create professional documents. Check out the regulations on font sizes in administrative documents, based on Decree 30/2020/ND-CP.

Understanding the **standard font sizes in Word** not only ensures document accuracy but also helps you avoid unnecessary errors when drafting documents and administrative texts.



Note: When drafting administrative documents, you need to select the Times New Roman font according to the Vietnamese Standard TCVN 6909:2001. The font size used will depend on the specific format. Specifically as follows:

1. National Name and Motto

According to Decree 30/2020/ND-CP, the national name and motto in administrative documents specify the font size and style as follows:

- The national name: "SOCIALIST REPUBLIC OF VIETNAM" is presented in uppercase letters, font size 12 to 13, upright and bold, located at the top of the document.

- The motto: "Independence - Freedom - Happiness" uses lowercase letters, font size 13 to 14, upright and bold, centered below the national name. The first letter of each phrase is capitalized, with hyphens (-) between phrases, and a horizontal line underneath.

2. Name of the agency or organization issuing the document

The name of the agency or organization issuing the document should be presented in uppercase letters, font size 12 to 13, upright and bold.

3. Document number and symbols

Use upright font, size 13.

4. Place and date of issuance of the document

Present the text on the same line as the number, using lowercase letters, font size 13-14, and italic font.

5. Document type and summary of content

Generally, upright, bold fonts are used, with font sizes ranging from 13 to 14. However, for official documents, the summary of the document's content is presented using font sizes from 12 to 13, in an upright font style.

6. Text content

Use lowercase letters, italicized, and a font size of 13 to 14.

Attention:

- + Page numbers are centered at the top of the page, using upright font, size 13-14.
- + For sections, chapters, articles, sub-articles, clauses, etc., use lowercase letters, size 13-14, upright font, bold.

7. Title, full name, and signature of the authorized person

Use a font size of 13 to 14, upright and bold.

8. Seals and digital signatures of agencies and organizations

- Information regarding the document number and symbol; the signing time (date, month, year; hour, minute, second) should be presented in lowercase letters, upright font, size 10, black color.

9. Recipient

- Recipient: Font size 13-14, upright font

In addition to the standard font size guidelines **in Word** mentioned above, you can also refer directly to the regulations of your school and subject teachers regarding font, font size, alignment, line spacing, index, table of contents, etc., as each school usually has different regulations regarding these font styles.

With this article and instructions on creating a table of contents in Word , Free Download hopes you will understand the standard font size and dimensions to adjust them for optimal results.

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