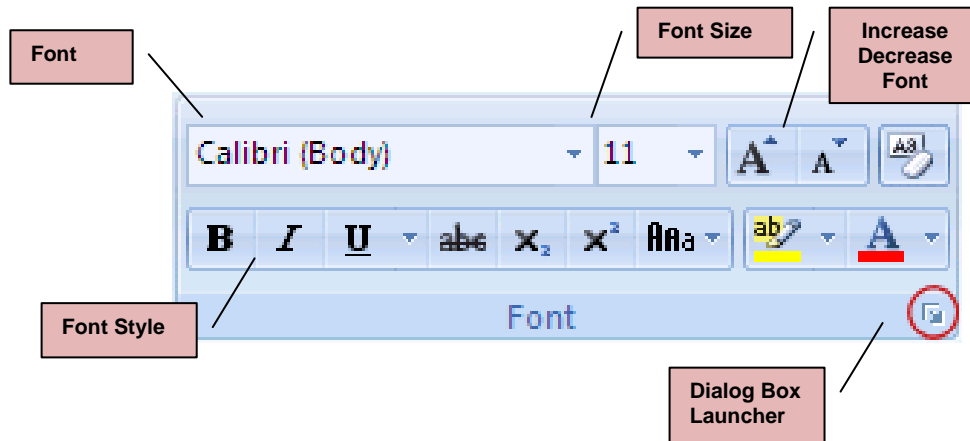


FORMATTING FONT

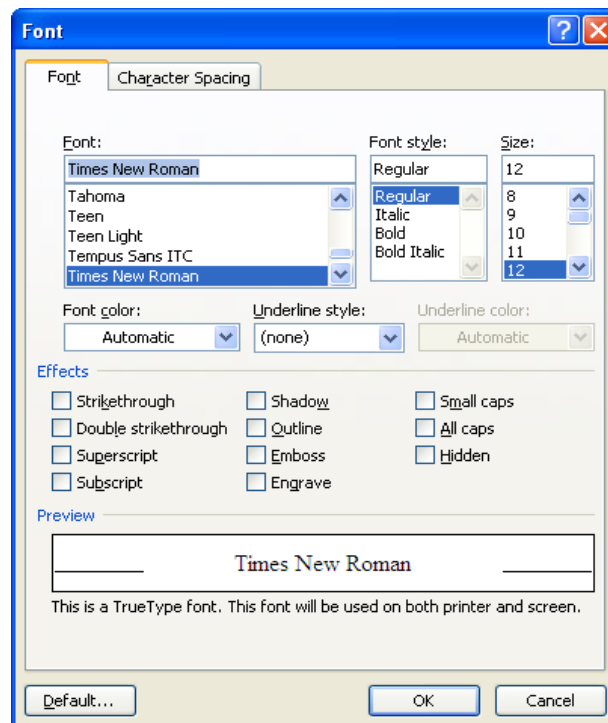
On the **Home** tab move to the **Font** group on the ribbon and select the formatting you require.

Select the options you want!



Also, you can bring up this section of ribbon either by **selecting text**
Or, use a **right click** on the mouse in word.

Or you can open the **Font dialog box** by clicking on the launcher button at the bottom right.



Default

Select the font settings you use most frequently. When you click **Default** this will change the font format for your **Normal Template** and be the setting for all new documents.