



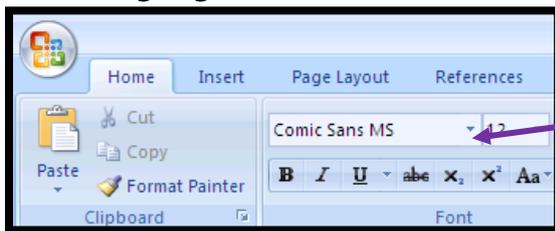
Need to Know IT

Fonts

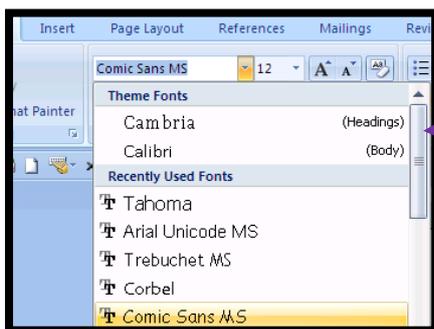
The 'Font' function is on the 'Home' ribbon. The default font for Word 2007 is Calibri however there are many different font types and sizes.

Changing the Font

1. Choose the 'Home' ribbon
2. Highlight the text in the document.



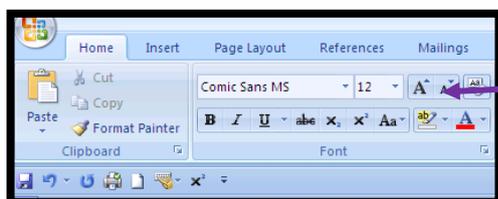
3. Click the drop down arrow next to the font type.



4. Choose a font from the drop down list. Use the scroll bars to view all of the fonts. Select the required font by clicking it.

NB: As the cursor passes over the font, the highlighted text in the document will change, but the change will not be permanent until a font is selected.

Changes can also be made to the font size and colour



Font Size

Font Colour

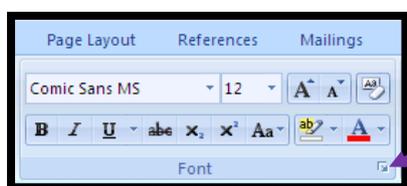
If you want to change the font used throughout the document, use the keyboard command 'Ctrl + A' to select the entire document. Changes made to the font will be applied to all of the selected text.

Alternative method of Changing the Font

The font can also be changed without highlighting the text. Simply click the down arrow next to the font type or size. New text will use the new font type, however if the cursor is moved to a new position in the document, the font type will revert to the default font.

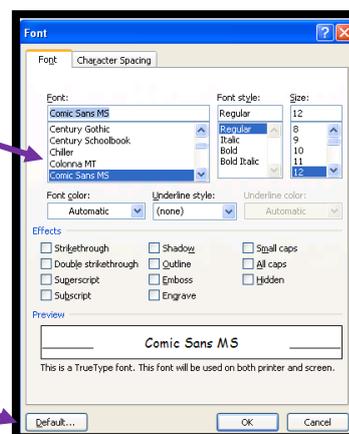
Changing the Default Font

Changes made to the font only apply to the document in which the changes were made and all new documents continue to use the default font. It is a simple matter to change the font default so that all new documents automatically use the chosen font.



Click the small arrow at the bottom right hand corner of the '**Font**' options section

When the '**Font**' dialogue box opens, select the required font and size.



Then click the '**Default**' button in the bottom left hand corner of the dialogue box.

When the dialogue box appears, click '**Yes**' to apply the changes to all future documents.

